

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

**10112 – 105 Avenue
Fort St. John, BC V1J 4S4**

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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, FEBRUARY 22, 2021 @ 6:30 p.m.

OUR MISSION

All our students will graduate, crossing the stage with dignity and grace.

OUR VALUES

The core values that guide the work of the school division are *RESPECT*, *COMPASSION*, *HONESTY*, *RESPONSIBILITY*, and *RELATIONSHIPS*.

OUR STRATEGIES

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60
REGULAR BOARD MEETING
MONDAY, FEBRUARY 22, 2021
6:30 P.M.

AGENDA

1.0 Call to Order

Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.

2.0 Additions to the Agenda/Acceptance of the Agenda

3.0 Presentations/Delegations

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, January 25, 2021 (pages 6-12)

5.1 Approval of the Minutes

5.2 Business Arising from the Minutes
(See attached Action Item List for completed and ongoing items)

- a) Health Care Recruitment Follow Up from January 25/21 Board Meeting
(Attachment)
Chair Gilbert

6.0 Minutes of the Regular Special Board Meeting, February 15, 2021 (pages 13-14)

6.1 Approval of the Minutes

7.0 Approval of Excerpts of the Regular Board Meeting December 14, 2020 (page 15)

8.0 Announcements and Reminders

February 23	SUP-PAC Meeting (<i>Snow/Evans</i>)	12:00 p.m.	Board Room
March 1	Framework Presentations	1:30 p.m.	Board Room
March 1	NPAA	5:30 p.m.	Virtual
March 8	Policy Committee Meeting	11:00 a.m.	Board Room
March 8	Board Meetings	5:00 p.m.	Board Room
March 10	Early Dismissal Day		
March 11	Early Dismissal Day		
March 15 to March 26	Spring Break		
March 30	SUP-PAC Meeting (<i>Campbell/Gilbert</i>)	12:00 p.m.	Board Room
April 6 (<i>Tues</i>)	COTW Meetings	12:30 p.m.	Board Room
April 8-10	NSBA Conference		

April 12	NPAA	5:30 p.m.	Virtual
April 15-17	BCSTA AGM		Virtual
May 17	Policy Committee Meeting	11:00 a.m.	Board Room

9.0 **Senior Staff Reports**

9.1 Superintendent's Report (page 16)

9.2 Secretary-Treasurer's Report (page 17)

10.0 **2020-2021 Annual Amended Budget & Presentation** (Attachment) *Teri Stoneman, Secretary-Treasurer*

10.1 Motion to agree to Three Readings

10.2 First Reading of Amended Budget Bylaw (reading in full)

10.3 Motion to do Second and Third Reading (short form)

10.4 Second Reading of Amended Budget Bylaw (short form)

10.5 Third Reading of Amended Budget Bylaw (short form)

11.0 **Reports of Regular Committee of the Whole Meeting, February 8, 2021** (pages 18-21)

11.1 Approval of Minutes

11.2 Business Arising
(See attached Action Item List for completed and ongoing items)

11.3 Policy Committee – *Trustee Evans*

a) Policy 7018 Childcare - Adoption (Attachment)
Evans/Second
THAT Policy 7018 Childcare be adopted as presented

b) Policy 4014 Travel – Notice of Motion (Attachment)
First/
THAT Policy 4014 Travel be put forward for Notice of Motion.

12.0 **Other Reports**

12.1 BCSTA – *Trustee Evans*

12.2 BCPSEA – *Trustee Campbell*

12.3 Board Pro-D Committee – *Chair Gilbert*

13.0 **Correspondence**

14.0 **Unfinished Business**

15.0 **New Business**

16.0 **PRNTA Update** – Michele Wiebe, President

- 17.0 **CUPE Local #4653 Update** – Dave Shipley, Acting President
- 18.0 **District Parent Advisory Council (DPAC) Report** – Teresa Brown, President
- 19.0 **Questions from the Press and Public**
- 20.0 **In camera Motions brought forward for implementation**
- 21.0 **Adjournment**

Please Note:

Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1.

The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.

If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.

“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

**Monday, January 25, 2021
6:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Erin Evans, Trustee (Area 5)
Nicole Gilliss, Vice-Chair (Area 3) *(via Zoom)*
David Scott-Moncrieff, Trustee (Area 2) *(via Zoom)*
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Teri Stoneman, Interim Secretary-Treasurer *(via Zoom)*
Leah Reimer, Recording Secretary *(via Zoom)*

(Guests/Media)

Michele Wiebe, PRNTA President *(via live-stream)*



Call to Order

Chair Gilbert called the meeting to order at 6:30 p.m.

Chair Gilbert acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #01-21

Evans/Scott-Moncrieff
THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

No Presentations/Delegations

Trustee Input

At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

Trustee Campbell

- Attended a Taylor PAC meeting...struggling with getting new parents in because of COVID situation. One of the pizza places in Taylor is donating a piece of pizza to each student in the school
- Attending BCPSEA AGM on January 28, 2021

Trustee Evans

- Attended virtual holiday celebrations
- Attended Policy Committee Meeting on January 18, 2021
- Attending the upcoming BCSTA Provincial Council on February 20, 2021

Trustee Gilliss

- No new input

Vice-Chair Lehmann

- Attended Policy Committee and Labour Management Meeting

Trustee Scott-Moncrieff

- Been in contact with all Administrators at liaison schools and things seem to be going well overall

Trustee Snow

- Visiting schools...NPSS, Bert Ambrose, and ARYES tree decorating at Peace Lutheran

Chair Gilbert

- Attended online concerts and activities that closed the year out
- Attended Board Chair call and Partner Liaison meetings. The new Education Minister has reviewed her mandate letter and made it clear that she believes in the importance of local governance and good working relationship with BCSTA
- Attended PAC meetings for 3 of 4 liaison schools. 4th one is this week
- ARYES celebrations posting of three parts to the Grand Opening of ARYES that is mentioned in the Superintendent's report. A special thank you to Russell Eggelston – "Sound in Town" for his free production of the Grand Opening videos
- Communication Thank You's
 - Kindergarten and school registration graphic - convey thanks to staff involved in this communication. Graphic adds to public understanding of the importance of timely registration, district cycles and budget processes.
 - Community Support - our schools enjoy tremendous community support
 - BC Winter Games Legacy Funding – FSJ received the largest funding in the history of the games to a community. There were a number of schools that put in requests.
 - We received \$100,000 for the Bert Bowes Track Project
 - There was a cheque presentation last week to Curtis Whitford and Gielan Cornell, former PAC Chair at Bert Bowes
 - Still looking for about \$8,000.00 to complete the track and a further \$30,000 for permanent lines on track surface, bleachers and signage
 - Track has potential for not only school use, but community use as well
 - MMMCS Playground – NorthRiver Midstream generously donated to the playground. Thank you to Jarrod Bell, Director of Instruction for his work on the media release
- Participated in a Partner Liaison Meeting virtually with MoE, District Staff, Board Chairs. Another one will take place on February 5. Will bring back a report once that meeting is completed
- Attended Labour Management – it was reflected earlier in the meeting that things are going well

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #02-21

Lehmann/Campbell

THAT the Regular Meeting Minutes of December 14, 2021 be adopted.

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Approval of Excerpts

Motion #03-21

Evans/Snow

THAT the excerpts from the November 16, 2020 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.

CARRIED.

Announcements & Reminders

January 26	SUP-PAC Meeting (<i>Gilbert/Gilliss</i>)	12:00 p.m.	Board Room
January 28	BCPSEA AGM	10:00 a.m.	Board Room
January 29	NID Day (Semester Turnaround)		
January 30	NIB Meeting	10:00 a.m. – 1:00 p.m.	Virtual
February 1	NPAA	5:30 p.m.	Virtual
February 1	Framework Presentations	1:30 p.m.	Board Room
February 8	COTW Meetings	12:30 p.m.	Board Room
February 15	Family Day		
February 20	BCSTA Provincial Council		
February 22	Board Meetings	5:30 p.m.	Board Room
February 22	NID Day (Report Writing)		
February 23	SUP-PAC Meeting (<i>Snow/Evans</i>)	12:00 p.m.	Board Room
March 1	NPAA	5:30 p.m.	Virtual
March 10	Early Dismissal Day		
March 11	Early Dismissal Day		
March 15			
to March 26	Spring Break		
March 30	SUP-PAC Meeting (<i>Campbell</i>)	12:00 p.m.	Board Room
April 8-10	NSBA Conference		

Senior Staff Reports

Superintendent's Report

A written and electronic report was presented. Topics discussed and reported included:

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report (*Attachment*)

- Reviewed attached and fielded questions from Trustees

Motion #04-21

Campbell/Evans

THAT the Board accept the Superintendent's Report.

CARRIED.

Secretary-Treasurer's Report

A written report was presented. Topics discussed and reported included:

Operating Budget Consultation 2021/2022

- Final version of the process our district will follow

Statement of Financial Information (SOFI)

- For information purposes
- Will be published on our district website
- Board Chair has signed off and the report was submitted to Ministry prior to the December 31, 2020 deadline

Ministry Funding Update

- The district has received the funding confirmation from Ministry
- LEA's – Ministry will recover part of that funding and we look to work with bands and direct bill them for costs related for education delivery under the LEA agreement
- Nominal roll students from out of province or out of our district – is provincial government still funding those students? Secretary-Treasurer – Don't believe we are receiving funding from Alberta. We're being paid only for student's under the LEA's that we hold. Superintendent – our process doesn't involve any other than the SD #60 bands. They would fall under targeted funding

Anne Roberts Young Elementary School – Executive Summary

- For information purposes

Human Resources Summary Report

- For information purposes

Motion #05-21

Evans/Scott-Moncrieff

THAT the Board accept the Secretary-Treasurer's Report.

CARRIED.

Reports of Regular Committee of the Whole Meeting

Approval of the Minutes – January 11, 2021

Discussion Vaccination Clinics – Operations Report

- Concern regarding if out of town teachers were able to travel in for the clinics held at NPSS
- Superintendent – vaccinations and flu shot are not a responsibility of the district, but we are trying to find the right method of delivery. Feel we've found a compromise between accessibility and costs. Flu shots are also available in other places in the community

Motion #06-21

Lehmann/Snow

THAT the Board accept the Regular Committee of the Whole minutes of January 11, 2021 and its recommendations

CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

None

Policy Committee – Trustee Evans

Policy Committee Update – January 18, 2021

- Will be meeting again in March prior to Spring Break
- Policy 7018 Child Care – Notice of Motion for this meeting
- Policy 4014 Travel Policy – a review is in process and will come back for Notice of Motion at the February 22, 2021 Board Meeting

ACTION: Place Policy 4014 Travel on the February 22, 2021 Board Meeting agenda for Notice of Motion

Policy Adoption

Policy 7017 – Video Surveillance

- Secretary-Treasurer followed up with Transportation to work with signage for buses
- Inquiry from NPSS asking if this only pertains to new surveillance cameras going forward and will not be grandfathered. Secretary-Treasurer – only those going forward

Motion #07-21

/Lehmann

That the Board of Education adopt Policy #7017 Video Surveillance.
CARRIED.

Policy 8001.1 Budget Development, Monitoring and Reporting

- No feedback from the public

Motion #08-21

/Evans

That the Board of Education adopt Policy #8001.1 Budget Development, Monitoring and Reporting.

CARRIED.

ACTION: District Staff to circulate adopted Policy 7017 and 8001.1

Policy 7018 Child Care Policy - Notice of Motion

- Policy is in reference to changes in the School Act and in consultation with BCSTA
- Trustee Snow – can there be an extension of 7 hours to 8 hours in to accommodate Educational Assistants who may want to apply for the Before and After School Care positions? Secretary-Treasurer – we are adding to existing hours if they have room in their day. Maximum for them is 7 hours according to the Collective Agreement. Trying to accommodate those who are already working in the schools but also need to ensure coverage for BASC
- Superintendent – staff is looking at hiring on a site-by-site basis (ie. how many support staff are already deployed and going from there)

Motion #09-21

Evans/

That the Board of Education send out Policy #7018 Child Care Policy for Notice of Motion.

CARRIED.

ACTION: District Staff to send Policy #7018 Child Care Policy out for Notice of Motion and place on February 22, 2021 Regular Board Agenda

Other Reports

BCSTA

SD #60 Motions 9.6 and 9.7 – Follow Up

- Motions went to the October Provincial Council Meeting and both were passed
- BCSTA has now sent out the “Outcome” information outlined in the attachments
- 9.7 – extra funding/enhancement has gone into the TRB. We need to ensure it does what it is intended to do. When we did advocacy, we reached out to PRRD and NIB. At this point, we haven’t yet sent a letter to the TRB Exec Director & BC Teachers Council. Should we keep the pressure on or leave it and see what happens?
- Board felt that seeing as they’ve now received funding, we should leave it and see if there are changes. We could bring it up again in the future and keep the advocacy going, if needed

ACTION: Bring in District HR Leadership in October 2021 to summarize how the cycle went and if there have been any improvements in the process

ACTION: Board Chair will bring up at the MLA meeting as well as with PRRD, Brad Sperling

NIB Preparation

- Trustees received a link today to register for the NIB virtual meeting on January 30, 2021
- Helen, Ida, Madeleine, Bill – meet together in the Board Meeting; Nicole, David and Teri will attend remotely
- Items for MLA’s: COVID recovery, Assessment wait time advocacy
- Chair Gilbert will be forwarding the points made at the January 11, 2021 COTW in regards to the BCSTA “The Case for Increased School Life Cycle Funding”

Provincial Council Motion Review

- Will review the motions at the February 8, 2021 Committee of the Whole Meeting

ACTION: Place on the February 8, 2021 COTW meeting for review of the Provincial Council Motions

BCPSEA

- AGM is being done virtually on January 28, 2021
- Voting on two positions and two resolutions to review

Correspondence

Advocacy Letter Feedback (City of Fort St. John, MLA – Bob Zimmer, District of Hudson’s Hope, District of Taylor)

- Related to technology access for rural/remote areas
- Secretary Treasurer – followed up with the District of Hudson’s Hope feedback regarding a fibreoptic group. Jarrod Bell is following up
- District of Taylor – suggested seeing the assessment PRRD did and join with them for a working group
- Trustee Evans – may want to bring as a motion to the BCSTA

ACTION: District Staff to place on a future agenda for a meeting with the PRRD as well as connecting with PRRD to see if we can see a copy of the assessment

Save Our Northern Seniors (SONS)

- Chair Gilbert – there is opportunity for supports for seniors and to increase awareness of support programs that Northern Lights College is offering
- Brian Campbell is working on expanding district awareness
- Northern Lights College offers a two year arts degree to apply for Bachelor of Science Nursing Program that is coming here. Also, a Social Services diploma program. There are dual credit opportunities for both of these programs

Energizing Our Future: the Social and Economic Development Framework of Fort St. John (City of Fort St. John)

- Suggestion that this becomes part of our Strategic Plan review...what is the community looking for and formalize in our planning

ACTION: Superintendent will review document and will bring back to the Board for further discussion

Unfinished Business

The following unfinished business arose from the previous meeting minutes:
None

New Business

No New Business

PRNTA Update – Michele Wiebe, President

No Report – attended Livestream

CUPE Local #4653 Update – Dave Shipley, Acting President

Absent

District Parent Advisory Council (DPAC) Report – Teresa Brown, President

Absent

Questions from Press/Public

At this time, opportunity was given for questions from the press:

No “in-person” public

No questions via livestream

Adjournment

Motion #10-21

Evans/Snow

THAT the meeting be adjourned. (8:03 p.m.)

