

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, APRIL 25, 2022 @ 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, APRIL 25, 2022
6:30 P.M.

This meeting will be recorded and available on our School District website.

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

- 3.1 "Education From the Past to the Present" 1920 & Future
Michele Wiebe, PRNTA President & Margaret Little, Retired Teacher

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, March 7, 2022 (pages 6-10)

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

6.0 Approval of Excerpts of the In Camera Board Meeting February 22, 2022 (page 11)

7.0 Announcements and Reminders

April 26	SUP-PAC Meetings (<i>Snow/Gilbert</i>)	12:00 p.m.	Board Room
May 2	NPAA Meeting		
May 6	NID (Indigenous Learning) (<i>Attachment</i>)		
May 9	COTW Meetings	12:30 p.m.	Board Room
May 9	Preliminary Budget Consultation	2:45 p.m.	Board Room
May 10	Public Preliminary Budget Consultation	7:00 p.m.	Board Room
May 23	Victoria Day		
May 24 (Tues)	Board Meetings	5:00 p.m.	Board Room
May 24	SUP-PAC Meetings (<i>Gilbert/Snow</i>)	12:00 p.m.	Board Room
June 3	Elementary Track & Field		Bert Bowes
June 6	Policy Committee Meeting	11:00 a.m.	Board Room
June 6	COTW Meetings	12:30 p.m.	Board Room
June 6	NPAA Year End		
June 8	Retirement & Long Service Awards	5:30 p.m.	Northern Grand
June 20	Board Meetings	5:00 p.m.	Board Room

June 23 Last Day for Students
 July 4 Board Advance
 July 6-8 CSBA 2022

Board Room
 Saskatchewan

8.0 **Senior Staff Reports**

8.1 Superintendent's Report (page 12)

8.2 Secretary-Treasurer's Report (page 13)

9.0 **Reports of Regular Committee of the Whole Meeting, April 11, 2022** (pages 14-15)

9.1 Approval of Minutes

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

9.3 Policy Committee

a) 8001.2 Accumulated Operating Surplus

Lehmann/

That the Board of Education adopt Policy 8001.2 Accumulated Operating Surplus

b) 8001.3 Financial Planning & Reporting

Scott-Moncrieff/

That the Board of Education adopt Policy 8001.3 Financial Planning & Reporting

c) Bylaw 1/90 Organization of the Board

First/Second

That the Board of Education adopt the First Reading of Trustee Bylaw 1/90

First/Second

That the Second and Third Readings be read in short form

First/Second

That the Board of Education adopt the Second Reading of Trustee Bylaw 1/90

First/Second

That the Board of Education adopt the Third Reading of Trustee Bylaw 1/90

d) Policy Committee Meeting Notes – April 11, 2022

e) 4022 Employment Related Accommodation

First/

That the Board of Education put forward Policy 4022 Employment Related Accommodation for Notice of Motion.

f) 5003 Physical Examination – Bus Drivers

That the Board of Education put forward Policy 5003 Physical Examination – Bus Drivers for Notice of Motion

g) Bylaw 4/22 Trustee Election

First/Second

That all three readings take place at today's meeting

First/Second
That the Board of Education adopt the First Reading of Trustee Bylaw 4/22

First/Second
That the Second and Third Readings be read in short form

First/Second
That the Board of Education adopt the Second Reading of Trustee Bylaw 4/22

First/Second
That the Board of Education adopt the Third Reading of Trustee Bylaw 4/22

h) Code of Conduct Discussion

10.0 Other Reports

- 10.1 BCSTA – *Trustee Evans*
- 10.2 BCPSEA – *Trustee Gilliss*
- 10.3 Board Pro-D Committee – *Chair Gilbert*

11.0 Correspondence

- 11.1 Society for Humane Science Letter (*Attachment*)

12.0 Unfinished Business

13.0 New Business

14.0 PRNTA Update – Michele Wiebe, President

15.0 CUPE Local #4653 Update – Jennie Copeland, President

16.0 District Parent Advisory Council (DPAC) Report – President

17.0 Questions from the Press and Public

18.0 In Camera Motions brought forward for implementation

19.0 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.

MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

March 7, 2022
6:30 p.m.

Present: Helen Gilbert, Chair – Board of Education (Area 5) *(via Zoom)*
Madeleine Lehmann, Vice-Chair (Area 1)
Ida Campbell, Trustee (Area 4)
Erin Evans, Trustee (Area 5)

David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Angela Telford, Secretary-Treasurer
Leah Reimer, Recording Secretary

(Guests/Media)
None

Regrets: Nicole Gilliss, Trustee (Area 3)



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.

Meeting to be recorded and archived on our District website

Agenda

Approval of the Agenda

Motion #31-22 Evans/Scott-Moncrieff
THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

None

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

Trustee Campbell

- Nothing to report
- Will be attending PAC meetings this week

Trustee Evans

- Nothing to report

Trustee Gilliss

- Absent

Vice-Chair Lehmann

- Attended local PRNTA Bargaining sessions

Trustee Scott-Moncrieff

- Nothing to report

Trustee Snow

- Visited my schools

Chair Gilbert

- BCSTA Climate Change Committee
- Will be back in FSJ before Spring Break and looking forward to visiting some schools

Minutes of the Regular Board MeetingApproval of the MinutesMotion #32-22

Scott-Moncrieff/Snow

THAT the Regular Meeting Minutes of February 22, 2022 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:

Science Fair

- Superintendent offered to draft the letter on behalf of the board

ACTION: Superintendent will draft a letter to the Science Fair

Approval of ExcerptsMotion #33-22

Campbell/Snow

THAT the excerpts from the January 24, 2022 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

March 7	NPAA Meeting		
March 9	Labour Management Meeting		Virtual
March 16	District Joint Health & Safety Committee Meeting		Board Room
March 16/17	Early Dismissal Day		
March 21	BCSTA AGM Motions to Membership		
March 21 to April 4	Spring Break		
April 4	NPAA Meeting	4:00 p.m.	
April 11	Policy Committee Meeting	11:00 a.m.	Board Room
April 11	COTW Meetings	12:30 p.m.	Board Room
April 15/18	Good Friday/Easter Monday		
April 21-24	BCSTA AGM		Vancouver
April 22	NID Day (Pro-D)		
April 25	Board Meetings	5:00 p.m.	Board Room
April 26	SUP-PAC Meetings (Snow /Evans)	12:00 p.m.	

May 2	NPAA Meeting		
May 6	NID Day (Indigenous Learning)		
May 9	COTW Meetings	12:30 p.m.	Board Room
May 23	Victoria Day		
May 24 (Tues)	Board Meetings	5:00 p.m.	Board Room
May 24	SUP-PAC Meetings	12:00 p.m.	Board Room

SUP-PAC

- Trustee Evans will not be able to attend the April and May meetings. Chair Gilbert will look for a second trustee to attend.
- If meeting in person, only 1-2 trustees will be able to attend, as before COVID

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

- For information purposes
- Trustee Campbell – the presentation by Northern Health to the PAC had a lot of good information. Encouraged trustees to review.
- Trustee Evans - DARE program? Haven't seen it in schools for a while now

Out-of-District Field Trips

- See motion below
- Chartering buses...is that due to shortage of drivers? Yes.
- Noted that some of the field trips have happened before coming to the board for approval.
 - Some end up being approved by the Board after the fact which is unavoidable due to time restrictions in some cases
 - Could there be a pre-approval process? Wouldn't necessarily have the details.
 - Discussion followed

Motion #34-22

Scott-Moncrieff/Snow

THAT the Board accept the Superintendent's Report with the exception of the Out-of-District Field Trips.

CARRIED.

Motion #35-22

Evans/Scott-Moncrieff

THAT the Board of Education approve the Out-of-District Field Trips for North Peace Secondary School and North Peace Secondary (International & Careers)

CARRIED.

Secretary-Treasurer's Report

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

Human Resources Summary Report

- For information purposes

Motion #36-22

Evans/Snow

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

CARRIED.

Other Reports

BCSTA

- BCSTA Motion is attached
- Board of Directors nomination packages are out if any trustees are interested
- Reached out to Tim Bennett and he will be running again for director or Vice-President
- Stephanie Higginson will not be running for president. Carolyn Brody is running
- A final copy of the motion will be submitted to BCPSEA from our board

BCPSEA

- Nothing to report

Board Pro-D Committee

- On hold...taking a look at getting a media presentation at a COTW meeting as well as finishing up the financial literacy presentation from Angela Telford

Correspondence

None

Unfinished Business

The following unfinished business arose from the previous meeting minutes:

None

New Business

None

PRNTA Update – Michele Wiebe, President

Absent – no report

CUPE Local #4653 Update – Jennie Copeland, President

Absent – no report

District Parent Advisory Council (DPAC) Report – President

Absent – no report

Questions from Press/Public

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

None

Motion #37-22

Evans/Campbell

THAT the Board resume the Regular Meeting and those Motions made In Camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #38-22

Evans/Snow

THAT the meeting be adjourned. (6:57 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

ANGELA TELFORD,
SECRETARY-TREASURER

**EXCERPTS
FROM THE FEBRUARY 22, 2022
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, January 24, 2022 were read and adopted.