CARRIED.

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

TERI STONEMAN,
INTERIM SECRETARY-TREASURER

PROVISIONAL MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

SPECIAL REGULAR BOARD MEETING

Monday, February 15, 2021
6:30 p.m. (via Zoom)

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Erin Evans, Trustee (Area 5)
Nicole Gilliss, Vice-Chair (Area 3)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)
Teri Stoneman, Interim Secretary-Treasurer

(Guests/Media)
None

Regrets: Stephen Petrucci, Superintendent
Leah Reimer, Executive Assistant



In accordance with Board By-law 1/90 (5.1), the purpose of this Special In-Camera Board Meeting is to have discussions regarding the review and adoption of two motions related to BCSTA AGM Motion submissions.

Call to Order

Meeting was called to order @ 6:30pm

Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.

BCSTA AGM Motion Related to Internet Connectivity (Attachment)

- Review and discussion of the attached submission

Motion #10-21 Moncrieff/Gilliss
THAT the Board adopt the attached motion as presented
CARRIED.

BCSTA AGM Motion Related to Assessment Wait Times (Attachment)

- Review and discussion of the attached submission

Motion #11-21 Snow/Campbell
THAT the Board adopt the attached motion as presented
CARRIED.

Adjournment

Motion #12-21

Evans/Snow

THAT the meeting be adjourned @ 6:35 p.m.

CARRIED.

HELEN GILBERT, BOARD CHAIR
BOARD OF EDUCATION

TERI STONEMAN,
INTERIM SECRETARY-TREASURER

**EXCERPTS
FROM THE DECEMBER 14, 2020
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes November 16, 2020 were read and adopted.

Business Arising

- None

Superintendent's Report

Items discussed and reported included:

- Workforce Report

Secretary-Treasurer's Report

Items discussed and reported included:

- SD #60 & City of Fort St. John – Property Amalgamation

Committee of the Whole Reports

- None

Other Reports

- BCSTA
- BCPSEA
- Labour Management Meeting Minutes

Correspondence

- Conflict of Interest in Regards to District Hiring Practice

Unfinished Business

- None

New Business

- None

**REGULAR MEETING
REPORT TO THE
BOARD OF SCHOOL TRUSTEES
FROM THE SUPERINTENDENT OF SCHOOLS
Monday, February 22, 2021**

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of January 22nd to February 18th, 2021

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	28	9		3	2
Changes to existing	29	7			
Return from leave					
Payout prep					
Total #					

2. Workforce Report (Attachment)

Education

1. **Superintendent's Report -**
<https://togetherwelearn.prn.bc.ca/2021/02/19/superintendents-report-february-2021/>
2. **Out of District Field Trip – International Students (Attachment)**
Recommended Motion: THAT the Board of Education approve the attached Out of District Field Trip.
3. **BAA Course – Working in Natural Gas 12 (Attachment)**
Recommended Motion: THAT the Board of Education approve the attached BAA Course – Working in Natural Gas 12.

Respectfully submitted,

Stephen Petrucci
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, February 22, 2021
REGULAR MEETING**

Operations

1. Enrolment Projection Report (*Attachment*)

Human Resources

1. Human Resources Support Staff Summary

Human Resources Summary Report for Support Staff
For period of January 22nd, 2021 to February 18th, 2021

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	7	2	1
Changes to existing	4	1	
Return from leave	1		
Layoff			
Retirements			

Governance

Teri Stoneman,
Interim Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
MONDAY, FEBRUARY 8, 2021
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education
Madeleine Lehmann, Vice-Chair
Ida Campbell, Trustee
Erin Evans, Trustee
David Scott-Moncrieff, Trustee
Bill Snow, Trustee

Stephen Petrucci, Superintendent
Teri Stoneman, Interim Secretary Treasurer
Leah Reimer, Recording Secretary

Guests: Michele Wiebe, PRNTA President (*via Zoom*)

Regrets: Nicole Gilliss, Trustee



Education

Education Update

Framework Presentation

Alwin Holland Elementary School

Jerelyn Orcutt, Principal & Hayley Hurren, Vice-Principal

Energizing Our Future: The Social & Economic Development Framework for FSJ: A Report published for the City of Fort St. John

Stephen Petrucci, Superintendent

- Don't feel the City is trying to "pigeon hole" us into specific obligations...content is directed towards city programming
- Can work with City in regards to our District mandate
- Ties into our Strategic Plan and the Board's future meeting with them
- Recruitment & Retention – continue to work with community partners and look for opportunities with unions and local trade fairs, however we are strategic in how we do recruitment and retention and it has been successful
- There is content that we can use in our advocacy around this topic

Framework Presentation

Margaret Ma Murray Community School

Kathy Scheck, Principal

Hunter MacKay, Vice-Principal

Jaimiela Turner, Teacher

Brianne Logeman, Teacher

Casey Fehr, Teacher

Governance

Provincial Council Motions Review

Trustee Evans

9.1 Funding for Distributed Learning

- Board is in favor of this motion

9.2 COVID-19 Vaccine Priority for Workers in the Public Education Sector

- Our district is relying on Ministry of Health to make decisions in regards to COVID and they are saying that based on science the Public Education Sector is not a priority
- We've been directed by Public Health but going forward if the pandemic evolves this could become more of a priority
- Criteria in effect (ie. some staff will be receiving it based on health issues and age)
- Availability of the vaccine is also a factor...everyone is supposed to be done by September. If that were to change, would like to have this decision be re-evaluated. The decision was made before variants, etc.
- Coming to the table February 20, 2021, but amendments could be made, if needed
- Provincial Council will probably debate, discuss and amendments may be made
- Board overall supports this motion with an amendment that if there are changes with variants or other emergent issues, that priority for workers in the public education sector be re-evaluated.
- Question to be asked: Are teachers an essential service? If they are, they should be with the essential workers in regards to vaccine priority

9.3 Providing Accessible and Timely Information Regarding COVID-19 and School Safety

- Letters come out later, however contact tracing happens right away with Northern Health. The public may not be aware of this and it causes concern
- Each health care zone now has a rapid response team in direct response to concerns being raised in this motion
- Ministry has been in touch with Superintendent and we have been named as the Rapid Response Team contact for Northern Health. Funding of \$175,000 will be provided. Will bring more information back to the Board once the Superintendent meets with Ministry

ACTION: Superintendent to bring more information regarding the Rapid Response Team at the February 22, 2021 Regular Meeting

- Board's direction...see how the motion goes and vote accordingly

*NEW – Internet Connectivity

- Motion deadline for the BCSTA AGM on April 17, 2021 is February 16, 2021
- Three motions in the past have come up regarding this issue (2018, 2012 and 2010)
- Do we need another motion or wait and see what the response is and if the BCSTA Board of Directors bring it forward
- Board is in favour of putting forward a motion for the BCSTA AGM this year

ACTION: Trustee Evans to put together a motion in regards to Internet Connectivity and distribute to Trustees for their input

*NEW – Assessment and Interventions Funding

- Last motion was sent in 2018 and it was passed
- Letters were sent but things have not improved, most likely due to COVID
- There is regional variation in response times...the north has remoteness, distance and less access to private assessments
- Board is in favour of putting forward a motion for the BCSTA AGM

ACTION: Trustee Evans to put together a motion in regards to Assessment and Interventions Funding and distribute to Trustees for their input

BCPSEA AGM Report

Trustee Campbell

- Budget and two resolutions were passed
- Eve Flynn #69 Vancouver Island/Coastal and Shirley Wilson #34 Fraser Valley voted onto the board
- Voting was done differently...it's useful to have a second device to vote on

Human Resources

Operations

Operations Report

Teri Stoneman, Secretary-Treasurer

- Broken pipe outside of Margaret Ma Murray last night and water got into office area. Minimal damage, water is back on, and school is in session. The Secretary-Treasurer and operations department are following up
- BASC registrations – all programs doing well in regards to interest/registration with exception of Robert Ogilvie, which could be because other sources are available other than our program (ie. Rise and Shine and Totem Preschool that can do full care, broader range and not only when school is in session). Continue to monitor and look at a later start for Robert Ogilvie
- Duncan Cran is scheduled to open March 1, 2021 and has good registration. Program is starting within school at this point and will eventually move into the two portables
- All applications have playground requests and have received funds as part of the allocation. Staff is coordinating provincial tenders through BC Bid along with an element of commitment from our district
- Buses and cold temperature – our district has a process in regards to cancelling bus routes. Manufacturer recommendation is not to run buses when temperatures are colder than -35. Good communication on the website in regards to the cancellation of buses and cold weather factors

- Electro-static guns – will we continue to need these once COVID over? We have the capacity to use them at every location and to maintain without any further cost requirements

COVID-19 Update

- In light of new changes, as a system we are absorbing criteria in the new safety guidelines
- Met with administrators. Elementary is unaffected with students or staff (ie. many staff were already wearing masks)
- Middle/secondary – when students are sitting at a table in their classrooms, they can still remove their mask. Looking at ramifications with music and gym classes
- Environmental controls remain (ie. cleaning, distancing and mask wearing)
- Guidelines now state government meetings to be held virtually wherever possible. If not, ensure we have enough physical distancing space
 - Around the province, the vast majority have gone to complete virtual board meetings. Some of the northern districts have a hybrid, however they are not allowing public to attend. Internally, we are looking at all pro-d and district meetings and where they can, have them go virtual
 - Discussion followed as to the format of the Board of Trustees meetings. Some trustees don't have reliable internet access or privacy in their homes
 - Staff will go on "as is" (ie. meeting in-person) until we hear otherwise from the Board
 - Trustees have the option to join via Zoom if it is better for them

REGULAR - February 22, 2021

Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Unfinished Business	Completed
Oct 5/20	COTW	Trustee Advance Follow Up	Professional Development - set up a meeting date (check with Nicole)	Helen		x
Nov 2/20	COTW	Trustee Academy	Register all Trustees and Executive Staff	Leah		x
Oct 19/20	Board	Enterprise Risk Management	Presentation & Report to the Board	Brenda/Leah		Nov 16/20
Oct 19/20	Board	Business Arising	DPAC Meeting Elections - Helen to contact Teresa and send info to trustees	Helen		x
Oct 19/20	Board	Annual Work Plan	Helen to send out the annual work plan once finalized	Helen		x
Oct 19/20	Board	Meeting with City of FSJ	Staff to follow up to confirm date, time, location, agenda or meet and greet	Leah		Nov 16/20
Oct 19/20	Board	Northern BC Volleyball Club	Connect with administrators, etc. to gather more information and bring back to Board	Stephen		Nov 16/20
Oct 5/20	COTW	Internet Letter	Send out to appropriate stakeholders	Erin		x
Nov 16/20	Board	Internet Advocacy Letter Update	Generate additional letters and distribute	Helen/Leah		Nov 17/20
Nov 16/20	Board	Snow Clearing Concern	1-800-910-4222 number to be circulated to trustees/public	Stephen	x	
Nov 16/20	Board	BCPSEA	BCPSEA AGM - details to come	Helen/da		Jan 25/21
Nov 30/20	COTW	Operations Report	ST to present final ARYES report	Teri		Jan 25/21
Dec 14/20	Board	ST Report	Board Staff to write letter to BCSTA and bring back to Board	Teri		Jan 25/21
Dec 14/20	Board	Policy Committee	Policy 7017 & 8001.1 be put forward for Notice of Motion	Leah		Jan 25/21
Dec 14/20	Board	Statement of Financial Disclosures	Trustees to complete, sign and date btw Jan 1 - 15 and return to ST Office			Completed
Dec 14/20	Board	PRNTA Update	Share Framework Presentation schedule with Michele	Leah		Completed
Jan 25/21	Board	BCSTA - Prov Council Motion Review	Review motions for Provincial Council at Feb 8/21 COTW Meeting	Leah		Feb 8/21
Jan 25/21	Board	Energizing Our Future/City of FSJ	Review document and bring back to the Board for further discussion	Stephen		Feb 8/21
Jan 25/21	Board	Policy Committee Update	District Staff to circulated adopted policies #7017 and 8001.1	Leah		x
Feb 8/21	COTW	Provincial Council Motion Review	Internet Connectivity - BCSTA AGM Motion to be drafted by Erin & sent to Trustees	Erin		Feb 15/21
Feb 8/21	COTW	Provincial Council Motion Review	Assessment & Interventions Funding - BCSTA AGM Motion to be drafted by Erin & sent to	Erin		Feb 15/21

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The screenshot shows a web browser window with the URL northernhealth.ca/for-health-professionals/student-practice-education-and-new-graduate-support. The page has a header with the Northern Health logo and navigation links. The main content area is titled "Student practice education and new graduate support" and includes a paragraph about Northern Health's commitment to supporting students. Below this is a list of programs, each preceded by a blue circular icon with a white plus sign. A red arrow points to the "Health Career Access Program" item in the list. On the right side, there is a "SHARE THIS PAGE" section with social media icons for Facebook, Twitter, and a generic share icon.

Student practice education and new graduate support

Northern Health recognizes the importance of students and strives to support practical experiences across our region. Our goal is to provide a broad scope of learning opportunities and support continuous learning, in collaboration with our education partners, for students and practitioners from a variety of healthcare disciplines.