Business Arising

- None

Superintendent's Report

Items discussed and reported included:

- COVID Q & A
- Grievance Update
- Bargaining Update

Secretary-Treasurer's Report

Items discussed and reported included:

- Labour Management Meeting Minutes – January 19, 2022
- Annual Amended Budget Review
- Conflict of Interest Update

Committee of the Whole Reports – Business Arising

- NPSS Protest

Other Reports

- BCSTA
- BCPSEA

Correspondence

- None

Unfinished Business

- None

New Business

- None

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, April 25, 2022

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of March 4th to April 21st, 2022

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	21	14		4	4
Changes to existing	27	15			
Return from leave					
Payout prep					

RETIREEES only:
Klassen, Anita
Barr, Charleen
Lorincz, LeAnn

Education

1. Superintendent's Report -
<https://togetherwelearn.prn.bc.ca/2022/04/22/superintendents-report-april-2022/>
2. Out of District Sports/Field Trips (Attachment)

Recommended Motion: That the Board of Education approve the attached Out of District Sports/Field Trips for North Peace Secondary School

Respectfully submitted

Stephen Petrucci, EdD
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, April 25, 2022
REGULAR MEETING**

Operations

1. **Finance Update to March 31, 2022** *(Attachment)*
2. **Board Office Summer Shutdown & Hours** *(Attachment)*
3. **Before & After School Care Update**

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of March 4th, 2022 to April 21st, 2022

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	9	5	6
Changes to existing	9		
Return from leave	1		
Layoff			
Retirements	4		

Governance

1. **Chief Elections Officer & Deputy Chief Election Officer Appointment**
(Attachment)

Recommended Motion: THAT the Board approve Angela Telford as Chief Elections Officer and Brandy Longley as Deputy Chief Elections Officer for the 2022 School Board Trustee Elections

Angela Telford,
Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES

MONDAY, APRIL 11, 2022
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education (*via Zoom*)
Madeleine Lehmann, Vice-Chair
Ida Campbell, Trustee
Nicole Gilliss, Trustee
David Scott-Moncrieff, Trustee
Bill Snow, Trustee

Stephen Petrucci, Superintendent
Angela Telford, Secretary Treasurer
Leah Reimer, Recording Secretary

Guests/Media:
Michele Wiebe, PRNTA President
Jennie Copeland, CUPE Local #4653 President

Regrets: Erin Evans, Trustee

Education Update

Stephen Petrucci, Superintendent

Framework Presentations

- a) Bert Bowes Middle School (1:30 – 2:00 p.m.) (*via Zoom*)
Jason Gill, Administrator
 - Presentation was made and questions fielded from trustees
- b) Dr. Kearney Middle School (2:10 – 2:40 p.m.)
Tanya Braun, Vice-Principal
 - Presentation was made and questions fielded from trustees
- c) Cameron Lake Outdoor Education Centre (2:45 – 3:10 p.m.)
Lorenne Hamre, Coordinator
 - Presentation was made and questions fielded from trustees
- d) Alwin Holland Elementary School (3:15 – 3:45 p.m.) (*via Zoom*)
Jerelyn Orcutt, Administrator & Laurie Petrucci, District Vice-Principal Technology
 - Presentation was made and questions fielded from trustees

Trustee David-Scott Moncrieff joined the meeting @ 4:05 p.m.

Governance

Board Retreat – July 4, 2022 (Potential Date)

Helen Gilbert, Board Chair

- July 4, 2022 with a dinner and possibly July 5, 2022 morning, if needed

Chamber of Commerce

Angela Telford, Secretary-Treasurer

- Renewal is attached
- Haven't participated in the events in the last couple of years due to the pandemic, however plan to take advantage of meetings, luncheons, etc. going forward
- There is value in supporting the Chamber as they provide information on what's going on in the community as well as partner with our district (ie. coupon books)

Registering Ukrainian Students

Stephen Petrucci, Superintendent

- The Ministry of Education and Federal Government are in discussions regarding how to support families coming from the Ukraine
- We have had one student register in our school district who has a family connection. May have more coming in the future

Human Resources

Operations

Operations Report

Angela Telford, Secretary-Treasurer

- For information purposes
- Having supply chain issues in all areas...can anticipate adding six weeks onto the timelines
- We've received extensions from Ministry on some of our COA's until the end of June
- Cameron Lake break in updates – insurance claim has been started. Waiting for replacement purchase and then will send in
- Rapid tests – some delays due to transportation issues and then getting them home with students. Everyone received one. There are now extras at schools
- Custodial surveys were filled out by administrators and brought feedback forward to the custodians. Will follow up with Sabrina on results.

REGULAR - April 25, 2022					Unfinished	
Meeting Date	Meeting	Topic	Action Item/Recommendation	Assigned to:	Business	Completed
Oct 5/20	COTW	Joint District Meetings	Connect with Hudson's Hope of potential meeting at Cameron Lake	Helen	Postponed	
May 7/21	COTW	Audit Committee Update	Amend Terms of Reference and re-circulate to Audit Committee members	Angela	x	
May 7/21	COTW	Finance Consultation - Standing Com	Research where our funding percentage expenditures are in comparison to "like" districts	Angela	x	
Sept 20/21	Board	Trustee Input	Helen to follow up w/ BCSTA & other sources re: PAC Trustee rep/parent conflict	Helen	x	
Oct 4/21	COTW	Facilities Review - FCI Update	Provide more detailed information in regards to the FCI report	Angela	x	
Feb 22/22	Board	Regional Science Fair	Helen to write a letter of thank you and respond to the "asks"	Helen	x	
Completed						
Dec 13/21	Board	Election of Board Officers	Call Regular Special Board Meeting to elect Alt BCPSEA Rep	Helen		Dec 17/21
Aug 30/21	Board	Board Pro-D Committee	Helen & Nicole to meet & create a Pro-D list to submit to BCSTA	Helen		Jan 24/22
Nov 15/21	Board	COTW Business Arising	K-12 Sector Guidelines uploaded to website/Facebook - pre-amble ref to Ministry	Helen		x
Dec 13/21	Board	Election of Board Officers	Bylaw 1/90 be brought to Policy Committee Mtg for review of wording (see minutes)	Leah		x
Dec 13/21	Board	Business Arising - HR Summary	Provide number of positions employed in each area, etc.	Angela		Jan 24/22
Dec 13/21	Board	Finance Update	Sick leave additional costs	Angela		Jan 24/22
Dec 13/21	Board	Policy Committee	Send Policy 7006, 2005 and 4018 out for Notice of Motion	Leah		Jan 24/22
Dec 13/21	Board	Correspondence	BCTF Funding Brief for 2022...find electronic version and send out to trustees	Helen		x
Jan 10/22	COTW	Statement of Financial Disclosures	Trustees to complete by January 15, 2022	Leah		x
Jan 24/22	Board	Board Pro-D Committee	Financial Literacy Presentation on the Feb 7 COTW Meeting	Angela		Feb 7/22
Jan 24/22	Board	Presentation/Delegations	Northern BC Science Fair - bring forward "asks" to future Board Meeting	Leah		Feb 22/22
Feb 22/22	Board	BCSTA	Refer code of conduct policy to the Policy Committee	Leah		Mar 7/22
May 21/21	Board	Partner Group Meetings Update	Follow up with NLC & get feedback from Erin and other school district staff connected	Helen		x
Feb 22/22	Board	Policy Committee	Place 8001.2, 8001.3 and Bylaw 1/90 on future Board Meeting for adoption	Leah		Apr 25/22
Feb 22/22	Board	Board Pro-D	Helen to connect with Angela on finishing financial presentation	Helen		Apr 11/22

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2021-2022

FOR BOARD APPROVAL

SCHOOL: NORTH PEACE



Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Girls/ Boys Rugby Game Days	April-June Every Thursday April 21st start	Grande Prairie Sexsmith Alberta	Bus	Game days against Alberta Rugby School Teams [Exhibition/League play] Coaches: Clayton Woodruff, Matthew Lorientze Sean Dignan Teacher Sponsor: Crystal Dutchak * <i>Special approval from Superintendent on April 20, 2022</i>
Co-Ed Badminton	TBD + May 13/14	Dawson Creek	Bus	Game day against DCSS + Zones Coach/Teacher Matt Laur
Track and Field	May6-7th	Prince George	bus	Hotel Coach/Teachers:: Samantha Stackhouse, Ian Forbes, Tyson Collier
Track & field	May 14th	Grande Prairie	bus	Day Trip Coach/Teachers:: Samantha Stackhouse, Ian Forbes, Tyson

					Collier	
Track & Field	May 20-21	Prince George	bus		Hotel Coach/Teachers:: Samantha Stackhouse, Ian Forbes, Tyson Collier	
Girls Soccer	June 1-4	Provincials in Burnaby BC	Charter Bus		Air BnB Coach: Daniel Turner Teacher Sponsor: Jaimelia Turner	

Revised – April 20, 2022

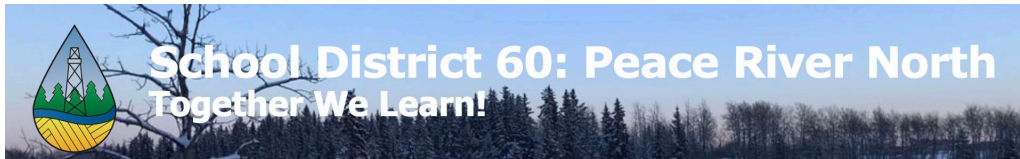


SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2021-2022 FOR BOARD APPROVAL

SCHOOL: _____ NPSS _____

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Girls/ Boys Rugby	April 8, 2022	Grande Prairie	Bus	Rugby 7's tournament Coaches: Clayton Woodruff, Matthew Lorienze Sean Dignan Teacher Sponsor: Crystal Dutchak <i>* Special approval from Superintendent on April 4, 2022</i>
Girls Soccer	April 11-17, 2022	Vancouver UBC	Charter Bus	UBC Tournament Coach: Daniel Turner Teacher Sponsor: Jaimelia Turner <i>* Special approval from Superintendent on April 5, 2022</i>



APPOINTMENT OF CHIEF ELECTION OFFICER

AND

DEPUTY CHIEF ELECTION OFFICER

THAT pursuant to Section 58(1) and (2) of the *Local Government Act*, Angela Telford be appointed Chief Election Officer for conducting the 2022 school board trustee election with power to appoint other election officials as required for the administration and conduct of the 2022 school board trustee elections.