- Student placement
- Employed Student Nurse program
- Employment opportunities for new graduates
- New Graduate Transition Program
- Health Career Access Program

SHARE THIS PAGE

Take care,

Angela

Helen Gilbert
School District #60 Trustee
Board Chair
District Address
10112-105 Avenue, Fort St John, BC V1J 4S4



Leah Reimer <lreimer@prn.bc.ca>

Fwd: [External Sender] FW: SONS HCAP External Page is now live on the NH Website

1 message

Helen Gilbert <hngilbert@prn.bc.ca>
To: Leah Reimer <lreimer@prn.bc.ca>

Wed, Feb 17, 2021 at 10:51 AM

----- Forwarded message -----

From: <mackeno@xplornet.ca>
Date: Sun, 14 Feb 2021 at 12:52
Subject: [External Sender] FW: SONS HCAP External Page is now live on the NH Website
To: <hngilbert@prn.bc.ca>, Brian Campbell <bcampbell@prn.bc.ca>, <rpauls@prn.bc.ca>
Cc: <mackeno@xplornet.ca>

Happy Valentine's Day and Family Day.

I just wanted to share this information with you from Angela at Northern Health. This is a good opportunity. First they post the openings internally and then open it up for any interested parties. I have sent the information out to our networks.

Also, thank you for all your help and information. M

The public Northern Health HCAP external page is now live. Please feel free to share.



B.C. GRADUATION PROGRAM BOARD/AUTHORITY AUTHORIZED (BAA) COURSE FORM

PART A: BAA COURSE VERIFICATION STATEMENT – To be completed by District Superintendent, Independent School or Offshore School Principal

Prior to submitting the attached BAA Course Framework to the Board of Education or Independent School Authority (Board/Authority) for approval, I Stephen Petrucci verify that I have reviewed the BAA Course to ensure that it is fully compliant with the *School Act* (if offered by a Board or Offshore School), the *Independent School Act* (if offered by an Independent School Authority), the *Board Authorized Course Order*, policy document *Board/Authority Authorized Courses: Requirements and Procedures Guidebook*, and for BAA ELL courses, the ELL Guidelines: *Template for Board/Authority Authorized Language Acquisition/Culture Courses at the Grade 10, 11, 12 Levels*.

By signing below, I verify that the BAA Course:

- ✓ is not preparatory, remedial or modified
- ✓ does not significantly overlap with provincial curriculum Content
- ✓ name reflects the subject area and includes the Grade level
- ✓ assigned Grade reflects the appropriate level of instruction
- ✓ credit value appropriately reflects the length and scope of the course
- ✓ synopsis clearly outlines what a student has gained when the course is completed
- ✓ goals are general statements of intention that give structure to the curriculum
- ✓ rationale outlines the importance of the learning to the student and society
- ✓ embeds Aboriginal Worldviews and Perspectives
- ✓ organizational structure outlines the Content, Curricular Competencies, and Big Ideas
- ✓ learning standards are assessable and observable and can be understood by students and parents
- ✓ recommended instructional component clarifies the learning standards and provides a range of pedagogical opportunities
- ✓ recommended assessment component aligns with the Principles of Quality Assessment
- ✓ learning resources are age appropriate, support learning standards and diversity of learning rates and styles.

Course Name: Working in Natural Gas 12

Grade: 12



TRAX Code: YCOT 12B
(e.g. YVPA)

School District Name and Number: School District No. 60 (Peace River North)

Independent School Name and Number:

Name of District Superintendent/Independent or Offshore School Principal: Stephen Petrucci

Signature:

Date: 01/25/2021

PART B: BAA COURSE AUTHORIZATION STATEMENT – To be completed by Board/Authority Chair or Designate

A signed copy of this document must be submitted to the Student Certification Branch. The original document and accompanying BAA Course Framework must be retained by the district/school for submission to the Ministry upon request. (*Board Authorized Course Order*, M285/04, s. 3; *Educational Standards Order*, M41/91, s. 5 (2)(c))

☒ I declare that this BAA Course is approved by the Board/Authority.

Name of Board/Authority Chair or Designate: Helen Gilbert, Board Chair

Signature:

Date: 02/22/2021

PART C: BAA INSPECTOR CONFIRMATION (FOR INDEPENDENT SCHOOLS ONLY) –

To be completed by Inspector of Independent Schools or Designate during regular inspection/monitoring visit

A signed copy of this document (Parts A and C) must be retained for submission to the Ministry upon request.

The BAA Course noted above is fully compliant with the *Independent School Act* and the B.C. Ministry of Education requirements outlined in the policy document *Board/Authority Authorized Courses: Requirements and Procedures*. (*Educational Standards Order*, M41/91, s. 5 (2)(c))

Name of Inspector of Independent Schools or Designate:

Signature:

Date: 02/22/2021



Board/Authority Authorized Course

Working in Natural Gas 12

YCOT-2B – MYEDBC (YCOT 12B TRAX)

School District/Independent School Authority Name: Peace River North	School District/Independent School Authority Number (e.g. SD43, Authority #432): School District No. 60
Developed by: Center for Training Excellence Northern Lights College	Date Developed: 2013 Original 2015 SD60 BAA Format 2021 SD60 Revision - BC's Renewed Curriculum
School Name: All District Secondary Schools North Peace Senior Secondary Key Learning DL Hudson's Hope School Prespatou School	Principal's Name: Brian Campbell SD60 Careers Principal
Superintendent Approval Date (for School Districts only): <i>January 25, 2021</i>	Superintendent Signature (for School Districts only): <i>Steph Perre</i>
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Working in Natural Gas	Grade Level of Course: Grade 12
Number of Course Credits: 4 credits	Number of Hours of Instruction: 120 hours

Board/Authority Prerequisite(s):

None required

IMPORTANT: This course has been developed in conjunction with many agencies and personnel active in the field of Natural Gas. In order to meet the integrity of the course as it was designed, instructors are asked to adhere to the content as described in this outline and as presented in the accompanying resource available as a download.

Special Training, Facilities or Equipment Required:

Electronically delivered through a download process

Instructor led with accompanying coursework available as a download from Northern Lights College, Fort St. John, BC

Requires access to a computer or other electronic device capable of flash applications needed for inserted videos

Course Synopsis:

The WiNG (Working in Natural Gas entry level training program was developed by Northern Lights College and the BC Center of Training Excellence in Oil and Gas. The training program is an integral part of the BC Natural Gas Workforce Strategy and Action Plan to ensure that there are sufficient numbers of skilled and qualified workers to meet the needs of the natural gas sector in the province.

Northern Lights College and the BC Center for of Training Excellence in Oil and Gas acknowledges the ancestral and traditional territories of the many First Nations, Metis and Inuit whose footsteps have marked these lands on which this work and training takes place. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those that have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on and are visiting.

Students will learn, discuss, critically think about and apply knowledge in the following key areas:

1. Origins and history of the natural gas industry in the US, Canada and BC
2. Indigenous engagement in the industry
3. Science in the natural gas industry: chemistry, physics, measurement, geology
4. Industry oversight, regulation and land use
5. Oil and gas industry - upstream: exploration, well site selection, land use, preparation, drilling, completion, production, water recycling, reclamation and careers
6. Oil and gas industry - midstream: transportation, processing, refining and careers
7. Oil and gas industry – downstream: refining, markets and careers
8. Health and wellness in the industry including aspects of a respectful workplace respecting diversity and inclusion
9. Safety in the industry: personal safety including driving record, drug and alcohol consumption, safety regulations, necessary safety tickets
10. Skills for a successful career in the industry: understanding terminology, communication skills, operating technology, types and demand for various occupations, working as a team, time management, flexibility and adaptability
11. Employment in the natural gas industry: identifying interests and skills, preparing a personal employment plan, making connections in the industry and applying for employment

Goals and Rationale:

The goals of this course are to provide students with:

- an introduction to natural gas and its chemical and physical properties, extraction methods and uses,
- a basic understanding of the natural gas industry: upstream, midstream and downstream,
- an awareness of the land regulatory process in British Columbia including treaties with First Nations,
- an appreciation of the cultural awareness of land acknowledgement and practice in issuing such an acknowledgement
- several safety tickets required for employment,
- a non-partisan overview of the public issues facing the natural gas industry in British Columbia with an unbiased opportunity for students to be able to form a knowledgeable opinion of the industry and its issues, and
- career planning tools that can be used to transition to employment or training in a natural gas operation.

Rationale:

Energy industries worldwide are vibrant, growing and changing to include lower carbon emission energy sources. British Columbia is home to large reserves of natural gas and is one of the largest producers of natural gas in the world, making natural gas and liquid natural gas (LNG) exciting energy industries to consider as a career choice.

The WiNG (Working in Natural Gas) program will help all students to understand the personal benefits each citizen gains from the natural gas and LNG industries, as well as the broad range of career opportunities this sector offers. One may obtain direct employment working with natural gas in the upstream, midstream or downstream sectors; or indirect employment working for a firm or organization that services, supplies or regulates the natural gas industry. The opportunities are endless!

This is also an industry that is becoming increasingly invested in the health and well-being of the natural environment in addition to the people and communities it affects.

Aboriginal Worldviews and Perspectives:

When working through the course content in Working in Natural Gas, students will be exploring the following First Peoples Principles of

Learning:

- Learning is holistic, reflexive, reflective, experiential and relational (focused on connectedness, on reciprocal relationships and a sense of place)
 - All trades have an experiential and relational aspect embedded into the 'doing' of the trade
 - Connections between the Red Seal Tradesman and the Apprentice are important and valued as a means for learning new skills
 - The experienced tradesman can aide the improvement of skills in the new apprentice/tradesman with respectful relationships
- Learning involves recognizing the consequences of one's actions.
 - The LNG industry has stringent safety protocols that are managed by Occupational Health and Safety professionals.
 - All employees and contractors are encouraged to think before they act and to always be aware of the impact of their actions on both the environment and the other workers in the area.
- Learning recognizes the role of Indigenous knowledge.

- The LNG industry is highly engaged in respectful communication with the Indigenous Elders and communities that work and live in the area.
- The LNG industry is committed to working with Indigenous communities to train and offer employment opportunities to members.
- Indigenous knowledge of the environment and land is invaluable as groups work together with the industry to mitigate impacts of the LNG industry.
- Learning involves generational roles and responsibilities.
 - The role of the senior tradesman is instrumental in the instruction of the apprentice.
 - Sometimes experienced tradesmen can offer a safer and more productive work environment due to their wide range of experience in the field.

BIG IDEAS

The Liquefied Natural Gas Industry is a viable, robust industry that offers many options for lucrative, satisfying employment.

The Liquefied Natural Gas Industry is concerned with social issues. Companies, contractors and industry associations engage with all stakeholders including environmental and Indigenous groups.

Safety is of great importance in the LNG Industry and all employees have a role to play in creating a safe workplace.

Pursuing trade pathways involves an inquiry cycle of questioning, planning, reflecting, adapting and deciding next steps.

While technical skills are necessary, skills in communication, creative/critical thinking, social responsibility and personal/cultural awareness will help one to secure employment and to stay employed.

Learning Standards

Curricular Competencies	Content
<p>Module 2.0 How to be Successful in this Course: <i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Identify and describe your responsibilities as a learner. 2. Identify and describe the responsibilities of your instructor. 3. Describe how attendance, punctuality and effort help you to be a successful learner. 4. Demonstrate strategies for time and class project management. 5. Describe ways that you can actively plan for and participate in your own learning. 6. Determine what learning style is your preference and how certain behaviours will assist you in your learning depending on your learning style. 7. Understand how the skills for success, learned in this module, will assist you in the natural gas industry workplace. 	<p>Module 2.0 How to be Successful in this Course: <i>Students are expected to know the following:</i></p> <p>Organizational Strategies:</p> <ul style="list-style-type: none"> • How to develop a routine • How to set rules and goals for yourself • How to record important points and effectively take notes • Task organizational skills – breaking longer tasks into smaller tasks with deadlines <p>Communication Skills:</p> <ul style="list-style-type: none"> • Ways to connect with classmates, whether online or in person • How to respectfully communicate with both peers and instructors • How to respect the viewpoints of others • How to ask detailed questions <p>Strategies for Mindfulness:</p> <ul style="list-style-type: none"> • Strategies that help you concentrate • Techniques to reduce stress and increase a sense of calm <p>Learning Styles and how they apply to you and your learning:</p> <ul style="list-style-type: none"> • Characteristics of an auditory learner • Characteristics of a visual learner • Characteristics of a tactile learner <p>Social Skills:</p> <ul style="list-style-type: none"> • How to interact in a positive manner with your peers • Listening skills • Responding appropriately and thoughtfully <p>Module 2.1 Introduction to Natural Gas: <i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • History and early use of petroleum as a fuel, sealant and medicine