AND THAT Brandy Longley be appointed Deputy Chief Election Officer for the 2022 school board trustee elections.

Angela Telford

Brandy Longley

Date

SD 60 Operating Financial Report - July 1 2016 to October 31 2016

Operating Revenue	Actual	Annual Budget
Ministry of Education Grants	\$ 12,684,336	60,215,318
Offshore Tuition	295,687	402,000
Alberta Education & DL 3rd Party Billings	22,440	322,369
Miscellaneous Revenue	57,989	145,000
Student Transportation Fees	0	105,000
Rentals	2,127	7,700
Interest	44,801	80,000
Total Operating Revenue	\$ 13,107,380	61,277,387

Operating Expense	Actual	Annual Budget
Salaries		
Teachers	4,886,124	25,488,013
Principals and Vice Principals	1,255,769	3,925,851
Educational Assistants	671,963	3,916,193
Support Staff	1,696,945	6,318,613
Other Professionals	562,454	1,580,128
Substitutes	421,536	1,686,029
	9,494,791	42,914,827
Employee Benefits	2,028,179	10,203,738
Total Salaries and Benefits	11,522,970	53,118,565
Services and Supplies and Capital Purchases	1,853,893	8,337,323
Total Operating Expenses	13,376,863	61,455,888
Net Revenue (Expenses)	-269,483	-178,501

SD 60 Operating Financial Report - July 1 2016 to November 30 2016

Operating Revenue	Actual	Annual Budget
Ministry of Education Grants	\$ 18,875,815	60,215,318
Offshore Tuition	314,631	402,000
Alberta Education & DL 3rd Party Billings	97,640	322,369
Miscellaneous Revenue	69,606	145,000
Student Transportation Fees	0	105,000
Rentals	2,618	7,700
Interest	56,536	80,000
Total Operating Revenue	\$ 19,416,846	61,277,387

Operating Expense	Actual	Annual Budget
Salaries		
Teachers	7,395,585	25,488,013
Principals and Vice Principals	1,570,637	3,925,851
Educational Assistants	1,039,620	3,916,193
Support Staff	2,254,045	6,318,613
Other Professionals	671,637	1,580,128
Substitutes	642,606	1,686,029
	13,574,130	42,914,827
Employee Benefits	2,913,556	10,203,738
Total Salaries and Benefits	16,487,686	53,118,565
Services and Supplies and Capital Purchases	2,667,001	8,337,323
Total Operating Expenses	19,154,687	61,455,888
Net Revenue (Expenses)	262,159	-178,501

SD 60 Operating Financial Report - July 1 2016 to December 31 2016

Operating Revenue	Actual	Annual Budget
Ministry of Education Grants	\$ 24,769,244	60,215,318
Offshore Tuition	333,607	402,000
Alberta Education & DL 3rd Party Billings	107,740	322,369
Miscellaneous Revenue	69,876	145,000
Student Transportation Fees	0	105,000
Rentals	2,618	7,700
Interest	66,186	80,000
Total Operating Revenue	\$ 25,349,271	61,277,387

Operating Expense	Actual	Annual Budget
Salaries		
Teachers	9,894,138	25,488,013
Principals and Vice Principals	1,883,066	3,925,851
Educational Assistants	1,405,944	3,916,193
Support Staff	2,817,588	6,318,613
Other Professionals	796,908	1,580,128
Substitutes	774,614	1,686,029
	17,572,258	42,914,827
Employee Benefits	3,760,919	10,203,738
Total Salaries and Benefits	21,333,177	53,118,565
Services and Supplies and Capital Purchases	3,293,729	8,337,323
Total Operating Expenses	24,626,906	61,455,888
Net Revenue (Expenses)	722,365	-178,501

SD 60 Operating Financial Report - July 1 2016 to February 28 2017

Operating Revenue	Actual	Amended Annual Budget	% of budget received
Ministry of Education Grants	\$ 39,047,897	59,957,973	65.1%
Offshore Tuition	358,646	415,400	86.3%
Alberta Education & DL 3rd Party Billings	118,230	300,000	39.4%
Miscellaneous Revenue	67,613	145,000	46.6%
Rentals	4,238	7,700	55.0%
Interest	88,366	120,000	73.6%
Total Operating Revenue	\$ 39,684,990	60,946,073	65.1%

Operating Expense	Actual	Annual Budget	% of budget expended
Salaries			
Teachers	14,844,520	25,366,475	58.5%
Principals and Vice Principals	2,511,160	3,845,792	65.3%
Educational Assistants	2,169,574	3,931,954	55.2%
Support Staff	3,945,447	6,407,334	61.6%
Other Professionals	1,077,572	1,640,713	65.7%
Substitutes	1,188,594	1,990,150	59.7%
	25,736,867	43,182,418	59.6%
Employee Benefits	5,788,415	10,278,489	56.3%
Total Salaries and Benefits	31,525,282	53,460,907	59.0%
Services and Supplies and Capital Purchases	4,539,272	8,195,491	55.4%
Total Operating Expenses	36,064,554	61,656,398	58.5%
Net Revenue (Expense)	3,620,436	-710,325	

SD 60 Operating Financial Report - July 1 2016 to March 31, 2017

Operating Revenue	Actual	Amended Annual Budget	% of budget received
Ministry of Education Grants	\$ 41,505,591	59,957,973	69.2%
Offshore Tuition	352,870	415,400	84.9%
Alberta Education & DL 3rd Party Billings	118,230	300,000	39.4%
Miscellaneous Revenue	67,703	145,000	46.7%
Rentals	4,766	7,700	61.9%
Interest	106,167	120,000	88.5%
Total Operating Revenue	\$ 42,155,327	60,946,073	69.2%

Operating Expense	Actual	Annual Budget	% of budget expended
Salaries			
Teachers	17,334,475	25,366,475	68.3%
Principals and Vice Principals	2,819,973	3,845,792	73.3%
Educational Assistants	2,533,917	3,931,954	64.4%
Support Staff	4,490,429	6,407,334	70.1%
Other Professionals	1,210,840	1,640,713	73.8%
Substitutes	1,316,010	1,990,150	66.1%
	29,705,644	43,182,418	68.8%
Employee Benefits	6,790,713	10,278,489	66.1%
Total Salaries and Benefits	36,496,357	53,460,907	68.3%
Services and Supplies and Capital Purchases	5,400,270	8,195,491	65.9%
Total Operating Expenses	41,896,627	61,656,398	68.0%
Net Revenue (Expense)	258,700	-710,325	

SD 60 Operating Financial Report - July 1 2021 to March 31, 2022

Operating Revenue	Actual	Annual Budget	% of budget received	# of Months	Explanations
Ministry of Education Grants	\$ 48,388,307	\$ 69,668,671	69.5%	12	On track as MOE transfers are lower in July & Aug
Provincial Grants - School Age Therapy	\$ 188,433	\$ 129,936	145.0%	12	Budget is low, contract is 139K actual on track
Offshore Tuition	\$ 464,355	\$ 600,000	77.4%	10	Tuition is recognized monthly, 3 months of tuition to recognize.
Alberta Students, DL, 3rd Pary Billings	\$ 125,716	\$ 154,051	81.6%	10	AB Student revenue received in winter/spring
LEA Revenue	\$ 1,108,530	\$ 1,098,180			LEA Revenue (This is all 12 months of funding)
Miscellaneous Revenue	\$ 466,132	\$ 585,816	79.6%	12	This includes Apple Schools Funding, ITA, Shoulder Tapper, and other Miscellaneous funds that come into the District
Rentals	\$ 74,524	\$ 101,710	73.3%	12	Includes Daycare Rental as well as Teacherage Rentals
Interest	\$ 59,700	\$ 80,000	74.6%	12	Interest Income currently on track
Total Operating Revenue Before LEA Adjustment	\$ 50,875,697	\$72,418,364	70.3%		

LEA Revenue	-\$ 1,108,530	-\$ 1,098,180			LEA Revenue is taken by the Ministry of Education In June. The Funding is included In our regular operation payments
Total Operating Revenue	\$49,767,167	\$71,320,184	69.8%		

Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	Explanations
Salaries					
Teachers	18,402,331	26,652,684	69.0%	10	On Track as should be approx 70% YTD
Principals and Vice-Principals	3,857,716	5,154,870	74.8%	12	On Track as should be approx 75% YTD
Educational Assistants	3,200,071	5,349,434	59.8%	10	Lower than expected as should be approx 70% YTD
Support Staff	5,398,573	8,002,551	67.5%	10	On Track as should be approx 70% YTD
Other Professionals	1,338,031	1,844,031	72.6%	12	On Track as should be approx 75% YTD
Substitutes (TOC's)	1,452,959	2,083,021	69.8%	10	On Track as should be approx 70% YTD
Total Salaries	33,649,681	49,086,591	68.6%		
Employee Benefits	7,350,293	10,074,990	73.0%		On Track as should be approx 70% YTD
Total Salaries and Benefits	\$40,999,974	\$59,161,581	69.3%		
Services and Supplies	7,029,561	11,648,603	60.3%	12	Not evenly distributed throughout year
Total Operating Expenses	\$48,029,535	\$70,810,184	67.8%		
Capital Purchases from Operating	\$300,000	\$550,000	54.5%	12	Purchases vary through year
Operating Net Revenue (Expense)	\$ 1,437,632	\$1,058,180			

Application of Reserves		\$0
Balanced		\$1,058,180

Notes to SD60 Operating Financial Report:

In July and August, our Ministry revenue is reduced but operating expenses are spread over 12 months and not 10 months. Generally, the first few months record a loss until the 1701 count updates the Ministry transfers. At the end of March, we should be around 70-75% of revenue and expense.

The Funding is updated to the amended budget numbers



School District No. 60

PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048
OFFICE OF THE SECRETARY-TREASURER

DISTRICT ADMINISTRATION OFFICE

MEMORANDUM

TO: BOARD OFFICE STAFF

FROM: Angela Telford
Secretary-Treasurer

DATE: April 4, 2022

RE: OFFICE CLOSURE - SUMMER SHUTDOWN

The office will be closed for the summer shutdown from Monday, July 18, 2022 to August 19, 2022. We will re-open on August 22, 2022.

Please complete and return an Absentee request form to the Payroll department.



Angela Telford

AT:lr

School District #60 (Peace River North)
Administration Office
Summer Hours and Summer Closure

Please see the following change in hours and Board Office closure:

Change in Hours

June 27 – July 16

8:00 a.m. – 4:00 p.m.

Closed for lunch (12:00 – 1:00 p.m.)

August 22 – 26

8:00 a.m. – 4:00 p.m.

Closed for lunch (12:00 – 1:00 p.m.)

Closure

The School District Board Office will be closed during the period of July 18 to August 19, re-opening on August 22, 2022.



BOARD OF EDUCATION

School District No.
60 (Peace River
North)

8000 Finance

8001.2 Accumulated Operating Surplus

Adopted: 2018-04

Revised:

Reviewed: 2022-02

Reference: [K-12 Public Education Accumulated Operating Surplus Policy Companion Guide](#)
[Accumulated Operating Surplus Policy](#)
[Financial Planning and Reporting Policy](#)
[Link to 8001.3 \(once approved\)](#)

Policy

The Board of Education is committed to providing a transparent process for the allocation of an operating surplus. The appropriate management of operating surplus provides the school district with the ability to effectively plan and sustain services to students for a period longer than a single budget year resulting in an improvement of the overall financial health of the district.

Guidelines/Principles:

An accumulated operating surplus is achieved by spending less than the revenue the school districts receives in a given year, surpluses can accumulate year over year. The Board of Education is required by legislation to approve a balanced preliminary and amended annual budget, which may include the use of accumulated surplus funds from previous years. Estimated spending in the budgeting process must not exceed estimated revenue plus accumulated operating surplus.

Appropriation of internal restrictions on surplus funds and any inter-fund transfers each year in which they occur will require a motion to be made by the Board of Education. Capital assets purchased for departmental operating plans from approved budget expenditures do not require subsequent board approval

During the Annual Budget Process, the Board will consider the availability of accumulated operating surplus funds and the allocation of those funds between internally restricted surplus and unrestricted surplus (including contingency funds).

During this process the Board will post information on its website about how, where and when the local community and education partner groups, including local First Nations and Metis Nation BC, will be engaged on the accumulation, spending and reporting of operating surplus funds. The Board will clearly explain the purpose of operating surplus and how the surplus will

be used to support the Board's strategic objectives (for example, improving student educational outcomes) and other operational priorities of the Board.

TYPES OF SURPLUS

Internally Restricted Operating Surplus

There are three categories under which the Board may motion to designate internally restricted surplus funds:

1. Funds that are restricted due to the nature of constraints on the funds,
i.e. Unspent Indigenous Education Targeted funds, Contractual obligations (e.g., professional development); school generated funds (not externally restricted)
2. Funds for anticipated unusual expenses
staffing needs that are short term and variable in nature; self-insurance for minor equipment loss and breakage; implementation of new initiatives; and the impact of emerging events (i.e. Ministry projects; Emergent Events; Employee Benefits)
3. Funds for items requiring more than one year
 - Future years' Operations/Budget (not beyond the next two fiscal years);
 - Schools and department surplus/carry-forwards (not beyond the next two fiscal years);
 - Operating projects in progress;
 - Technology, utilities, equipment, and Capital projects (includes amounts to be transferred to Local Capital that have not yet been identified for specific initiatives;
 - Purchase order commitments; and
 - Educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program)

Unrestricted Operating Surplus (Contingency Reserve)

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from emergent operating issues and/or to offset unrealized revenues. Prior to the adoption of each annual budget and amended annual budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve and when applicable; strategies for replenishing the Contingency Reserve. The ministry surplus policy says that the "amount of unrestricted at the end of a fiscal year should be laid out in the Boards Operating Surplus Policy, in accordance with ministry instructions ". For example, the Ministry Financial Statement Instructions.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 2.5% of actual Operating Expenses of the fiscal year.

EXAMPLES

- **Major Emergent Operating Issues** – the School District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g., inclement weather, forest fires, etc. These situations cannot be anticipated and budgeted for and it may not be feasible to absorb the cost of such events in other budget areas in any given year.
- **To Offset Unrealized Revenues** – The School District is exposed to the possibility of unrealized revenues and/or declines in base revenues from year to year due to the cyclical nature of the revenue source being impacted by economic downturns, (e.g., lower off-shore student enrolment).

Local Capital

There are three sources of Local Capital:

1. The board's portion of any proceeds from the disposition of capital assets;
2. Transfers from operating funds; and
3. Interest earned on local capital funds restricted for the purchase of tangible capital assets.

Transfers from operating funds to Local Capital will be for specific initiatives related to the Board's strategic plan or other operational needs of the district. Examples include vehicle replacement, computer system upgrades, and renovation or replacement of administrative and operational buildings. If these transferred funds are not linked to strategic goals or they have not been used within the timeline identified for the relevant initiative, the Ministry may require boards to use these Local Capital funds for other capital projects.

Restricted for Future Capital Cost Sharing

The Treasury Board requires the Ministry of Education to review district surplus funds and determine funds that are available to contribute towards major capital projects in the Board's 5-year Capital plan. When a project has been approved for concept plan or business case development, the Board may restrict operating surplus funds to meet the cost sharing expectations for that project.

Inter-Fund Transfers

In some cases, funds need to be transferred between the operating fund, special purpose funds and the capital fund. These transfers are authorized through a board motion. In some cases, this approval will be done through the approval of a budget or annual financial statements. Approval of inter-fund transfers related to confidential matters (such as land, legal or personnel) will be considered in an in-camera board meeting.

Reporting

Boards are required to provide the Ministry with an annual report on their budget allocation decisions (including operating surplus and Local Capital) demonstrating that approved

allocations support the Board's strategic objectives. The reporting templates in the Companion Guide to the Ministry's Accumulated Operating Surplus can be used to develop the Board's own template.

The Ministry may take actions to monitor and evaluate operating surplus as outlined in the Companion Guide to the Ministry's Accumulated Operating Surplus

Definitions

- *Accumulated Operating Deficit* means the accumulated excess of Operating Expenses over Operating Revenues Less Inter-Fund Transfers from current and prior years.
- *Accumulated Operating Surplus* means the accumulated excess of Operating Revenues over Operating Expenses Less Inter-Fund Transfers from current and prior years. Accumulated Operating Surplus is a term defined by the Public Sector Accounting Standards (PS1201). While boards of education may use the term Reserves to denote 'Surplus', when it comes to financial statements and budgets the term Surplus should be used.
- *Annual Operating Deficit* is the amount by which a fiscal year's Operating Expenses and Inter-Fund Transfers exceed that same fiscal year's Operating Revenues. Annual Operating Surplus is the amount by which a fiscal year's Operating Revenue exceeds that same fiscal year's Operating Expenses and Inter-Fund Transfers.
- *Inter-Fund Transfers* means the transfer of funds from one fund to another (e.g., between Operating Fund and Capital Fund).
- *Internally Restricted Operating Surplus* means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- *Local Capital* is comprised of previous years' available operating surpluses, which are transferred to Local Capital with board approval; revenues from sale of capital assets; and investment income earned on these funds.
- *Operating Expenses* are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- *Operating Revenue* is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- *Special Purpose Funds* consists of targeted funding provided to the school district for a specific purpose. Pursuant to Sections 156(4) and (5) of the School Act, each special purpose fund must be accounted for in accordance with the terms of that special purpose fund. Treasury Board Restricted Contribution Regulation 198/2011, issued in November 2011, defines a restricted contribution as 'a contribution that is subject to a legislative or contractual stipulation or restriction as to its use'. Special purpose fund expenses are contingent on the amount of revenue received for the purpose of providing a specific service or program.
- *Unrestricted Operating Surplus (Contingency)* means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses



BOARD OF EDUCATION

School District No. 60
(Peace River North)

8000 Finance

8001.3 Financial Planning and Reporting

Adopted:

Revised:

Reviewed:

Reference: [K-12 Public Education Financial Planning and Reporting Policy](#)
[Framework for Enhancing Student Learning Policy](#)
[Board Policy #8001.2 \(Accumulated Operating Surplus Policy\)](#)
[District Strategic Plan](#)
[Budget and Transparency and Accountability Act](#)
[School Act](#)

Policy

Annually, the Board will develop and submit to the Ministry three-year financial plans representing strategies to be implemented beyond the next fiscal year's annual budget to support the goals of the Framework for Enhancing Student Learning and the Boards Strategic Goals.