<p>gas industry.</p> <p>Module 2.2: The Natural Gas Industry in British Columbia <i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Describe the basic properties of natural gas. 2. Explain why natural gas is a preferred energy source. 3. Find current information about liquified natural gas (LNG) projects in the province. 4. Describe common uses for liquified natural gas in day-to-day life. 5. Describe oversight of the LNG industry in B.C. 6. Describe reasons for developing positive relationships between LNG industries and Indigenous communities. 7. Describe the potential role of natural gas in the future. <p>Module 2.3: Upstream – Well Site Selection, Preparation, Drilling, Completion, Production, Water Recycling and Reclamation <i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Understand how a natural gas well site is selected and prepared for drilling and including social and environmental considerations. 2. Describe drilling processes including advantages and disadvantages of different drilling methods. 3. Understand completion including hydraulic fracturing. 4. Understand the role and importance of water in upstream natural gas processing. 5. Understand how a well site is reclaimed including environmental considerations. 6. Identify terms and descriptions in the Upstream Sector of the natural gas industry. <p>Module 2.4: Midstream – Transportation, Processing, Refining <i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Identify midstream natural gas processing activities. 2. Identify four considerations related to building and operating natural gas pipelines. 3. Name and describe four methods of storing natural gas. 4. Explain how liquified natural gas (LNG) is created and 	<ul style="list-style-type: none"> • Early Indigenous use of petroleum products • Early energy sources used for heat and light • Historical timeline of the oil and gas industry in the United States as it pertains to discovery and extraction in Canada • Recent history of important events in the oil and gas sector • Historic oil and gas discoveries that opened up the industry in Western Canada • Several major companies that played a key role in the exploration, extraction, refining, and distribution of oil and gas in Canada • Difference between the uses of liquified natural gas (LNG) and compressed natural gas (CNG) • Chronology of important events in the history of oil and gas development in British Columbia • The impact that the history of the industry has on the industry today • How the people, organizations and associations across BC and Alberta are working together to gain an understanding of the short term and long term social and economic benefits as well as the sustainability of the industry • The roles and responsibilities of the Oil and Gas Commission • Indigenous partnerships and relationships that have been formed with oil and gas companies • Occupations and opportunities within the oil and gas industry and LNG community <p>Module 2.2: The Natural Gas Industry in British Columbia <i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • Basic properties of natural gas • Basic chemistry - atoms, molecules, elements and compounds • Basic physics – work, energy transfer, power, energy, pressure and formulas • Basic units of measurement – volume • Natural gas as a fossil fuel, primary and secondary natural gas, sedimentary basins • Unconventional resources and employment opportunities • Canada's Energy Pie • Advantages of natural gas use: residential, commercial, industrial, transportation • Oversight of the natural gas industry: BC Oil & Gas Commission, terms and governmental Acts that govern the industry • Land Use and it's definitions: crown land, treaty land, ceded and unceded territory, acknowledging host nations, traditional ways of being • Royalties from natural gas resources • Natural gas as a bridge to a sustainable future <p>Module 2.3: Upstream – Well Site Selection, Preparation, Drilling, Completion, Production, Water Recycling and Reclamation <i>Students are expected to know the following:</i></p>
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<p>transported to market.</p> <ol style="list-style-type: none"> Identify companies and jobs in the midstream sector. Understand terms and descriptions in the Upstream Sector of the natural gas industry. <p>Module 2.5: Downstream – Refining and Markets</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> Describe the two main components of the downstream natural gas sector in British Columbia. Name three refined natural gas products produced in the downstream sector. Describe the three largest users of natural gas in North America and what they use natural gas for. Identify factors that influence the price of natural gas. <p>Module 2.6: Health and Wellness in the Natural Gas Industry</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> Understand how health and wellness is different from safety. Describe how health and wellness can affect safety. Describe the various factors of health and wellness. Describe indicators of poor health and wellness. Understand how diversity and inclusion impact health and wellness. Understand how a respectful workplace improves health and wellness. Create a personal wellness plan. <p>Module 2.7: Safety</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> Understand and explain the importance of personal safety in the natural gas industry. Identify and describe employer responsibilities for occupational health and safety in BC. Understand the purpose of safety meetings and complete a safety meeting checklist. Describe what a Job Hazard Assessment is and complete one. Identify and describe governmental legislation and standards for occupational health and safety in BC. 	<ul style="list-style-type: none"> Processes, features and characteristics of the Upstream Sector of the natural gas industry Processes in the Upstream Sector: exploration, site selection, well pad preparation and drilling, completion, production, water recycling and site reclamation Six basic steps in developing and producing natural gas Vertical and horizontal drilling Environmental considerations Steps in completion, one of which is fracturing How gas is processed Types of gas: sweet, sour, dry, wet (rich), and treated Pipelines: coatings, how they are joined, xray, testing etc. The need for water and benefits of water recycling Site reclamation and concerns in abandoning a well Operating companies, contractors, professional organizations and career opportunities in the Upstream Sector Terminology used in the Upstream Sector <p>Module 2.4: Midstream – Transportation, Processing, Refining</p> <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> Processes, features and characteristics of the Midstream Sector of the natural gas industry Midstream processes: taking gas from upstream sector, removing impurities, preparing for transportation and refining Properties of LNG and steps in making LNG Future of natural gas, users of natural gas, LNG Strategy and BC Government Vision What happens at an LNG plant and LNG facilities operating in BC Liquefied natural gas projects currently in progress or proposed for British Columbia Canada's natural gas pipeline system and operating companies Considerations that must be undertaken when building and operating a pipeline to transport natural gas: compressor stations, geopolitical, Indigenous consultation, terrain, weather, maintenance Other modes of transporting natural gas: by truck, by rail, by ship Gas storage facilities Operating companies, contractors, professional organizations and career opportunities in the Midstream Sector Terminology in the Midstream Sector <p>Module 2.5: Downstream – Refining and Markets</p>
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<p>6. Explain the difference between personal safety and process safety.</p> <p>7. Describe the role of health and wellness in safety processes.</p> <p>Module 2.8: Terminology and Communication</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Recognize terminology specific to the oil and gas industry. 2. Understand what effective communication is. 3. Use basic effective listening and speaking skills when communicating with employers and working on job sites in the natural gas industry. 	<p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • The two areas of the Downstream Sector: gas refining and distribution/marketing • Refined natural gas products: fuel for motor vehicles, paint, glue, vinegar, mineral fertilizers, and plastics • The consumers of natural gas: residential users, commercial and industrial users, and power generation companies • Factors for demand for natural gas • Factors for pricing natural gas • Downstream Sector employers that may be of interest • Occupations and jobs within the Downstream Sector • Terminology in the Downstream Sector <p>Module 2.6: Health and Wellness in the Natural Gas Industry</p> <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • The challenging conditions when working in the natural gas industry: physical, mental, harsh climates, culture • Working definitions for areas of wellness: <ul style="list-style-type: none"> ◦ Emotional wellness ◦ Social wellness ◦ Intellectual wellness ◦ Spiritual wellness ◦ Mental wellness ◦ Financial wellness ◦ Physical wellness ◦ Occupational wellness ◦ Environmental wellness ◦ Medical wellness • How to minimize workplace harassment • How to maintain an appreciation and acceptance for diversity and inclusion • Ways to protect your personal health and wellness: connect, disconnect, eat well, rest, consumptions of stimulants, drug and alcohol use, outside interests, and exercise • The health and wellness services that may be offered by a company or contractor to their employees • Steps in creating a personal wellness plan <p>Module 2.7: Safety</p> <p><i>Students are expected to know the following:</i></p>
<p>6. Explain the difference between personal safety and process safety.</p> <p>7. Describe the role of health and wellness in safety processes.</p> <p>Module 2.8: Terminology and Communication</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Recognize terminology specific to the oil and gas industry. 2. Understand what effective communication is. 3. Use basic effective listening and speaking skills when communicating with employers and working on job sites in the natural gas industry. 	<p>Module 2.9: Jobs and Careers</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Describe in detail, the structure and outlook of employment opportunities in the natural gas industry over the next few years. 2. Describe the range of jobs and occupations including their basic characteristics. 3. Identify the jobs and occupations in the natural gas industry that are expected to be in high demand. 4. Find information online about education and training for jobs and occupations in the natural gas industry. <p>Module 3.0: How to Be a Valued Employee</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Learn about the qualities of a valued employee. 2. Understand what soft skills employers are looking for. 3. Self-assess your own soft skills for your strengths and areas that need more development 4. Knowing how to be a valued employee is useful to you whether you continue a career path in the natural gas industry, or in any workplace. <p>Module 3.1: Identifying Interests and Strengths</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> 1. Identify your interests and talents in terms of occupations and

<p>jobs</p> <ol style="list-style-type: none"> Find detailed information online about occupations and jobs in the natural gas industry in British Columbia Understand job competencies including identifying ones you have and ones you may need to develop Match your interests, talents, and job competencies to specific occupations and jobs in the natural gas industry <p>Module 3.2: Looking for Employment in Natural Gas</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> Identify desirable characteristics to look for in employers Build a list of select employers to target in your job search Use your network to connect with employers in your target list and others who can help you with your job search Analyze a job description or posting to determine if you are qualified for the job <p>Module 3.3: Applying for Employment in Natural Gas</p> <p><i>Students are expected to do the following:</i></p> <ol style="list-style-type: none"> Accurately complete applications for jobs in the natural gas industry Customize your cover letter and resume for jobs in the natural gas industry Identify and select references Demonstrate effective job interviewing skills Understand the responsibilities of a valuable employee 	<ul style="list-style-type: none"> The need for safety in an industry that works with an extremely explosive fossil fuel Ways to take personal responsibility for your own safety: safety policies and practices, safety training, wearing PPE, safety hazards, personal commitment, physical and mental health, cultural and gender awareness Company responsibility for safety among its employees: <ul style="list-style-type: none"> Orientation and training Occupational health and safety officers Safety meetings Job safety analysis or job hazard assessment Steps in refusing unsafe work The identification of workplace bullying and lateral violence How to access the WorkSafeBC website and familiarity with the information/forms available there Process safety and its difference from personal safety Companies operating in the safety services sector and employment/careers available in this area <p>Module 2.8: Terminology and Communication</p> <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> Terminology and definitions used in the natural gas industry Effective and noneffective means of communication in the natural gas industry Why good communication is essential in this industry Types of communication: verbal, written and nonverbal <p>Module 2.9: Jobs and Careers</p> <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> Short term and long term outlooks for the natural gas industry The cyclic history of work in the LNG industry The ways technology has been integrated into the processes of the LNG industry The technological skills that are in demand in the LNG industry Employment statistics in the oil and gas industry in BC Contract employment in the LNG industry – opportunities and risks The range of jobs offered in the industry: well services, trades, technicians, geoscience professionals, engineers, operators, maintenance, marine and nautical services and business and support services Jobs that are in high demand with long term growth prospects How and where to find information on jobs within the BC LNG industry Training centres and post-secondary training that is offered in BC The Apprenticeship program and attaining a Red Seal Certificate
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Module 3.0: How to Be a Valued Employee

Students are expected to know the following:

- Time management strategies: purpose, schedules, timelines, one task at a time, distractions, work urgency, keeping a list, motivation
- How to work effectively within a team
- Flexibility vs inflexibility in the workplace and what being flexible means

Module 3.1: Identifying Interests and Strengths

Students are expected to know the following:

- Steps in creating a personal employment plan
- Their own interests and strengths after conducting an internal and external analysis
- Resources to access that will provide information on different trades and occupations that may be of interest to you
- Competencies that are valuable in the work place
- How to review the Ministry of Education requirements you may have already completed in K-12 for competencies in communication, thinking, personal and cultural awareness, and social responsibility (Blueprint or Career Education documents)
- Analysis and critical thinking skills
- Forms that might be helpful in creating an employment plan

Module 3.2: Looking for Employers in Natural Gas

Students are expected to know the following:

- The employment formula: target jobs + employers + look for opportunities = Employment
- How to use the employment formula to gain employment
- Characteristics of excellent employers: respectful workplace, diversity and inclusion, inspiration, personal development programs, fair wages, incentive program, attention to the whole person, listen, flexible work schedule
- How to develop a network – use of social media, referrals and introductions, interviews and follow up
- The 3 Ps of job searching and how they can help you to be successful: positive, patience and perseverance
- How to analyze a job posting

Module 3.3: Applying for Employment in Natural Gas

Students are expected to know the following:

- Steps in completing a resume and cover letter

	<ul style="list-style-type: none"> • How to gather references and who to gather them from • How to complete a job application • The resume elements most preferred by employers • Possible questions that may be asked during an interview and answers that you may be able to provide – how to be prepared • Interviewing tips: arrive early, be prepared, be courteous, relax • Responsibilities of an employee: work safely, listen, be responsible, take initiative, give credit, be dependable, stay healthy, practice self-discipline, exceed expectations, be respectful and tolerant • Aspects in Canada's Labour Code • BC Employment Standards Act
--	--

Recommended Instructional Components:

Online coursework
Video analysis
Independent reading and thinking
Small group work
Role Play
Discussion – online and/or in person

Recommended Assessment Components:

Feedback on assignments
Feedback during discussion
Self-assessment
Goal setting
Quizzes
Project completion: My Employment Plan
Certificate of Course Completion is available

Learning Resources:

Petroleum History Society: A Brief History of Energy Use
<http://www.petroleumhistory.ca/history/cdnbeginnings.html>

Canadian Centre for Energy Information: Evolution of Canada's Oil and Gas Industry
<http://www.energybc.ca/cache/oil/www.centreforenergy.com/shopping/uploads/122.pdf>

1.Our Petroleum Challenge – Sustainability in the 21st Century, 8th Edition, Online PDF version, Canadian Centre for Energy Information, Section One – Petroleum in Our Lives
Chapter Two – Oil and Gas in Canada, pages 14-23

2. Our Petroleum Challenge – Sustainability into the 21st Century, 7th Edition, 5th printing, Centre for Energy Section 2 – Inside the Industry
Chapter 1 – Exploration. pages 26-34
Chapter 2 – Drilling. pages 34 – 42

3. Our Petroleum Challenge – Sustainability into the 21st Century, 8th Edition, Online PDF Version, Canadian Centre for Energy Information.
Section 2 – Inside the Industry, Chapter 6 – Refining. pages 82-87.
Section 3 – Sustainable Development, Chapter 1 – Sustainability. pages 94-99.

WEBSITES:

Natural Gas in BC

<http://www.energybc.ca/index.html>

Online PDF: Natural Resources Canada Energy Fact Book 2018-19

[www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/energy/pdf/energy-factbook-oct2-2018%20\(1\).pdf](http://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/energy/pdf/energy-factbook-oct2-2018%20(1).pdf)

CAPP Canada's Natural Gas

<https://www.capp.ca/natural-gas/>

Building Trust: Canadian LNG Developers and First Nations. Canada and the Natural Gas Economy Special Report 3, 3 Feb. 2020.
https://s3.amazonaws.com/media.dailyoilbulletin.com/pdf/LNG-Special+Report-February+2020_FINAL.pdf

Ministry of Health – Healthy Work Environment

<http://www.health.gov.bc.ca/environments/workplace/>

A great resource. Be sure to check out the sub-sections listed in the column on the left-hand side.

Canadian Mental Health Association – Work-Life Balance Quiz< – Work-Life Balance Quiz

http://www.cmha.ca/mental_health/work-life-balance-quiz/#.vle1l1GfCc8B

Scroll down the page to view the on-line test. A great information resource for helping you find and maintain a proper work-life balance

Here to Help-Wellness Modules

<http://www.heretohelp.bc.ca/wellness-modules>

Excellent resource to go to for people to learn and to get help for themselves or a loved one in a time of crisis.

Diversity and Inclusion

<https://www.ceridian.com/ca/blog/six-ways-to-support-diversity-and-inclusion> on-in-the-workplace

A good summary on why diversity and inclusion are important in the workplace and measure's employers are taking to enhance it.

Respectful Workplace

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-issue>

This BC government website provides good reference materials and examples to create and maintain a respectful workplace.

First Nations Health Authority

<https://www.fnha.ca/wellness/wellness-and-the-first-nations-health-authority>

The First Nations Health Authority is a Health & Wellness partner to every First Nations person living in BC.