The Board's multi-year financial plans will be developed in conjunction with and along the same timeline as the development of the Annual Budget.

Guidelines/Principles:

The Policy provides direction and guidelines to align board's multi-year financial planning and reporting processes with Ministry of Education requirements. This policy aligns board long term financial planning and reporting with Strategic plans (the Framework), other operational needs and enhanced educational outcomes for students in the K-12 education system.

The financial planning and reporting requirements in this Board Policy are intended to demonstrate how financial resources are used to support the Board's strategic planning and operational needs to enhance the student educational outcomes specified in the District's Framework.

The Board will report publically how, where and when the local community and education partner groups, including local First Nations and Metis Nation BC, will be engaged on the development of multi-year financial plans The Board will also clearly explain how the local community and partner groups above will be informed of Board's progress towards aligning funding and resources with board strategic plans, other operational needs and enhance student educational outcomes.

1. Multi-year financial plans must adhere to the *Budget and Transparency and Accountability Act* which required that the Ministry of Education use 3 year rolling services plans. The intent of the Policy is for boards to follow similar practices to that of the Ministry
2. The Board is responsible for their own approval process for the multi-year financial plan.
3. The purpose of the multi-year financial plan is to disclose to the public what a board's long-term objectives.
4. The Secretary-Treasurer will provide financial updates to the Board of Education on the progress towards meeting the objectives and goals in their multi-year financial plans and link funding with enhanced outcomes for students. This will be achieved through the current reporting structures in place, as well as the Financial Statement Discussion and Analysis
5. The policy incorporates financial management including transparency, demonstrated accountability and consistent outcome-based planning, monitoring and reporting.
6. The Board will engage local community and education partner groups, including local First Nations Communities in developing multi-year financial plans. This can be achieved through in person meetings, web based surveys, email request for feedback

Monitoring and Reporting

The strategies to support improving student outcomes and operational will be adjusted as changes to the financial assumptions used in the associated multi-year financial plans happen.

The Board will use the Ministry's robust annual school district financial reporting framework that boards use to meet their reporting requirements as specified in the *School Act* and to align with the *Budget Transparency and Accountability Act*.

Boards will use this existing financial reporting framework including a Financial Statement Discussion and Analysis Report to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).



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

BY-LAW NO. 1/90

"A BY-LAW TO PROVIDE FOR THE ORGANIZATION OF THE BOARD".

Adopted: 1990-12
Revised: 1992-03, 1994-06, 2006-11, 2013-02, 2013-03, 2019-11, 2021-05
Reviewed: 1997-12, 2021-04

Reference:

INAUGURAL MEETINGS:

- 1.1** Each electoral year, the first meeting of the Board shall be called by the Secretary-Treasurer and shall be as soon as possible after the general election, and, in any event, no later than November 30th of that year.
- 1.2** Until such time as the Board Chairperson has been elected, either the Secretary-Treasurer or Superintendent of Schools shall serve as the interim Chairperson.
- 1.3** Each Trustee will declare any relationship that exists which may be interpreted as a conflict of interest.
- 1.4** Following the swearing in of new Trustees, the interim Chairperson shall call for nominations by secret ballot for the position of Board Chairperson. **The nominees shall have opportunity to speak to their nomination, if they so choose.** The election shall be conducted by secret ballot. The person receiving a clear majority shall be declared Board Chairperson. If no person receives a clear majority, **the nominees shall be invited to speak to their candidacy and then another secret ballot shall be taken.** ~~further secret ballots shall be taken until the same is achieved or.~~ **Still** Should a tie **still** occur; the election shall be decided by drawing of lots.
- 1.5** Following the election of Board Chairperson, the order of business shall be election of a Vice-Chairperson.

The election of Vice-Chairperson shall be conducted in the same manner as the election of Chairperson.

An election of Provincial Councilor and alternate shall be conducted.

An election of a British Columbia Public School Employers' Association (BCPSEA) representative and alternate shall be conducted.
- 1.6** A majority of the Board may elect a new Chairperson or Vice-Chairperson at any time by proposing a motion to elect by secret ballot at the following meeting.

- 1.7 Trustees who are attending the election meeting electronically need to submit their votes to a scrutineer who is in attendance at the meeting. Staff will set up protocols and process prior to the meeting. All evidence whether electronic or by secret ballot will be destroyed.
- 1.8 Trustees who know they will be unavailable during the election shall let the Board Chairperson know prior to the meeting what position(s) they will let their name stand for, if nominated.

CHAIRPERSON AND PRESIDING OFFICERS

- 2.1 The Chairperson and the Vice-Chairperson shall be elected at the first meeting held after the general election, as referred to in Clause 1.1. In a non-electoral year, the Chairperson and the Vice-Chairperson shall be elected at the first meeting in November.
- 2.2 The Chairperson shall preside at all meetings of the Board, but may vacate the chair in order to enter substantive debate. The Chairperson should vacate the chair to propose or second a substantive motion and should not resume the chair until his/her motion has been fully disposed of.
- 2.3 The Vice-Chairperson shall preside in the absence of the Chairperson or when the Chairperson vacates the chair.
- 2.4 In the event that neither the Chairperson nor the Vice-Chairperson are able or willing to take the chair, the presiding officer shall be elected by the Board for that meeting.
- 2.5 The Chairperson shall rule on all points of order and shall state his/her reasons and the authority for ruling when making a ruling. The Chairperson's ruling shall be subject to appeal of the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 2.6 The Chairperson shall vote in accordance with Section 11.4.

MEETINGS - GENERAL INFORMATION

- 3.1 The Secretary-Treasurer must be present at the time that a decision of the Board is rendered and must record any decision.
- 3.2 If the Secretary-Treasurer is unable to attend the meeting or if the meeting concerns the work performance for employment of the Secretary-Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary-Treasurer to perform the duties of the Secretary-Treasurer at the meeting.
- 3.3 Minutes shall be a record of matters discussed and decisions reached.
- 3.4 All regular meetings of the Board shall be open to the public. If, in the opinion of the Board, the public interest so requires, persons other than Trustees and the Secretary-Treasurer may be excluded from meeting.

- 3.5** The Chairperson may expel and exclude from a Board Meeting any member of the general public or staff person who he/she considers has been guilty of improper conduct.
- 3.6** A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

REGULAR MEETINGS

- 4.1** A regular meeting shall be held a minimum of once per month, unless otherwise decided by a motion of the Board.
- 4.2** The quorum for a regular meeting shall be a majority of Trustees holding office at that time.
- 4.3** All regular meetings shall stand adjourned at four hours after their commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.
- 4.4** At the appointed time for commencement of a meeting, the Chairperson shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these by-laws.
- 4.5** After a meeting has commenced, if notice is drawn to a lack of quorum, the Chairperson shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at his/her discretion.
- 4.6** The agenda and notice of meetings shall be prepared by the Secretary-Treasurer under the direction of the Chairperson. The proposed agenda must be available to each Trustee at least seventy-two (72) hours in advance of the meeting.
- 4.7** A change to the prescribed order of business may be proposed by a Trustee and shall be accepted by consensus.
- 4.8** The Board may conduct its meetings electronically providing that two-way communication is possible.

SPECIAL MEETINGS

- 5.1** A Special Meeting of the Board may be called by the Chairperson or, upon request of a majority of the Trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 5.2** (a) Notice, either written or verbal, of a special meeting shall be given to each Trustee at least twenty-four (24) hours in advance of the meeting.

- (b) Notwithstanding Section 5.2 (a) above, a special meeting of the Board may be held at any time without previous notice if every Trustee agrees to waive notice.

ELECTRONIC MEETING EXPECTATIONS

6.1 Rationale for Developing Expectations for Trustees for Electronic Meetings

- Fully electronic meetings or blended electronic meetings will be needed for quite sometime
- All trustees have expressed some concerns related to the “electronic meetings” that we have held
- As more meetings have been done electronically, our understanding of our needs and how to do things has developed

6.2 Prior to the Meeting

- Make sure you have log in information available
- Sign into the meeting at least 10 minutes ahead of the meeting start time; this gives us time to sort out technical difficulties ahead of the meeting’s scheduled start time

6.3 Guidelines for Trustees Joining an Online Meeting

- Use district provided devices and school district provided emails for board business, this addresses security concerns
- A recommended browser works best for accessing Online Meetings
- Location where trustees are calling in from to attend the meeting should be one where there is minimal background disruption
- Ensure good lighting to avoid appearing in shadow. Avoid uncovered windows or bright light sources behind you
- Let others know that you are participating in a meeting and that you can’t be interrupted during the meeting
- If you use earphones, the meeting will not be audible to others in the location that you are calling in from
- It is especially important during the in-camera portion of the meeting that the meeting is not audible to others and others can’t see your computer screen

6.4 Guidelines for Trustees During the Meeting

- Roll call should be done so that everyone is aware of who is attending the meeting. This is especially important during our Regular Meetings where quorum must be established.
- Speak clearly and slowly; this is important to the minute taker and shows consideration for the fact that minute taking in an electronic and blended environment is more difficult. This also assists the understanding of others in the meeting.
- Trustees should give their full name when making or seconding a motion
- There should be one conversation at a time
- The Online meeting “chat” function will be available for use during the meeting. Use chat to confirm that you wish to speak and add your questions/comments there.
- Mute your microphone when you are not talking
- Leave your webcam on for the duration of the meeting. Body language is an important aspect of communication. It is also important that others can note your presence especially if you are needed for meeting the number requirement for quorum. An informed vote can only be cast if you have been

listening to the full conversation around the issue. If a participant is needing to leave for a break during the meeting, notify the chair so that your absence for a portion of the meeting can be noted, if necessary (ie. ensuring quorum is met or for voting on a motion). If you have to leave a meeting early, notify the chair so that the time that you left can be documented appropriately in the minutes.

- When voting is required, either physically raise your hand and/or verbally give your response (eg. For, Against, Abstaining)
- Be present in an electronic meeting the same way that you would be during a regular meeting. Silence your phone. Stay seated and focused.
- Return from breaks on time

CLOSED SESSION (The "In Committee" portion of regular or special meetings.)

7.1 The Board may conduct meetings without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No Trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.

7.2 Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved only by the Board in closed meeting and shall be filed separately.

In addition to the minutes, a record containing general statements of matters discussed and decisions reached shall be prepared. The record is open to inspection to anyone excluded from a meeting.

7.3 Unless otherwise determined by the Board, the following matters shall be considered in closed session:

(1) Personnel Matters

- salary claims and negotiations
- evaluation, discipline or retirement of employees
- employee assignment, promotion or termination.

(2) Legal Matters

- accident claims
- legal actions brought by or against the Board
- legal opinions respecting any matters which are to be considered in private session.

(3) Student Matters

- indigent students
- student discipline.

(4) Property Matters

- negotiations regarding purchase, lease or sale of property
- future site planning and designation
- investigations regarding possible school closures.

- (5) Auditors' Management Letter
- (6) Medical matters respecting individual students or employees
- (7) A statement referring to the safety, security or protection of students, personnel or Board property.
- (8) Such matters as the Board may in public session determine.
- (9) A member of the Board may make a motion to place a closed-session item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favor of the motion shall be sufficient cause to move the item into the public session.

RULES OF ORDER

- 8.1** Where these rules are silent and where not inconsistent with these rules, Robert's Rules of Order shall apply to the conduct of meetings, provided further that, where both these Rules and Robert's Rules of Order are silent, the Standing Orders of the British Columbia legislature shall be followed. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
- 8.2** The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the Trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 8.3** The rules may be amended by By-law only, at a meeting of which notice of intention to propose the amendment has been given at a previous meeting.
- 8.4** The Chairperson's ruling on a point of order shall be based on rules of order as stated in paragraph 7.1 herein.
- 8.5** An appeal of a ruling of the Chairperson shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 8.6** All questions shall be decided by a vote on motion.

MOTIONS

- 9.1** Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.
- 9.2** The Chairperson may divide a motion containing more than one subject if he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

- 9.3** No motion, other than to postpone consideration of a question or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.
- 9.4** All motions shall be seconded.
- 9.5** All motions are debatable except the following:
- (a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for re commencement of debate or for a new meeting;
 - (b) Motion to fix time for adjournment of a meeting;
 - (c) Motion to proceed to the next business;
 - (d) Motion to go into committee of the whole or closed session.
- 9.6** All motions shall be subject to amendment except the following:
- (a) Motion that the question be now put;
 - (b) Motion for adjournment of debate or adjournment of a meeting;
 - (c) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - (d) Motion to refer to committees;
 - (e) Motion to proceed to next business.
- 9.7** An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

RECONSIDERATION

- 10.1** A question may be reconsidered only if notice of a request for reconsideration has been given at a previous meeting and if reconsideration is approved by a two-thirds majority.

DEBATE

- 11.1** Debate shall be strictly relevant to the question before the meeting and the Chairperson shall warn speakers who violate this rule.
- 11.2** No Trustee shall speak more than once to a question except the mover of a motion, who shall have the right to speak first and to make a reply when all other Trustees who wish to speak have spoken. No Trustee shall speak for a period in excess of three minutes at one time. The Chairperson may caution a Trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.
- 11.3** A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

- 11.4** No Trustee shall interrupt another Trustee who has the floor except to raise a point of order to a point of privilege.

VOTING

- 12.1** All Trustees present at a meeting must vote, although a Trustee must abstain from voting in the event that he has a conflict of interest by reason of having a direct or indirect pecuniary interest in a vote. A Trustee may also abstain from voting if he states at the meeting his reasons thereon.
- 12.2** Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded, both positive and negative votes shall be recorded.
- 12.3** Where a Trustee is present at a meeting and abstains from voting without stating a reason that shall be deemed to be an affirmative vote.
- 12.4** The Chairperson shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chairperson shall so declare.
- 12.5** All questions shall be decided by a majority of the votes of the Trustees present and voting save as otherwise provided by these Bylaws.

COMMITTEES

- 13.1** Standing Board Committees of the whole will address issues/topics brought forward for both in-camera or regular in-depth discussions. The Board Chairperson will chair the meetings or assign another Trustee to act as Chair for specific topics.
- 13.2** The Committee Chairperson may invite resource persons as required.
- 13.3** Committees shall report to the Board on a regular basis.
- 13.4** Standing committees shall have jurisdiction to consider and make recommendations to the Board in matters assigned to them or in other matters within their terms of reference. No action shall be taken on the Standing Committee report until the report has been formally approved by the Board.
- 13.5** Special or ad hoc committees for any purpose may be appointed by the Board Chairperson as required.

BY-LAWS AND RESOLUTIONS

- 14.1** All matters shall be dealt with by Motion, Notice of Motion or By-Law.
- Notice of Motion shall have one reading and a By-Law shall have three readings.
- 14.2** The following shall only be resolved by By-Law:

- (a) amendments to By-Laws;
- (b) acquisition or disposal of property owned or administered by the Board.
- (c) where required by the School Act or the Act gives the Board the power to develop.

PROCEDURE ON BY-LAWS

15.1 With the exception of School Loan By-Laws, Budget By-Laws and/or Budget and School Referendum Tax Rate By-Laws, written notice of intention to propose a By-Law shall be given at the meeting prior to the first reading.

15.2 Every By-Law shall be dealt with as follows:

- (a) Before it is passed, a By-Law of the Board must be given 3 distinct readings.
- (b) Except as provided in subsection (c), at each reading of a By-Law, the By-Law must be read in full.
- (c) If a written or printed copy of a By-Law is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the By-Law is to be read, a reading of a By-Law may consist of a description of the By-Law by:
 - its title, and
 - a summary of its contents.
- (d) The Board shall not give a By-Law more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the By-Law all 3 readings at that meeting.

15.3 When a By-Law has been amended, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed, except by vote of a two-thirds majority.

15.4 A By-Law may be advanced two or more stages in one day by a two-thirds majority, or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.

15.5 The Secretary-Treasurer shall certify on a copy of each By-Law that the By-Law was read a first, second and third time, and shall note the date that the By-Law was finally passed and adopted. Any amendments passed shall also be noted in the same manner.

15.6 The Trustee who introduces a By-Law may withdraw the same at any stage with unanimous consent.

PROCEDURE FOR NOTICES OF MOTION

16.1 A Notice of Motion permits the Board to consider and prepare for the question or questions that will be placed before them for consideration, thereby facilitating

discussion and contributing to the efficient and satisfactory discharge of the matter.

OR

If a substantial issue is to be raised affecting the constitution, policies or procedures of the Board, notice will be given at one meeting that such issue will be introduced by Motion at the next or a subsequent meeting.

16.2 The following shall only be resolved by Notice of Motion:

- election of Chairperson or Vice-Chairperson as defined in
- Section 1.6;
- policies;
- variances to the budget;
- items brought forward for closure at next meeting;
- all new Board By-Laws;
- amendments to all Board By-Laws.

16.3 Notices of Motion shall be dealt with in the following stages:

- Notice of Motion made by Trustee.
- Notice of Motion brought forward to the agenda of either public or committee meeting
- Motion seconded and voted on unless referred for further consideration.

If referred for further consideration, a date shall be given as to when the item is to be brought back.