TWITTER FEEDS:

Canadian Society for Unconventional Resources – csurryyc@CSURyyc

JWN Energy – JWN@JWNergy

Energy Citizens – Energy_Citizens@Energy_Citizens



Leah Reimer <lreimer@prn.bc.ca>

Re: Out of District Field Trip

5 messages

Stephen Petrucci <spetrucci@prn.bc.ca>

Tue, Feb 16, 2021 at 11:48 AM

To: Brian Campbell <bcampbell@prn.bc.ca>

Cc: Sharon Schell <sshell@prn.bc.ca>, Leah Reimer <lreimer@prn.bc.ca>

Sounds good Brian,

Can you cc Sharon and Leah the travel details and we'll include it on the agenda for Monday's meeting?

Thanks,
Stephen

On Tue, Feb 16, 2021 at 11:19 AM Brian Campbell <bcampbell@prn.bc.ca> wrote:

Hi Stephen,

Can you add an International Student trip to the next Board Meeting? We will be travelling on March 4th.

Thanks,

--

Brian Campbell

District Principal of Careers and International Education
10112-105 Avenue
Fort St. John, British Columbia
Canada V1J 4S4

Cell 250-261-8203



Contact me: [S](#) bcampbell1974

Edvisor ID:sd60

Like us on **Facebook**

--
<https://togetherwelearn.prn.bc.ca/>

Mr. Stephen Petrucci

Superintendent

School District 60, Peace River North

10112-105 Ave

V1J 4S4

250 262 6017 (office)

250 264 7644 (cell)

www.prn.bc.ca

s1petrucci (Twitter)



Brian Campbell <bcampbell@prn.bc.ca>
 To: Stephen Petrucci <spetrucci@prn.bc.ca>
 Cc: Sharon Schell <sschell@prn.bc.ca>, Leah Reimer <leimer@prn.bc.ca>

Tue, Feb 16, 2021 at 4:31 PM

Hello Sharon,

Can you add this, out of district field trip request, to the upcoming board meeting.

Date	Destination	Mode of Travel	Departure	Return	Supervisors
March 4 th , 2021	Powder King	School Bus	7am	7:30pm	Jodi Hickey Brian Campbell Dania Pimm 2 Parent Volunteer

[Quoted text hidden]

Sharon Schell <sschell@prn.bc.ca>
 To: Brian Campbell <bcampbell@prn.bc.ca>
 Cc: Stephen Petrucci <spetrucci@prn.bc.ca>, Leah Reimer <leimer@prn.bc.ca>

Wed, Feb 17, 2021 at 8:20 AM

Good morning Brian:

A couple questions:

- 1) how many students?
- 2) high-risk activity consent forms signed/approved?

[Quoted text hidden]

Sharon Schell
 Executive Assistant

Stephen Petrucci, Superintendent
 Jarrod Bell, Director of Instruction
 Wade Hart, Director of Instruction
 Carleen Andrews, Director of Instruction

School District No. 60 (Peace River North)
 (250) 262-6017 tel
 (250) 262-6046 fax

Sharon Schell <sschell@prn.bc.ca>
 To: Brian Campbell <bcampbell@prn.bc.ca>
 Cc: Leah Reimer <leimer@prn.bc.ca>

Wed, Feb 17, 2021 at 8:28 AM

Great, thanks!

On Wed, Feb 17, 2021 at 8:24 AM Brian Campbell <bcampbell@prn.bc.ca> wrote:

Hi Sharon,

Yes, the high risk forms will be signed and we would have a maximum of 37 students.

Thanks,

[Quoted text hidden]

[Quoted text hidden]

Sharon Schell <sschell@prn.bc.ca>
 To: Leah Reimer <leimer@prn.bc.ca>

Thu, Feb 18, 2021 at 2:16 PM

Please update the students to 45.

Also, Brian is working with Sabrina on the safety plan, which will dictate how many buses are required and safety procedures necessary due to COVID-19.

----- Forwarded message -----

From: **Brian Campbell** <bcampbell@prn.bc.ca>

Date: Wed, Feb 17, 2021 at 8:24 AM

Subject: Re: Out of District Field Trip

To: Sharon Schell <:sschell@prn.bc.ca>

Hi Sharon,

Yes, the high risk forms will be signed and we would have a maximum of 37 students.

Thanks,

On Wed, Feb 17, 2021 at 8:18 AM Sharon Schell <:sschell@prn.bc.ca> wrote:

[Quoted text hidden]

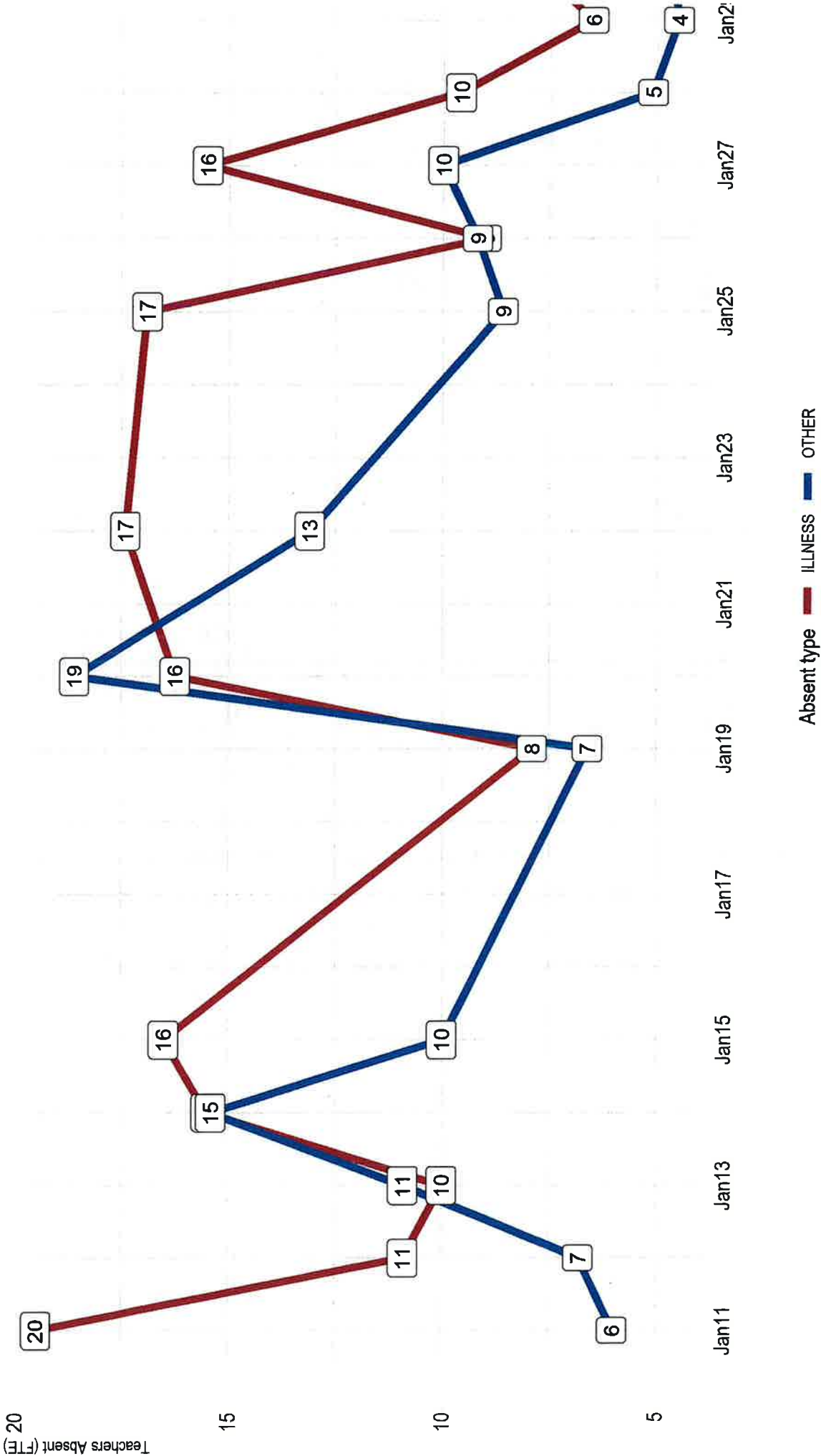
[Quoted text hidden]

[Quoted text hidden]

Workforce Report

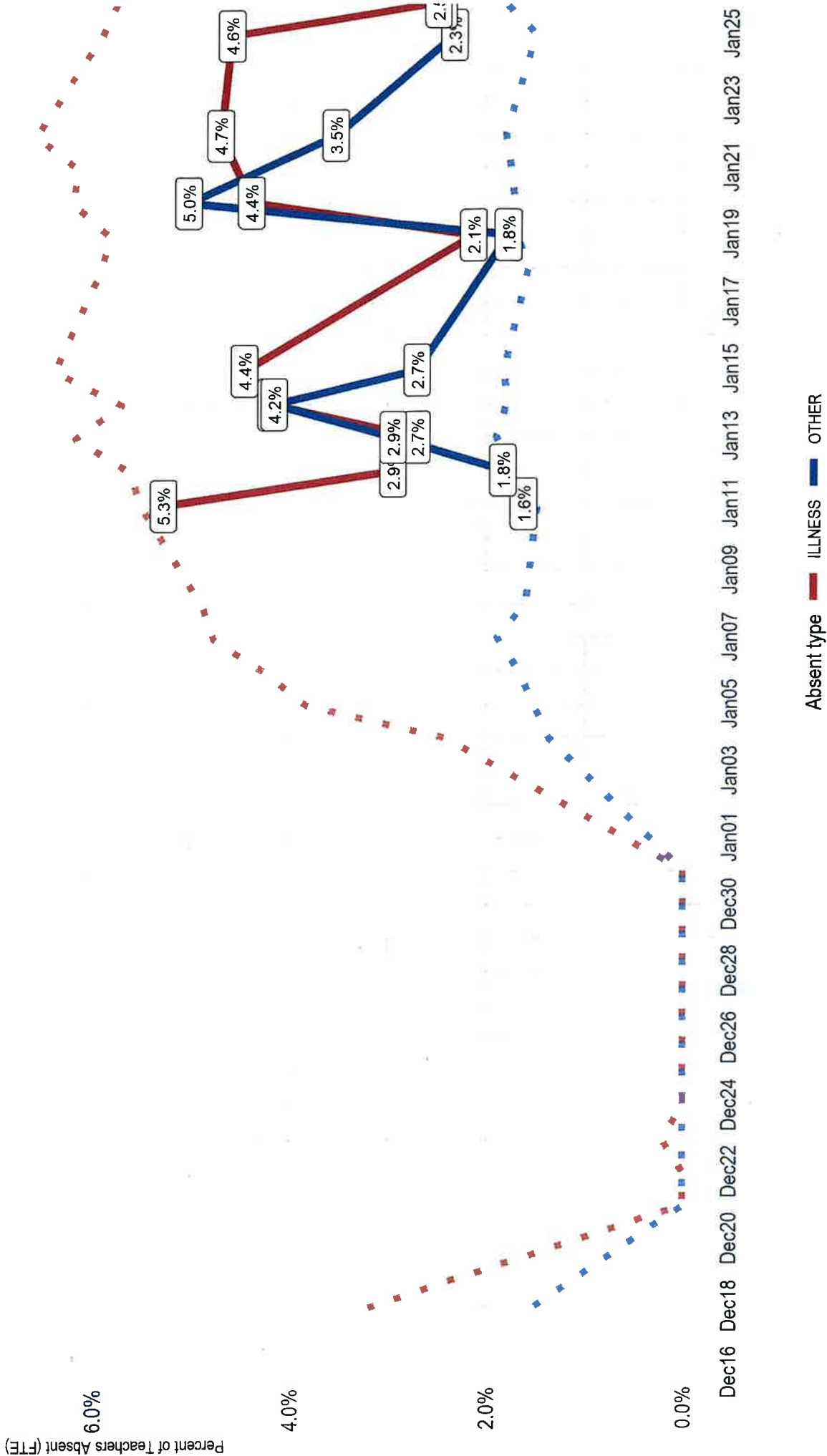
Education
January

Teachers Absent (FTE) in School District 60 - Peace River North



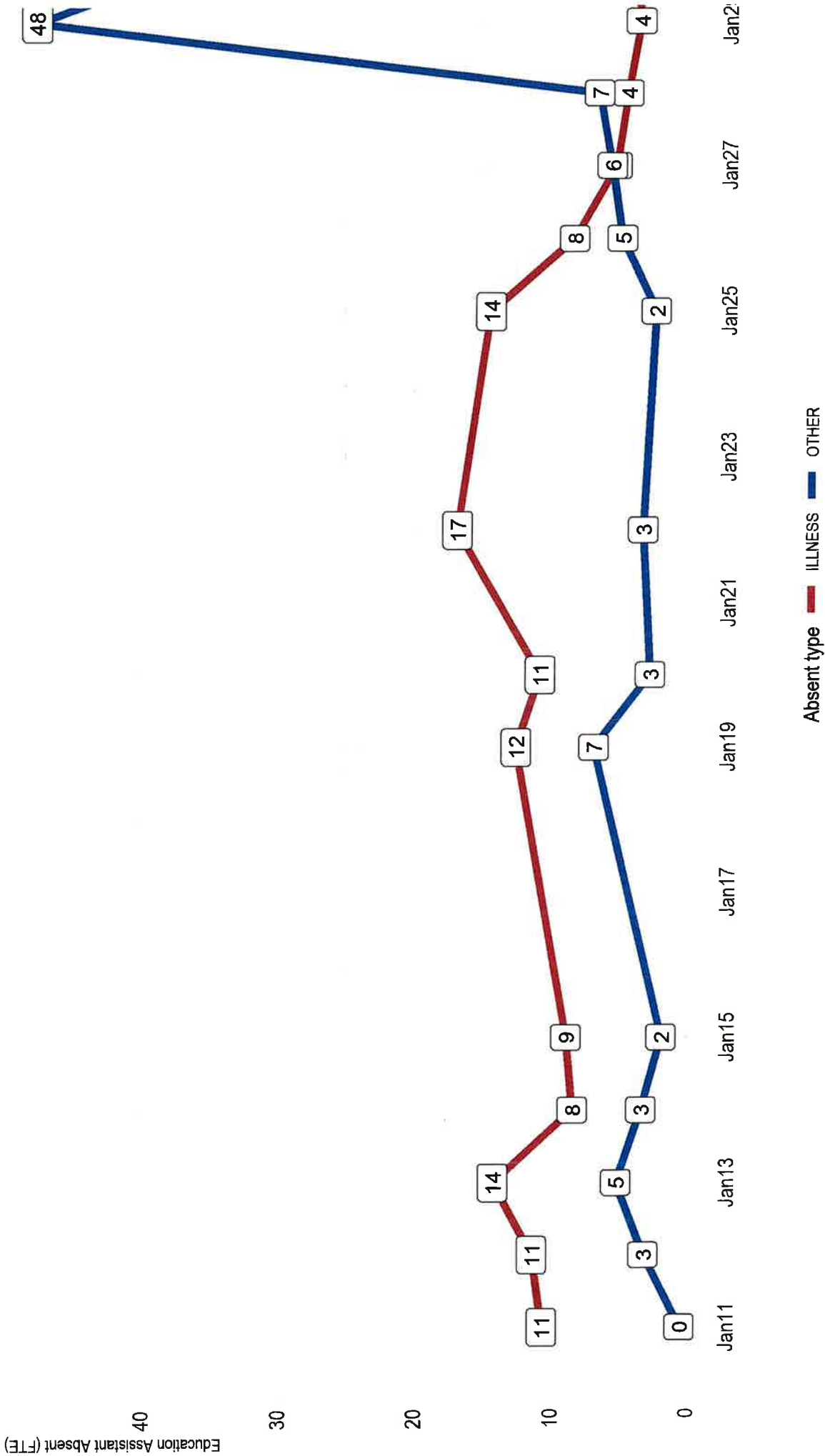
FTE: full time equivalent;