This By-Law may be cited for all purposes as "School District No. 60 (Peace River North) By-Law No. 1/90" - a By-Law to provide for the conduct to meetings of the Board and is passed in compliance with the requirements of the School Act.

Read a first time the 17th day of May, 2021.

Read a second time the 17th day of May, 2021.

Read a third time, passed and adopted the 17th day of May, 2021.

Chairperson

Secretary-Treasurer

Policy Committee Meeting Notes
Monday, April 11, 2022
11:00 a.m.

Attendees: Stephen Petrucci, Superintendent
Angela Telford, Secretary-Treasurer
Helen Gilbert, Board Chair
Madeleine Lehmann, Vice-Chair
Ida Campbell, Trustee
Bill Snow, Trustee
Leah Reimer – Executive Assistant

Regrets:

8001.2 Accumulated Operating Surplus

ACTION: Forward to the next meeting agenda

4022 Employment-Related Accommodation

- A lot of this policy is referenced in the BC Residential Tenancy Act and the Teacherage Rental Agreement they fill in before moving in so can be removed
- Discussion followed regarding opening up to the “public”. Removing that wording as that can open up things and does the district want to be a “landlord”. There still would be opportunity for the public to rent at the ST’s discretion

ACTION: Update policy with changes and place on the April 25 2022 Board Meeting for Notice of Motion

5003 Physical Examination – Bus Drivers

- Angela has a meeting with BCPSEA this week to review this policy and ensure their rights are not being infringed on
- Discussion followed regarding others who drive students in the district

ACTION: Place on the April 25, 2022 Board Meeting for Notice of Motion

Bylaw 4/18 (4/22) Trustee Election

- Reviewed to see if there were updates for the upcoming election.
- Need to make sure we’re aligned with other communities electronic voting which we already have included in our bylaw
- Only changes are updating the bylaw # and the dates of reading & signing

ACTION: Place on the April 25, 2022 Board Meeting for a Notice of Motion

Code of Conduct Discussion

- BCSTA has been asking districts to look into this and have recently put out some model policies. They are wanting something put in place before the next election in October

- An ad-hoc BCSTA group did a report 2019-2020 and gave concept as to what should be in policies in regards to roles, rights, responsibilities and what a Code of Conduct should include as well as administrative procedures
- In the four attached policies from other districts, you can see implementation of this
- We have bits and pieces of wording but missing others
- The whole Board would need to provide direction in figuring out what is important to us
- 1001 Roles & Responsibilities policy incorporates some of the Code of Conduct pieces but doesn't have some of the elements suggested by BCSTA (adapted by UBEM) (ie. It is missing the sanctioning /progressive discipline piece)

ACTION: Angela will distribute the BCSTA Adhoc Committee on Positive Working Environment report. Ask the question at the April 25, 2022 Regular board meeting to get the board's feedback

Next Meeting Date: Monday, June 6, 2022 @ 11:00 a.m.



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

4000 Education

4022 Employment-Related Accommodation

Adopted: 1983-06

Revised: 1995-10, 1996-06, 1997-09, 1999-12, 2001-11, 2004-06, 2004-10, 2006-06

Reviewed:

Reference: **BC Residential Tenancy Act**

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/02078_01

Policy

The Board may provide staff accommodation in outlying areas where no other accommodation is available in accordance with the ~~attached below R~~ regulations. ~~Teachers will be given priority~~

Guidelines/Principles:

- Priority will be given to (1) Teachers and (2) other staff
- Teacherages are a strategy employed by the Board for the purposes of recruitment and retention in our rural areas.
- Teacherages are only available during the school year unless authorized by the Secretary Treasurer or designate.

Accommodation:

1. ~~Accommodations will contain a fridge, stove and window coverings and these items are not to be moved from one unit to another without the express permission of the Maintenance Supervisor.~~
2. ~~Prior to accepting occupancy, the tenant will inspect the unit with the Maintenance Supervisor, or designate, and will sign and receive a copy of the Inspection Sheet.~~

Rental Schedule:

1. Rent will be established by the Board to reflect the condition and type of accommodation supplied.
2. ~~Effective February 1, 2005 the rental/utility schedules will be reviewed every two~~

~~years to reflect adjustments in the markets.~~

3. The tenant is responsible for utility costs. ~~The Board will maintain estimated utility costs for accommodations which will be updated annually in July to reflect supplier increases. Any increase/decrease will take effect in January.~~ Utility costs will be paid monthly, and calculated on a cost recovery basis, with a final reconciliation being done in June.
4. No rent will be charged for July and August provided the tenant occupying the unit:
 1. Provides the Board with written notice to vacate by May 31st annually; and,
 2. Removes all belongings, including furniture, from the unit.
5. ~~Tenants will be charged rent and utilities for the months of July and August.~~
6. The monthly rental and utilities for the months of ~~September to August~~ will be deducted directly through the payroll system ~~at the end of every month.~~ July and August rent and utilities will be deducted at the end of June if prior approval by the Secretary Treasurer or designate has been granted to remain in residence.
7. ~~Tenants will be allowed to leave their personal belongings in the units during the months of July and August providing that:~~
 1. ~~the tenant does not reside in the unit during July and August;~~
 2. ~~payment in the amount of \$150.00 per month will be payroll deducted.~~
 3. ~~the premises are left clean.~~

Vacating Accommodations:

1. Tenants leaving the District at the end of the school year must vacate their unit by July 15th.
2. All keys must be turned in to at the time of final inspection.
3. Upon notice of intent to vacate, the Maintenance Supervisor, or designate, and the tenant will compare the Inspection Sheet with the actual condition of the unit. Costs for repairs and/or cleaning will be charged to the tenant.

~~Vacating Accommodations for the Months of July and August~~

1. ~~No rent will be charged for July and August provided the tenant occupying the unit:~~
 - a) ~~Provides the Board with written notice to vacate by May 31st annually; and,~~
 - b) ~~Removes all belongings, including furniture, from the unit.~~
2. ~~The tenant will not be guaranteed return to the same unit.~~

Pets:

1. No pets shall be housed on School Board property without the express permission of the Secretary-Treasurer, or designate.
2. Pets, if allowed, must be kept under control at all times and not be allowed to run loose on school grounds. ~~It is preferred that no animals be allowed inside units.~~ Any damage caused by pets will be charged to the tenant. **Pets are not permitted inside school premises.**

Responsibilities of Parties:

1. Tenants

a) Damages

- ~~The tenant will be held responsible for any damages to accommodations, beyond normal wear and tear (including damage cause by pets).~~

b) General Housekeeping

- ~~The tenant shall always maintain the unit in a clean condition.~~

c) Removal of Garbage

- ~~The tenant shall be responsible for the disposal of all garbage and refuse in and about the unit.~~

d) Renovations

- ~~The tenant shall not undertake or cause to be undertaken any renovations in or about the unit without the express approval of the Board.~~

f) Decorating

~~Responsibilities such as hanging pictures, curtains, shower curtains, clotheslines, etc. will be that of the tenant.~~

2. Board

- a) ~~Heating System)
Water System) Maintenance and
Malfunction Electrical)~~

- b) ~~Furnaces will be inspected annually at which time the filters will be changed and preventative maintenance will be done.~~
- e) ~~The Board will endeavor to keep units in a good state of repair. Preventative maintenance will be done on a regular basis pending the availability of funding.~~
- d) ~~An annual inspection will be done by the Maintenance Supervisor to determine the overall condition of the unit from a Maintenance perspective. Items found to be unacceptable will be repaired. If there is damage and/or certain other conditions found unacceptable, the tenant will be evicted.~~
- e) ~~The board will endeavor to provide notice of inspection when feasible.~~



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

5000 Health & Safety

5003 Bus Driver Physical Exams

Adopted: 1982-06

Revised: 2011-11

Reviewed:

Reference: <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/medical-fitness/commercial-driver>

Policy

All Regular and Relief School Bus Drivers, including Contract Drivers, are required to take a Medical Examination **as provided to them by RoadSafetyBC** per the Motor Vehicle Act, or at the discretion of the Transportation Supervisor.

Guidelines/Principles:

1. The Board agrees to pay for the medical examination, provided the driver **produces a receipt for the examination.**
2. A Bus Driver's Medical Examination ~~form may be obtained from the Transportation Supervisor prior to the examination.~~ **will be sent to the driver by mail, from RoadSafetyBC when it is due. The due date for medical examinations varies by age, and the District will follow up with the medical examination report and work will be suspended if it is not received.**
3. **The Transportation Supervisor may, if deemed necessary, request an additional Medical Examination by a Medical Professional of the District's choosing. This form will be provided by the Transportation Supervisor.**
3. Completed forms are returned to the Transportation Supervisor for review of the Assessment.
4. The Transportation Supervisor **will** advise the employee of any conditions or restrictions ~~he/she~~ **they** must meet **as a result of the medical examinations.**
5. Forms are retained by the Transportation Supervisor and are considered confidential.