Percent of Teachers Absent (FTE) in School District 60 - Peace River North



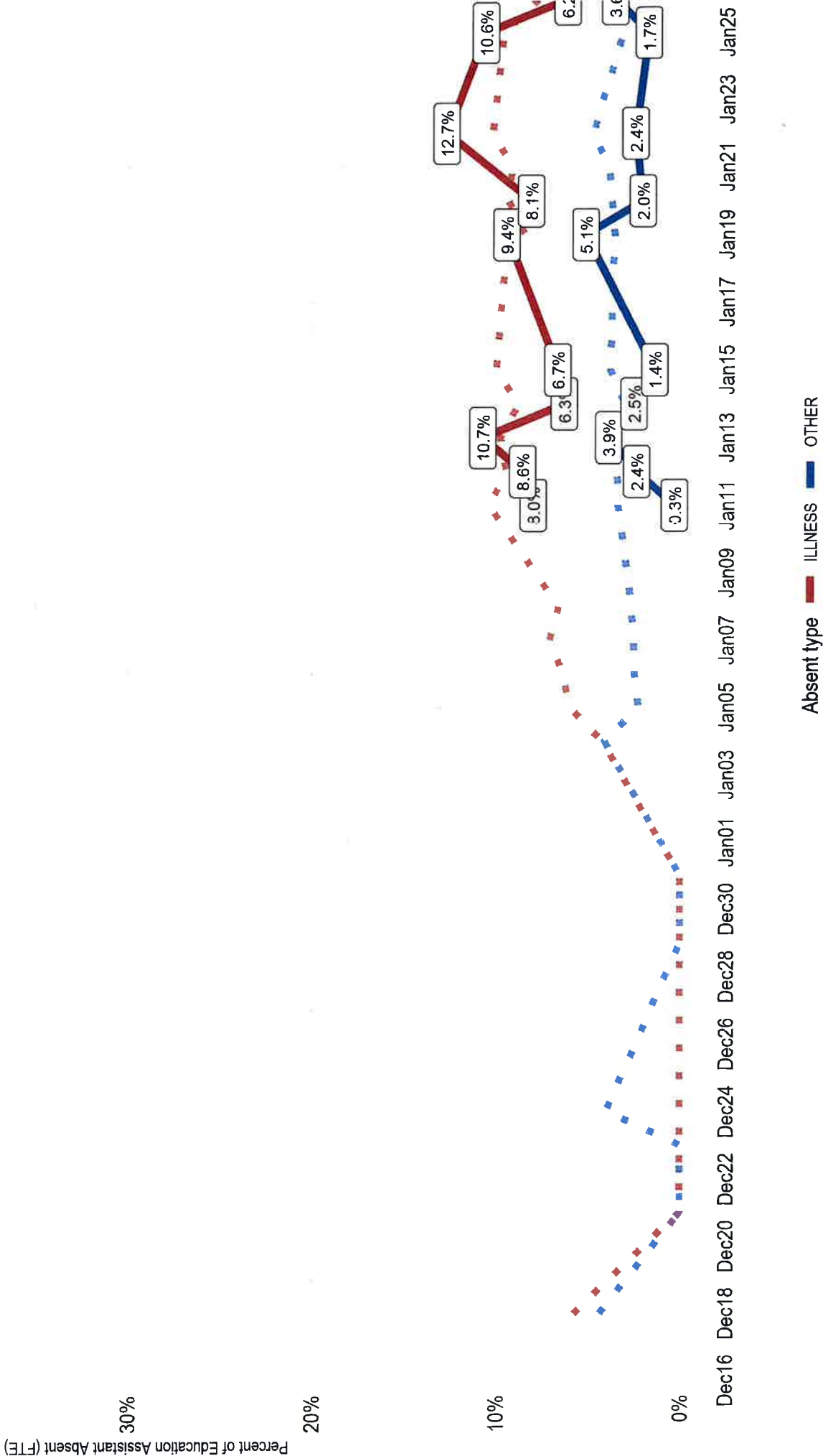
dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff;

Education Assistant Absent (FTE) in School District 60 - Peace River North



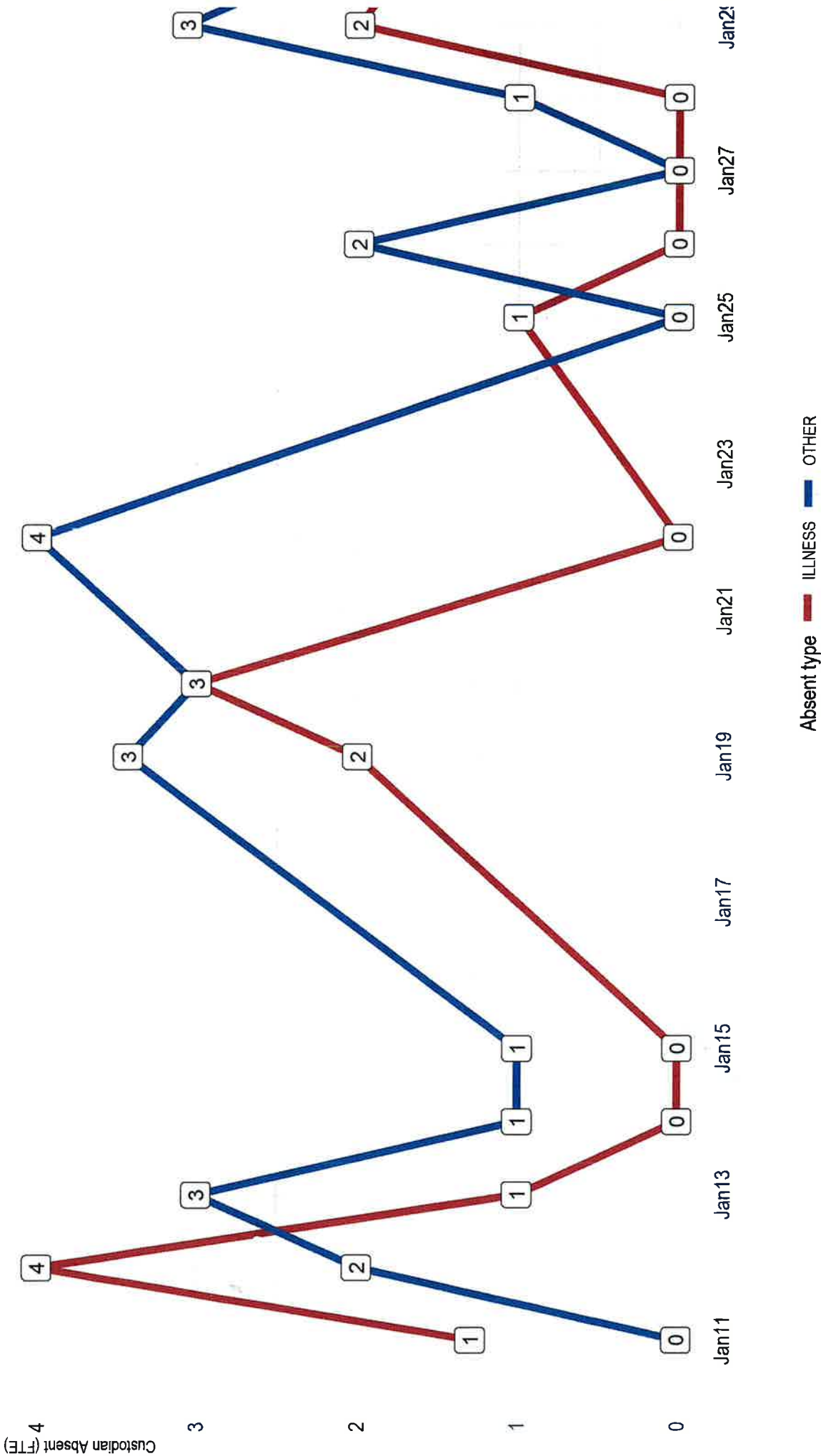
FTE: full time equivalent;

Percent of Education Assistant Absent (FTE) in School District 60 - Peace River North



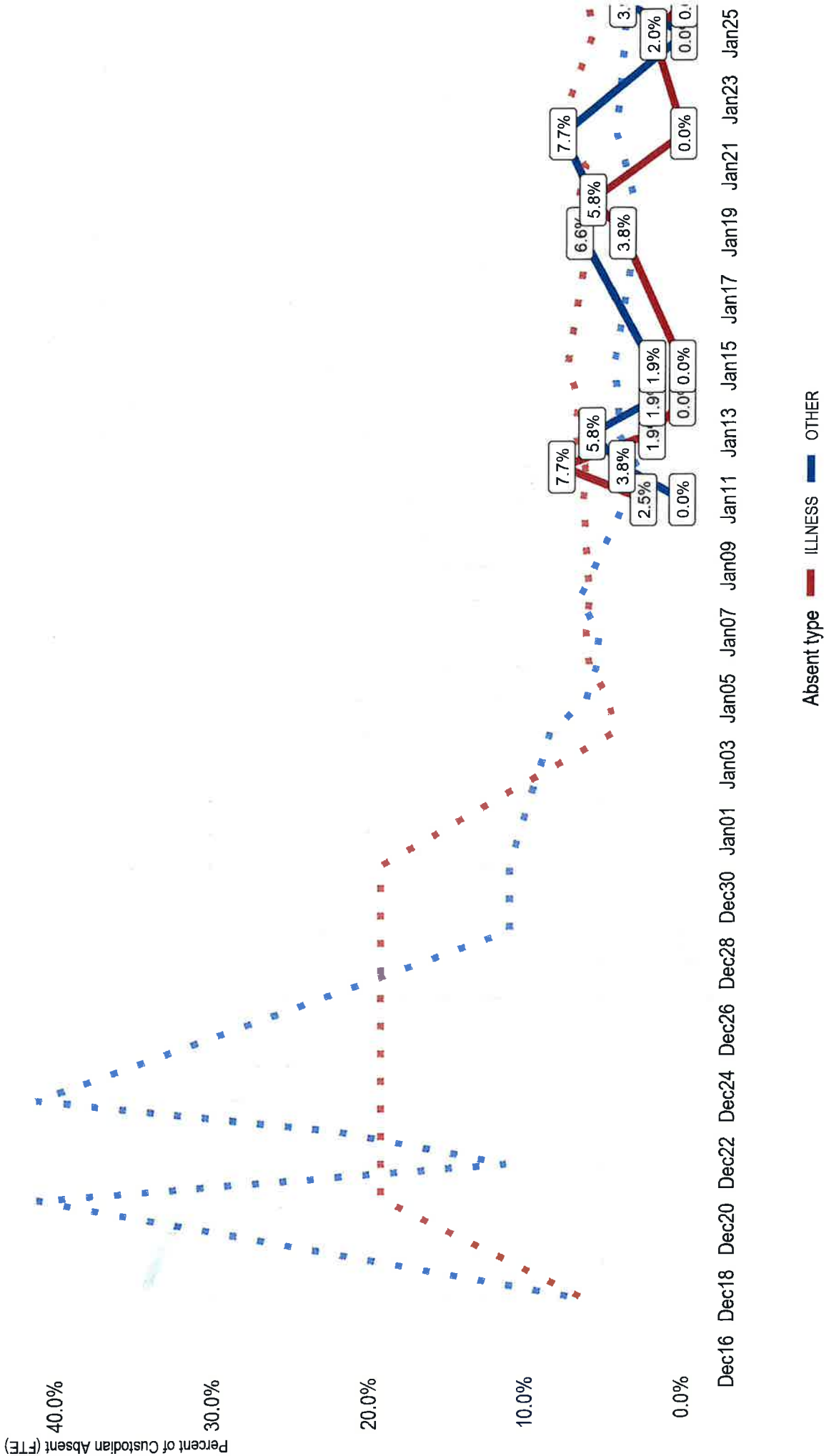
dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff;

Custodian Absent (FTE) in School District 60 - Peace River North



FTE: full time equivalent;

Percent of Custodian Absent (FTE) in School District 60 - Peace River North



dotted lines are the BC averages; %'s based on full time equivalent (FTE) staff;

Step 1: Enter your school district number here:

60 Peace River North

Ministry of Education enrollment trend estimates are automatically filled once a school district number is entered above.

Step 2: Enter your district's enrollment estimates in the shaded cells of the District column for each of the three years displayed.

	2020/21 Interim Base	Estimated Enrollment				Notes			
		2021/22		2022/23		2023/24			
		District	Ministry*	District	Ministry*	District	Ministry*		
July Enrollment Count									
Summer Learning: Grades 1-7 Headcount Enrollment	0	0	0	90	0	90	0		
Summer Learning: Grades 8-9 Course Enrollment	0	0	0	10	0	10	0		
Summer Learning: Grades 10-12 Course Enrollment	0	0	0	0	0	0	0		
Grade 8 & 9 Cross-Enrollment Courses	10	15	10	15	10	15	10		
September Enrollment Count - School-Age Basic Allocation									
K-12 Standard (Regular) Schools FTE (School-Age)	5,645.0625	5,730.0000	5,809.4370	5,996.0000	5,988.5867	6,041.0000	6,113.2527		
Continuing Education FTE (School-Age)	0.0000	0.0000	0.0000	5.0000	0.0000	5.0000	0.0000		
Alternate Schools FTE (School-Age)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Distributed Learning FTE (School-Age)	384.5625	386.2500	384.5625	140.0000	384.5625	140.0000	384.5625		
Total Estimated School-Age Enrollment	6,029.6250	6,116.2500	6,193.9995	6,141.0000	6,373.1492	6,186.0000	6,497.8152		
Change from Previous Year		86.6250	164.3745	24.7500	179.1497	45.0000	124.6650		
September Enrollment Count - Unique Student Needs									
Level 1 Special Needs FTE	5	5	5	5	5	6	5		
Level 2 Special Needs FTE	232	253	245	265	259	275	274		
Level 3 Special Needs FTE	96	103	98	108	100	111	102		
English Language Learning FTE	481	450	502	490	524	510	546		
Indigenous Education FTE	1,129	1,151	1,151	1,180	1,173	1,198	1,196		
Adult Education FTE (Non-Graduates only)	6.5000	6.2500	6.5000	6.5000	6.5000	6.5000	6.5000	Do not include Graduated Adult enrollment	
February Enrollment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees									
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-September enrollment activity	
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	5.0000	0.0000	5.0000	0.0000	Do not include Graduated Adult enrollment	
Distributed Learning FTE K-Grade 9 (School-Age)	15.0000	55.8750	15.0000	15.0000	15.0000	15.0000	15.0000		
Distributed Learning FTE Grades 10-12 (School-Age)	160.0000	139.8125	160.0000	160.0000	160.0000	160.0000	160.0000	Include only new post-September enrollment activity	
Distributed Learning FTE - Non-Graduate Adults	5.0000	7.8750	5.0000	5.0000	5.0000	5.0000	5.0000	Do not include Graduated Adult enrollment	
Level 1 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0		
Level 2 Special Needs FTE Growth (All Schools)	5	5	5	5	5	5	5		
Level 3 Special Needs FTE Growth (All Schools)	2	2	2	2	2	2	2		
Newcomer Refugees FTE (Standard & Alternate only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-September enrollment activity	
ELL FTE (applicant to Newcomer Refugees only)	0	0	0	0	0	0	0		
May Enrollment Count - Continuing Education and Distributed Learning									
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Include only new post-February enrollment activity	
Continuing Education FTE - Non-Graduate Adults	0.0000	5.0000	0.0000	2.0000	0.0000	2.0000	0.0000	Do not include Graduated Adult enrollment	
Distributed Learning FTE K-Grade 9 (School-Age)	5.0000	10.0000	5.0000	5.0000	5.0000	5.0000	5.0000		
Distributed Learning FTE Grades 10-12 (School-Age)	40.0000	50.0000	40.0000	40.0000	40.0000	40.0000	40.0000	Include only new post-February enrollment activity	
Distributed Learning FTE - Non-Graduate Adults	5.0000	10.0000	5.0000	5.0000	5.0000	5.0000	5.0000		

***Notes:** Ministry estimates for school-age FTE enrollment in standard (regular) schools are determined by applying the Ministry-projected percentage

change in enrollment for each district to the funded school-age FTE enrollment as used in the 2020/21 operating grant autumn recalculation

Special Needs, ELL and Indigenous Education have been estimated using five-year enrollment trends.

Continuing Education, Distributed Learning, Alternate Schools, Adult FTE, Summer Learning and Grade 8-9 Cross-Enrollment

enrollment totals are all carried forward from the 2020/21 operating grant autumn recalculation.

Enrollments for February and May are carried forward from estimates contained in the 2020/21 operating grant autumn recalculation.

Step 3: Enter estimates for the cause of your district's student movement for 2021/22. Include any relevant key assumptions that your district has made in its estimates in the Comments column.

September 2021 Enrollment Count - Estimated School-Age Enrollment Movement		2021/22		Comments:	
Please provide additional detail for the Change from Previous Year line above by indicating the reasons that your district anticipates enrollment change in the lines below:					
Net provincial in-migration					
Net international in-migration					
Net migration to/from independent schools					
Net other entrances/exits (to/from other districts, graduates, kindergarten)					
Total Estimated School-Age Enrollment Movement		0.0000			

Step 4: Our district has considered all of the factors noted in the checklist provided in developing this estimate.Yes: ☐ No: ☐**Step 5:** Please provide a contact for follow-up questions:

Name: Teri Storneman
 Title: Interim Secretary/Treasurer
 Email address: td60active@prn.bc.ca

Step 6: When you have completed this form, please e-mail it to Michael Lebrun, Funding Analyst, Ministry of Education at:
<mailto:Michael.Lebrun@gov.bc.ca?subject=SD 60 Enrollment Estimates>
 no later than Friday, February 12, 2021

Amended Annual Budget

School District No. 60 (Peace River North)

June 30, 2021

School District No. 60 (Peace River North)

June 30, 2021

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 60 (Peace River North) Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$86,962,647 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 60 (Peace River North) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 22nd DAY OF FEBRUARY, 2021.

Secretary Treasurer

School District No. 60 (Peace River North)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,249,625	6,424,000
Adult	16,500	25,000
Other	1,250	14,125
Total Ministry Operating Grant Funded FTE's	6,267,375	6,463,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education	77,055,526	75,670,321
Other	84,400	97,708
Federal Grants	242,752	288,112
Tuition	246,165	324,000
Other Revenue	2,971,093	1,899,768
Rentals and Leases	85,794	58,057
Investment Income	120,000	120,000
Amortization of Deferred Capital Revenue	3,418,006	3,133,992
Total Revenue	84,223,736	81,591,958
Expenses		
Instruction	63,660,220	62,598,556
District Administration	2,632,723	2,629,336
Operations and Maintenance	14,101,318	13,036,628
Transportation and Housing	4,495,532	4,382,222
Total Expense	84,889,793	82,646,742
Net Revenue (Expense)	(666,057)	(1,054,784)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,265,649	164,703
Budgeted Surplus (Deficit), for the year	1,599,592	(890,081)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	393,600	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	1,205,992	(890,081)
Budgeted Surplus (Deficit), for the year	1,599,592	(890,081)

School District No. 60 (Peace River North)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	68,837,427	70,231,413
Operating - Tangible Capital Assets Purchased	2,072,854	438,000
Special Purpose Funds - Total Expense	11,466,938	7,953,256
Capital Fund - Total Expense	4,585,428	4,462,073
Total Budget Bylaw Amount	86,962,647	83,084,742

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

School District No. 60 (Peace River North)**Statement 4**

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(666,057)	(1,054,784)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,072,854)	(438,000)
From Deferred Capital Revenue	(5,132,961)	(8,189,356)
Total Acquisition of Tangible Capital Assets	(7,205,815)	(8,627,356)
Amortization of Tangible Capital Assets	4,585,428	4,462,073
Total Effect of change in Tangible Capital Assets	(2,620,387)	(4,165,283)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(3,286,444)	(5,220,067)

School District No. 60 (Peace River North)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2021

	Operating Fund	Special Purpose Fund	Capital Fund	2021 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	3,859,483	-	26,352,714	30,212,197
Changes for the year				
Net Revenue (Expense) for the year	200,805		(866,862)	(666,057)
Interfund Transfers				
Tangible Capital Assets Purchased	(2,072,854)		2,072,854	-
Net Changes for the year	(1,872,049)	-	1,205,992	(666,057)
Budgeted Accumulated Surplus (Deficit), end of year	1,987,434	-	27,558,706	29,546,140

School District No. 60 (Peace River North)

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	67,252,176	69,828,434
Other	84,400	57,708
Tuition	246,165	324,000
Other Revenue	1,249,697	116,511
Rentals and Leases	85,794	58,057
Investment Income	120,000	120,000
Total Revenue	69,038,232	70,504,710
Expenses		
Instruction	52,692,354	55,147,760
District Administration	2,632,723	2,629,336
Operations and Maintenance	9,759,696	8,689,791
Transportation and Housing	3,752,654	3,764,526
Total Expense	68,837,427	70,231,413
Net Revenue (Expense)	200,805	273,297
Budgeted Prior Year Surplus Appropriation	2,265,649	164,703
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(2,072,854)	(438,000)
Total Net Transfers	(2,072,854)	(438,000)
Budgeted Surplus (Deficit), for the year	393,600	-

School District No. 60 (Peace River North)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	65,762,730	67,548,920
ISC/LEA Recovery	(927,352)	
Other Ministry of Education Grants		
Pay Equity	241,350	241,350
Funding for Graduated Adults	32,857	55,000
Transportation Supplement	425,785	425,785
Support Staff Benefits Grant	67,113	39,086
Teachers' Labour Settlement Funding	1,510,106	1,510,106
Early Career Mentorship Funding	125,000	
FSA Funding	8,187	8,187
Early Learning Framework	2,400	
Equity Scan Implementation	4,000	
Total Provincial Grants - Ministry of Education	67,252,176	69,828,434
Provincial Grants - Other	84,400	57,708
Tuition		
International and Out of Province Students	246,165	324,000
Total Tuition	246,165	324,000
Other Revenues		
Funding from First Nations	927,352	
Miscellaneous		
Miscellaneous	322,345	116,511
Total Other Revenue	1,249,697	116,511
Rentals and Leases	85,794	58,057
Investment Income	120,000	120,000
Total Operating Revenue	69,038,232	70,504,710

School District No. 60 (Peace River North)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Salaries		
Teachers	25,262,158	26,846,986
Principals and Vice Principals	5,397,595	4,622,754
Educational Assistants	4,982,913	5,428,713
Support Staff	7,737,480	8,123,120
Other Professionals	1,705,859	1,852,209
Substitutes	1,616,261	1,849,693
Total Salaries	46,702,266	48,723,475
Employee Benefits	9,938,258	10,650,138
Total Salaries and Benefits	56,640,524	59,373,613
Services and Supplies		
Services	1,530,220	1,100,825
Student Transportation	309,651	300,000
Professional Development and Travel	642,594	956,509
Rentals and Leases	51,549	78,350
Dues and Fees	49,911	40,400
Insurance	265,602	228,237
Interest	13,031	-
Supplies	7,765,447	6,364,049
Utilities	1,568,898	1,789,430
Total Services and Supplies	12,196,903	10,857,800
Total Operating Expense	68,837,427	70,231,413

School District No. 60 (Peace River North)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	19,460,960	1,800,095	9,309	1,513,130	273,777	1,036,996	24,094,267
1.03 Career Programs	190,839	58,731	7,019	49,432		5,000	311,021
1.07 Library Services	743,021	19,572		63,851			826,444
1.08 Counselling	714,040						714,040
1.10 Special Education	3,139,003	419,488	4,367,781	38,889		293,518	8,258,679
1.30 English Language Learning	595,546	17,206				5,498	618,250
1.31 Indigenous Education	418,749	159,474	598,804	37,609	54,493	7,000	1,276,129
1.41 School Administration		2,594,545		548,696			3,143,241
1.62 International and Out of Province Students		55,366		19,520	17,658		92,544
Total Function 1	25,262,158	5,124,477	4,982,913	2,271,127	345,928	1,348,012	39,334,615
4 District Administration							
4.11 Educational Administration		273,118			313,534		586,652
4.40 School District Governance					100,533		100,533
4.41 Business Administration				85,768	675,484		761,252
Total Function 4	-	273,118	-	85,768	1,089,551	-	1,448,437
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				78,554	187,558		266,112
5.50 Maintenance Operations				3,171,728		73,000	3,244,728
5.52 Maintenance of Grounds				487,221		85,086	572,307
5.56 Utilities							-
Total Function 5	-	-	-	3,737,503	187,558	158,086	4,083,147
7 Transportation and Housing							
7.41 Transportation and Housing Administration					82,822		82,822
7.70 Student Transportation				1,643,082		110,163	1,753,245
Total Function 7	-	-	-	1,643,082	82,822	110,163	1,836,067
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	25,262,158	5,397,595	4,982,913	7,737,480	1,705,859	1,616,261	46,702,266

School District No. 60 (Peace River North)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	24,094,267	5,147,005	29,241,272	4,001,131	33,242,403	35,912,771
1.03 Career Programs	311,021	68,103	379,124	28,260	407,384	415,128
1.07 Library Services	826,444	186,965	1,013,409	123,503	1,136,912	1,180,452
1.08 Counselling	714,040	150,179	864,219	2,500	866,719	1,115,914
1.10 Special Education	8,258,679	1,723,506	9,982,185	496,416	10,478,601	9,977,117
1.30 English Language Learning	618,250	132,145	750,395	19,200	769,595	769,594
1.31 Indigenous Education	1,276,129	307,587	1,583,716	194,459	1,778,175	1,875,000
1.41 School Administration	3,143,241	650,731	3,793,972	6,500	3,800,472	3,748,613
1.62 International and Out of Province Students	92,544	19,461	112,005	100,088	212,093	153,171
Total Function 1	39,334,615	8,385,682	47,720,297	4,972,057	52,692,354	55,147,760
4 District Administration						
4.11 Educational Administration	586,652	116,187	702,839	128,352	831,191	886,071
4.40 School District Governance	100,533	8,543	109,076	78,623	187,699	292,218
4.41 Business Administration	761,252	157,750	919,002	694,831	1,613,833	1,451,047
Total Function 4	1,448,437	282,480	1,730,917	901,806	2,632,723	2,629,336
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	266,112	55,718	321,830	264,867	586,697	620,714
5.50 Maintenance Operations	3,244,728	684,783	3,929,511	2,551,221	6,480,732	5,325,110
5.52 Maintenance of Grounds	572,307	112,749	685,056	244,909	929,965	954,537
5.56 Utilities	-	-	-	1,762,302	1,762,302	1,789,430
Total Function 5	4,083,147	853,250	4,936,397	4,823,299	9,759,696	8,689,791
7 Transportation and Housing						
7.41 Transportation and Housing Administration	82,822	17,637	100,459	15,300	115,759	109,653
7.70 Student Transportation	1,753,245	399,209	2,152,454	1,484,441	3,636,895	3,654,873
Total Function 7	1,836,067	416,846	2,252,913	1,499,741	3,752,654	3,764,526
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	46,702,266	9,938,258	56,640,524	12,196,903	68,837,427	70,231,413

School District No. 60 (Peace River North)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