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

BY-LAW ~~4/18~~ 4/22

TRUSTEE ELECTIONS

“A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections”

Adopted: 1993-08
Revised: 4/02 – 2002; 4/05 – 2005; 4/14 – 2013; 4/18 - 2018
Reviewed:

Reference:

Preamble:

Under the *School Act*, a board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 60 (Peace River North), trustee elections are held in the following trustee electoral areas:

TEA #	General description of each Trustee Electoral Area	# of Trustees
Area 1	Includes Cecil Lake, Goodlow and Clayhurst	One (1)
Area 2	Includes Prespatou, Buick, Rose Prairie, Doig River First Nation, Blueberry River First Nations, North Pine, Montney and Wonowon (east)	One (1)
Area 3	Includes the District of Hudson's Hope, Upper Cache, Tsay Keh Dene Nation and Williston Lake	One (1)
Area 4	Includes the District of Taylor, Baldonnel and Two Rivers	One (1)
Area 5	Includes the City of Fort St. John, the Upper Halfway, Halfway River First Nation, Wonowon (west), Charlie Lake, Pink Mountain and north to Mile 225 on the Alaska Highway	Three (3)

and as illustrated in Appendix 1 attached to and forming part of this bylaw.

The Board wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board, in an open meeting assembled, enacts as follows:

Definitions

1. The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.
 - “*Board*” means the Board of Education of School District No. 60 (Peace River North);
 - “*by-election*” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*;
 - “*election*” means a trustee election;
 - “*general voting day*” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election;
 - “*Minister*” means the Minister of Education;
 - “*Regional District*” means the Peace River Regional District; and
 - “*TEA*” is the acronym for Trustee Electoral Area.

Application

2. (1) This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

Required Advance Voting Opportunities

3. (1) Unless the Board is exempted from the requirement by Order of the Minister of Education, the required advance voting opportunity will be held on the tenth day before general voting day and no other advance voting opportunity will be held in all Trustee Electoral Areas.

Order of Names on the Ballot

4. The order of names of candidates on the ballot will be alphabetical **by last name**.

Resolution of Tie Vote after Judicial Recount

5. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

6. (1) The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until 30 days after declaration of the election results.

(2) In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports by internet access until 5 years after general voting day for the election to which the trustee's campaign financial disclosure statements and supplementary reports relate.

- (3) Before providing the services under section 6, the Board, requires the person requesting the service to
- (a) certify that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act*, and
 - (b) certify that
 - (i) the individual, and
 - (ii) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record
- will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

Application of Local Government Bylaws

7. (1) In TEA #3, the District of Hudson's Hope conducts part of the trustee election, the elections bylaws of the District of Hudson's Hope, as they may be amended from time to time, apply to that part of the trustee electoral area, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (2) In TEA #4, the District of Taylor conducts part of the trustee election, the elections bylaws of the District of Taylor, as they may be amended from time to time, apply to that part of the trustee electoral area, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- (3) In TEA #5, if the City of Fort St. John conducts part of the trustee election, the elections bylaws of the City of Fort St. John, as they may be amended from time to time, apply to that part of the trustee electoral area, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

Elections Conducted by the Board

8. The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities in all Trustee Electoral Areas.

Additional General Voting Opportunities

9. The chief election officer is authorized to establish additional general voting opportunities for general voting day for each election and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

Special Voting Opportunities

10. In order to give electors who may otherwise be unable to vote an opportunity to do so,

special voting opportunities may be established by the chief election officer for each election for hospital patients, seniors in a retirement home or persons subject to a disability who will be qualified to vote at the special voting opportunity, and the chief election officer is authorized to establish the location, date, voting hours and procedures, within the limits set out in the *Local Government Act*, for each special voting opportunity. The chief election officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

Voting Day Registration Only

11. (1) As authorized under the School Act and the Local Government Act, at each election, electors who wish to vote must register at the time of voting.
(2) Registration as an elector under subsection (1) is effective only for which the voting is being conducted at that time.

Number of Scrutineers at Voting Places

12. The maximum number of scrutineers for each candidate that may attend at an election is one per ballot box for each candidate.

Title

13. This bylaw may be cited as "School District No. 60 (Peace River North) Trustee Elections Bylaw No. 4/18."

Repeal

14. School District No. 60 (Peace River North) Trustees Elections By-Law No. ~~4/14~~ 4/18 is hereby repealed.

Read a first time this ____ day of ____ 2022.

Read a second time this ____ day of ____ 2022.

Read a third time, passed and adopted this ____ day of ____ 2022.

Helen Gilbert, Board Chair

Angela Telford, Secretary-Treasurer



Canadian Society for Humane Science
300-225 West 8th Avenue
Vancouver, BC
V5Y 1N3

March 8, 2022

Dear School Board Trustees for

PEACE RIVER NORTH SCHOOL BOARD (SD60)

As you may be aware, some school districts in BC have student choice policies on dissection. This policy means that students can freely opt out of doing dissection and should be provided with suitable alternatives. Unfortunately, your school district has no such policy.

I am writing to ask that your school board considers following the lead of Abbotsford (sd34), Burnaby (sd41), Central Okanagan (sd23; pending), North Vancouver (sd44), Vancouver (sd39), and West Vancouver (sd 45), by adopting a similar student choice policy. I have enclosed some existing policies so that you do not need to start from scratch.

I have enclosed two informational brochures, one about the benefits of using non-animal teaching methods, and one detailing the different packages we offer to support teachers. You can also find more details online at: <https://www.forhumanscience.org/hsubscriptionpackages/>

If you have any questions or would like more information, please feel free to reach me via email at: elisabeth@forhumanscience.org

I look forward to supporting you and the science teachers in your district.

Dr. Elisabeth Ormandy
Executive Director

AP 212 – Options for the Dissection of Animals

Background

One instructional strategy implemented as a means for students to meet the learning outcomes around animal systems is animal dissection. The district acknowledges the right of students to choose not to participate in or observe animal dissections for cultural, religious or ethical reasons.

Procedures

1. Schools will provide, within the resources available to them, alternative strategies and activities which meet the science curriculum learning outcomes.
2. In any class where animal dissection is part of the curriculum, teachers will inform students that they have a choice to opt out of animal dissection and that an alternative activity will be made available.
3. Students who choose to opt out of animal dissection will require a parent/guardian signature prior to commencement of a dissection activity.
4. Information about this option will be provided at the beginning of each course during which the dissection is scheduled and just prior to the dissection. Information will also be included in all course outlines where animal dissection is included as a part of the curricular program.
5. An alternative activity (not just observing) that meets the curricular learning outcomes must be provided, and must offer an equal learning experience.
6. All student assessments will be based on the science curriculum outcomes. For students who choose an alternative activity, assessment of their progress will be similar to assessment processes used for dissection activities.
7. Alternatives to animal dissection will be available in all schools, and the principal is responsible for ensuring that comparable alternatives including books, models, film, computer simulations and/or interactive CD's are available for use.

Reference For activities on alternative animal dissections:
<http://www.frogsarecool.com/choices.htm>
<http://biology.about.com/od/onlineDissections/a/aa112805a.htm>

Last Revised: May 2013

INH: Alternatives to Dissection

Classification: I: Instruction

Code: INH

The Board of Trustees acknowledges that learning about animal systems is among the learning outcomes of several years of the Provincial science curriculum and that animal dissection is one valuable and effective teaching strategy for learning about animal systems. At the same time, the Board affirms the right of students to choose not to participate in animal dissections because of religious or ethical objections to animal dissections.

The Board further directs schools, within the resources available to them, to provide alternatives to dissection when students exercise this choice.

PROCEDURES

All science teachers must be informed by the Superintendent of Schools of the policy regarding alternatives to animal dissection.

Science teachers will inform students of their right to choose an alternative to animal dissection in advance of the activity.

The teacher, along with the principal, is responsible for providing comparable and viable alternatives when a student chooses not to participate in a dissection for religious or ethical reasons. Alternatives may include the use of books, videotapes, models, films, and computers.

Agreement References:

Based on Board action of 2005 April 18 and current practice.

Adopted Date:

Monday April 18, 2005

ANIMAL DISSECTION – STUDENT OPTIONS

Background

The Ministry of Education Science curriculum outlines a number of learning outcomes requiring students to learn about animal systems. These are present in several courses including Science 8, Science 9, Biology 11 and Biology 12. In particular, the Biology 11 course has a strong animal systems component and may use dissection as a common instructional strategy. Students and their parents/guardians should consider this when selecting senior science course(s).

This administrative procedure recognizes that the Science curriculum addresses topics in which dissection may be used as a teaching tool, and which may be sensitive for some students. The School District acknowledges that students, with parent/guardian consent, can choose not to participate in, or observe animal dissections for cultural, religious or ethical reasons.

Procedures

1. In any class or course where animal dissection is part of the curricular program, schools will accommodate students who choose not to participate in animal dissection.
 - 1.1. Students who choose not to participate in animal dissection will require written parent/guardian permission prior to commencement of the dissection activity.
 - 1.2. An alternative instructional activity will be made available for the student.
 - 1.3. This activity must meet the curricular learning outcomes and offer a similar learning experience.
 - 1.4. The activity may include computer simulations, paper exercises, personal research, or other activity as determined by the classroom teacher.
 - 1.5. The time and effort required is to be similar to that provided through regular classroom instruction.
 - 1.6. For students who choose an alternative activity, assessment of their progress will be similar to the assessment processes used for dissection activities.
2. Information about an alternative delivery option to animal dissection will be in the course outline as well as discussed in class just prior to the dissection.

Legal Reference: School Act - Sections 7, 17, 75, 85, 168
Civil Rights Protection Act
Human Rights Code
Canadian Charter of Rights and Freedoms