Schedule 3

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	9,803,350	5,841,887
Other		40,000
Federal Grants	242,752	288,112
Other Revenue	1,420,836	1,783,257
Total Revenue	11,466,938	7,953,256
Expenses		
Instruction	10,967,866	7,450,796
Operations and Maintenance	465,540	475,761
Transportation and Housing	33,532	26,699
Total Expense	11,466,938	7,953,256
Budgeted Surplus (Deficit), for the year	-	-

School District No. 60 (Peace River North)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	166,576	21,386	142,673	1,612,984	39,785	412	35,946	165,384	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	298,964	255,887			148,000	46,550	109,359	573,794	365,296
Federal Grants									
Other				1,143,150					
	298,964	255,887	-	1,143,150	148,000	46,550	109,359	573,794	365,296
Less: Allocated to Revenue	465,540	277,273	-	860,307	187,785	46,962	145,305	706,228	365,296
Deferred Revenue, end of year	-	-	142,673	1,895,827	-	-	-	32,950	-
Revenues									
Provincial Grants - Ministry of Education	465,540	277,273			187,785	46,962	145,305	706,228	365,296
Federal Grants									
Other Revenue									
	465,540	277,273	-	860,307	187,785	46,962	145,305	706,228	365,296
Expenses									
Salaries									
Teachers									
Principals and Vice Principals					29,100		34,224	58,959	155,851
Educational Assistants		212,891			113,124		16,163	266,725	65,265
Support Staff								59,637	81,805
Other Professionals	110,034								
Substitutes							15,412	1,568	
	110,034	212,891	-	-	142,224	-	65,799	462,471	302,921
Employee Benefits	20,402	64,382			33,728	46,962	11,409	108,998	62,375
Services and Supplies	335,104			860,307	11,833		68,097	134,759	
	465,540	277,273	-	860,307	187,785	46,962	145,305	706,228	365,296
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 60 (Peace River North)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

Deferred Revenue, beginning of year

Add: Restricted Grants
Provincial Grants - Ministry of Education
Federal Grants
Other

Less: Allocated to Revenue
Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education
Federal Grants
Other Revenue

Expenses

Salaries
Teachers
Principals and Vice Principals
Educational Assistants
Support Staff
Other Professionals
Substitutes

Employee Benefits
Services and Supplies

Net Revenue (Expense)

Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	SWIS	EFAP
\$	\$	\$	\$	\$	\$	\$	\$	\$
-	-	57,475	5,194	31,947	-	-	31,903	24,138
4,163,222	396,693		52,000	19,000	515,408	2,470,472	240,752	
4,163,222	396,693	-	52,000	19,000	515,408	2,470,472	240,752	34,840
4,163,222	396,693	33,532	48,270	14,896	515,408	2,470,472	242,752	48,446
-	-	23,943	8,924	36,051	-	-	29,903	10,532
4,163,222	396,693		48,270	14,896	515,408	2,470,472	242,752	
4,163,222	396,693	33,532	48,270	14,896	515,408	2,470,472	242,752	48,446
3,380,862	91,471		17,702	10,226		844,904	41,525	
	9,700					36,384		
						87,558		
					276,567	177,947	133,504	
						27,170		
	6,320		2,000			417,485		
3,380,862	107,491	-	19,702	10,226	276,567	1,591,448	175,029	-
782,360	24,044		3,414	2,032	26,816	235,174	44,756	
	265,158	33,532	25,154	2,638	212,025	643,850	22,967	48,446
4,163,222	396,693	33,532	48,270	14,896	515,408	2,470,472	242,752	48,446
-	-	-	-	-	-	-	-	-

School District No. 60 (Peace River North)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

Deferred Revenue, beginning of year

Add: Restricted Grants
 Provincial Grants - Ministry of Education
 Federal Grants
 Other

Less: Allocated to Revenue
Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education
 Federal Grants
 Other Revenue

Expenses

Salaries
 Teachers
 Principals and Vice Principals
 Educational Assistants
 Support Staff
 Other Professionals
 Substitutes

Employee Benefits
 Services and Supplies

Net Revenue (Expense)

MISC	DONATIONS	District Capacity Bldg	TOTAL
\$	\$	\$	\$
107,041	68,118	-	2,510,962
500,418			9,414,645
500,418	-	-	240,752
			1,678,408
			11,333,805
410,433	68,118	-	11,466,938
197,026	-	-	2,377,829
410,433	68,118		9,803,350
410,433	68,118		242,752
			1,420,836
		-	11,466,938
28,646	-	-	4,376,196
8,736			410,294
373,051	68,118		725,107
410,433	68,118	-	712,920
			219,009
			442,785
			6,886,311
			1,428,626
			3,152,001
		-	11,466,938
-	-	-	-

School District No. 60 (Peace River North)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget			2021 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Other Revenue	300,560		300,560	
Amortization of Deferred Capital Revenue	3,418,006		3,418,006	3,133,992
Total Revenue	3,718,566	-	3,718,566	3,133,992
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,876,082		3,876,082	3,871,076
Transportation and Housing	709,346		709,346	590,997
Total Expense	4,585,428	-	4,585,428	4,462,073
Net Revenue (Expense)	(866,862)	-	(866,862)	(1,328,081)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,072,854		2,072,854	438,000
Total Net Transfers	2,072,854	-	2,072,854	438,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	1,205,992	-	1,205,992	(890,081)



BOARD OF EDUCATION
School District No. 60
(Peace River North)

4000 Personnel

4014 Travel

Adopted: 1983-03

Revised: 1990-02, 1991-05, 1998-04, 2000-04, 2000-11, 2003-06, 2005-10, 2006-04,
2007-10, 2011-02, 2011-05, 2016-06, 2018-01, 2019-04

Reviewed:

Reference: BC School Trustees Association (BCSTA)
Canada Revenue Agency

Policy

Authorized personnel and Trustees will be reimbursed or expenses will be paid for travel and associated costs in accordance with the Regulations to this Policy.

Regulations

1. AUTHORIZATION TO TRAVEL

All travel will be authorized in advance by either the Board or the immediate Supervisor.

2. CLAIMS

- Reimbursement will be issued at completion of a trip based on receipts being submitted.
- In all cases, the least expensive alternative should be chosen, if reasonable.
- The onus is on the claimant to justify expenses.
- Only the authorized forms should be used for submitting claims.

3. APPROVED EXPENSES

a) Transportation

Airfare:
Economy Class

Personal Vehicle:

In cases where the claimant chooses to drive and/or circumstances dictate, the lesser of airfare or mileage will be paid to those driving a personal vehicle. When two or more individuals are traveling in the same vehicle, mileage will be paid to the driver up to the equivalent airfare of the group or the per kilometer amount, which ever is lower. Additionally, \$40.00 per trip will be allocated for local business travel at the destination, in lieu of a taxi allowance.

Reimbursements/Assistance (Mileage):

The District uses the BC School Trustees' travel expense rate as its benchmark rate; that is, when the BCSTA changes its mileage rate, School District No. 60 will change its rate correspondingly. The Secretary Treasurer will send a memo to all affected when the rates change.

The mileage rate is set out in Schedule A attached. In the case of International travel, expense rates will follow the amount allowable by Canada Revenue Agency.

A-Mileage report form is to be filled out and submitted for authorization used. These forms can be found on the school district website

Car Rental:

Where no other form of travel is available, or no less expensive form of travel is available, car rental may be approved upon presentation of receipts.

The school district has a Corporate Supply Agreement with Ministry in regards to car rentals. Contact the Secretary-Treasurer's office for more details and to arrange for a car rental.

Bus-Taxi

See Schedule A attached. Should a taxi be required, a receipt must be submitted for reimbursement.

b) Accommodation

Hotel:

The actual cost of the room and tax will be paid as per actual receipt.

Private Accommodation - \$30.00 per night (receipts not required)

Telephone:

Local and long distance calls on School District business will be reimbursed - the onus is on the claimant to justify these calls.

c) Meals:

~~Meals will be paid as per Schedule A attached. The District uses the BC School Trustees' travel expense rate as its benchmark rate; that is, when the BCSTA changes its meals rate, School District No. 60 will change its rate correspondingly. The Secretary Treasurer will send a memo to all affected when the rates change~~

d) Entertainment:

~~Groups 1, 2 and 3 only will be allowed. Entertainment expenses maybe approved, upon submission of request to the Superintendent or Secretary Treasurer.~~

The details of who was entertained and the reason for such entertainment must be provided ~~by all groups~~. The onus is on the claimant to provide justification and to ensure that the expenses incurred are reasonable.

~~Entertainment expenses for groups 4, 5, and 6 may be approved upon submission of request to immediate supervisor.~~

4. REGISTRATION & FEES

Shall be paid for approved travel.

Travel expenses will not be paid for spouses/significant others.

5. TRAVEL TO PROVIDE SERVICES TO OUTSIDE AGENCIES

If required to provide services for the Ministry of Education and/or outside agencies, expenses incurred will be at no cost to the District, unless approved in advance by immediate supervisor.

SCHEDULE A**GROUP 1****BOARD OF EDUCATION**

Meals:	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:		\$40.00 or receipts
Mileage:		.55/km (effective July 1, 2019)

GROUP 2**Superintendent, Assistant Superintendent, Secretary-Treasurer**

Meals:	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:		\$40.00 or receipts
Mileage		.55/km (effective July 1, 2019)

GROUP 3**Transportation Supervisor, Supervisor of Safety Services, Maintenance Supervisor, Administrative Officers, Principal Northern B.C. Distance Education School, Director of Instructional Technology, Principal of Student Support Services, Director of Instruction**

Meals:	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:		\$40.00 or receipts
Mileage:		.55/km (effective July 1, 2019)

GROUP 4**Controller, Human Resources Officer, Executive Assistants, Payroll Officer, Outdoor Education Coordinator**

Meals	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:	Request must be accompanied by receipt	
Mileage		.55/km (effective July 1, 2019)

GROUP 5

Teachers, Support Staff

Meals:	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:	Request must be accompanied by a receipt	
Mileage		.55/km (effective July 1, 2019)

GROUP 6

Itinerants

Meals:	Breakfast	\$11.00
	Lunch	\$19.00
	Dinner	\$26.00
Maximum		\$56.00
Maximum (International)		\$75.00 (effective September 1, 2017)
Taxi:	Request must be accompanied by a receipt	
Mileage:		.55/km (effective July 1, 2019)

NOTES:

1. Airfare equivalency or mileage, whichever is less, will be paid for all trustees/employees ~~groups~~ when an individual chooses to drive his/her personal vehicle.

Out of town mileage will not be paid when District vehicles are used and/or a vehicle allowance is paid.
3. Per diem rates will be paid to cover meals and/or associated costs when school business occurs during the normally accepted meal times. It is understood that if an individual does not incur identified expenses the per diem will offset other travel related costs. No allocation is provided for trip extension for personal business.
4. Where travel is required either the day prior or after attendance at a business event due to start or end times and/or available travel, a minimum of the breakfast or dinner rate will be allocated.

5. Additional supporting information may from time to time be requested to clarify travel expense claims.

DRAFT



BOARD OF EDUCATION
School District No. 60
(Peace River North)

M E M O R A N D U M

TO: All Holders of the Current
Board Policy Manual

FROM: Teri Stoneman
Interim Secretary-Treasurer

DATE: 1/27/2021

RE: **NOTICE OF MOTION**

A Notice of Motion was made at the Regular Board Meeting held Monday, January 25, 2021 that the following policy be put forward for Notice of Motion

Policy #7018 (New) – Child Care

This proposal will be further discussed at the next regular meeting of the Board scheduled for February 22, 2021.

Please submit any comments regarding these proposals to the Secretary-Treasurer before February 18, 2021.

Teri Stoneman
Interim Secretary-Treasurer

TS:lr



BOARD OF EDUCATION
School District No. 60
(Peace River North)

7000 Operations

7018 Child Care Policy

Proposed: January 11, 2021

Adopted:

Revised:

Reviewed:

Reference: School Act sections 85.1, 85.2, 85.3 and 85.4

Policy

The Board shall provide guidance with respect to how the board will promote the use of board property for the provision of child care programs between the hours of 7 a.m. and 6 p.m. on business days by either the board or third party licensees.

The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

Definitions

1. In this Policy, the terms “board property,” “business day,” “child care program,” “educational activities” and “licensee” have the meanings given to those terms in the *School Act*.
2. “Direct and indirect costs” may include:
 - a. Utilities;
 - b. Maintenance and repair;
 - c. A reasonable allowance for the cost of providing custodial services;
 - d. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers;
 - e. Any supplies used in the direct/indirect delivery of the program.

Guidelines/Principles

1. The board will, on an ongoing basis, assess community need for child care programs on board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
2. If child care programs are to be provided on board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the board, the board, or a combination of both.
3. Child care programs, if operated by the board, will be operated for a fee no greater than the direct costs the board incurs in providing the child care program.
4. Fees for the use of board property by licensees other than the board will not exceed the direct and indirect costs the board incurs in making board property available for the child care program.
5. If child care programs are operated by a licensee other than the board, the board will require the licensee to agree to comply with this Policy. Further, that the licensee complies with the Community Care and Assisted Living Act and Child Care Licensing Regulation, including but not limited to licensing, criminal record checks, staff requirements and qualifications.
6. In selecting licensees other than the board to operate a child care program, the board will give special consideration to the candidates' proposals to: (a) provide inclusive child care; and, (b) foster Indigenous reconciliation in child care.
7. If the board decides to operate a child care program, the board will ensure that it is operated in a manner that:
 - a. fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
 - b. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*;
 - c. seeks advice from local indigenous parents, students, organizations and First Nations communities; especially as it relates to the implementation and development of Indigenous education, language, culture and Indigenous student support programs via the SD60 Indigenous Education Advisory Council (IEAC).

8. Any contract with a licensee other than the board, to provide a child care program on board property must be in writing and subject to review no less than every two (2) years. The contract must contain:
 - a. a description of the direct and indirect costs for which the licensee is responsible;
 - b. an agreement by the licensee to comply with this policy and all other applicable policies;
 - c. a provision describing how the agreement can be terminated by the board or the licensee;
 - d. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the board;
 - e. a statement that the agreement can only be amended in writing, signed by the board and the licensee;
 - f. a requirement for the licensee to maintain appropriate standards of performance; and
 - g. a requirement that the licensee must at all times maintain the required license to operate a child care facility.
9. Prior to entering into or renewing a contract with a licensee other than the board to provide a child care program on board property, the board will consider:
 - a. Whether it is preferable for the board to become a licensee and operate a child care program directly;
 - b. the availability of school district staff to provide before and after school care;
 - c. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the board, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.

