

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

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

Telephone: (250) 262-6000

Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, OCTOBER 21, 2024 @ 5:30 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, OCTOBER 21, 2024
5:30 P.M.

AGENDA

1.0 Call to Order

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

2.0 Additions to the Agenda/Acceptance of the Agenda

3.0 Presentations/Delegations

3.1 Bamfield Marine Science Camp for Visually Impaired High School Students
Trista Triska, Teacher

4.0 Trustee Engagement/Celebrations

5.0 Minutes of the Regular Board Meeting, September 23, 2024 (pages 6-14)

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, June 16, 2024 (page 15)

7.0 Approval of Excerpts of the “Special” In Camera Board Meeting, June 24, 2024
 (page 16)

8.0 Announcements and Reminders

October 22	SUP-PAC Meeting (<i>Campbell/???</i>)	12:00 p.m.	Board Room
October 25	NID Day (Pro-D Provincial)		
October 25/26	Provincial Council Meeting		Vancouver
November 4	COTW Meetings	1:00 p.m.	Duncan Cran School
November 4	NPAA Meeting	4:45 p.m.	DKMS
November 11	Remembrance Day		
November 18-20	Volleyball Tournament (Elementary)		Anne Roberts Young
November 21-23	Trustee Academy		Vancouver
November 26	SUP-PAC Meeting	12:00 p.m.	Board Room
November 27/28	Early Dismissal Days		
November 29	NID (Parent-Teacher Interviews)		
December 2	COTW Meetings	1:00 p.m.	Charlie Lake School
December 5	NPAA – Christmas Dinner	5:30 p.m.	
December 14	District Christmas Dinner & Dance		Pomeroy Hotel

December 16 Board Meetings 5:30 p.m. Board Office
December 23
to January 3 Christmas Vacation

9.0 **Senior Staff Reports**

- 9.1 Superintendent's Report (page 17)
- 9.2 Secretary-Treasurer's Report (page 18)

10.0 **Reports of Regular Committee of the Whole Meeting, October 7, 2024** (pages 19-20)

- 10.1 Approval of Minutes
- 10.2 Business Arising
- 10.3 Policy Committee

11.0 **Other Reports**

- 11.1 BCSTA – *Trustee Campbell*
- 11.2 BCPSEA – *Vice-Chair Lehmann*
- 11.3 Board Pro-D Committee – *Chair Gilbert*

12.0 **Amended Capital Plan Bylaw No. 2024/25-CPSD60-03** (*Attachments*)

- 12.1 THAT in accordance with Section 68(4) of the *School Act*, all three readings of the Capital Bylaw No. 2024/25-CPSD60-03 be given at this meeting
- 12.2 THAT the Board adopt the First Reading of Capital Bylaw No. 2024/25-CPSD60-03
- 12.3 THAT the Second and Third Reading be read in short form
- 12.4 THAT the Board adopt the Second Reading of Capital Bylaw No. 2024/25-CPSD60-03
- 12.5 THAT the Board adopt the Third and Final Reading of Capital Bylaw No. 2024/25-CPSD60-03

13.0 **Correspondence**

14.0 **Unfinished Business**

15.0 **New Business**

16.0 **PRNTA Update** – Donna Bulmer, President

17.0 **CUPE Local #4653 Update** – Jennie Copeland, President

18.0 **District Parent Advisory Council (DPAC) Report** – Corrie Bennie, President

19.0 **Questions from the Press and Public Related to Agenda Items**

20.0 **Suspend Regular Meeting & Move into In-Camera Meeting**

21.0 **In Camera Motions brought forward for implementation**

22.0 **Adjournment**

Please Note:

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

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

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

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

REGULAR MEETING

**Monday, September 23, 2024
5:30 p.m.**

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

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

(Guests/Media)

Tania Finch, Broken Typewriter
Max Bowder, Energeticcity.ca



Absent: Tom Whitton, Trustee (Area 5)

This Regular Board Meeting will be recorded and uploaded to our district website

Disclaimer: The definitive documentation and decisions of the Board are documented in the meeting minutes

Any use of an electronic device such as a computer or cell phone is related to the business of the meeting

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

Call to Order Chair Gilbert called the meeting to order at 5:33 p.m.

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

Protocols for Board/Public Success

Trustee Code of Conduct

- In 2023/24, the Ministry tasked boards around the province to review their Trustee Code of Conduct. Our Code of Conduct was revised to meet best practice.
- Summary - Findings on page 2 of the Ministry slides Trustee Code of Conduct Project was referenced
- Review of guiding documents at start of year and considered affirmation of them.

Presentation/Delegation Process

- For information purposes
-

Public Board Meeting Procedures

- A reminder that questions asked under agenda Item – *Questions from Press/Public* must be relevant to the agenda items presented and reflect the Board’s values

Agenda

Approval of the Agenda

Motion #110-24

Snow/Lehmann
THAT the agenda be accepted as presented.

CARRIED.

Presentations/Delegations

2023-2024 Financial Statements – Auditor Presentation

Corey Naphtali, KPMG Auditor

- The auditor met with trustees previously and reviewed the financial statements in depth
- The auditor presented the financial statements and responded to questions from trustees

Motion #111-24

Campbell/Snow
THAT the Board of Education approve the 2023-2024 Financial Statements as presented.

CARRIED.

Trustee David Scott-Moncrieff joined the meeting at 6:03 p.m.

Project Heavy Duty Update (Attachment)

Jeff Mayer, NPSS Teacher

- Jeff presented to the trustees and responded to questions from trustees

Trustee Engagement/Celebrations

Trustee Campbell (Area 4)

- Attended one of the Elementary Cross-Country Runs
- Visited Baldonnel School. New Administrator has been welcomed by the students
- Visited Taylor School.
- Attended a former district employee’s memorial. Helen spoke and did a nice job of recognizing Janine Filmer’s contributions to our district.
- Attending BCSTA Provincial Council on October 25-26, 2024

Trustee Gilliss (Area 3)

- Attended CSBA Conference in July – report attached in agenda package
- Helping with volleyball practices at Hudson’s Hope School
- Attended welcome back BBQ at Hudson’s Hope School

Vice-Chair Lehmann (Area 1)

- Attended New Teacher Orientation
- Attended the King Charles III Coronation Medal presentation on behalf of the district
- Attended Labour Management Meeting
- Attended Clearview PAC Meeting
- Attended Audit Review with KPMG

Trustee Scott-Moncrieff (Area 2)

- Connected with the Administrator of Wonowon and Upper Halfway schools
- Huge thank you to Facilities from Prespatou for the re-seeding of their grass

Trustee Snow (Area 5)

- Have had contact with liaison schools and am receiving their newsletters. Looking forward to getting back to visit them after recovering from surgery

Trustee Whitton (Area 5)

- Absent – no report

Chair Gilbert (Area 5)

- Attended NPSS and Hudson Hope graduation ceremonies in June
- Attended June 25 – Good Neighbors Meeting – OPS Site (report to follow)
- Involved with Rural and Remote Network work over the summer. Report is going to the Board of Directors on September 26 for review.
- Participated in Board Chair Call re: Bill 40 and Codes of Conduct. Will hear more on October 4 & 5.
- Attended City of Fort St. John Youth Advisory Committee
- Attended Labour Management Meeting – good tone and good start to year
- Attended NPAA meeting and reminded administrators that their school has a trustee liaison and encouraged them to connect and ensure we're on email chain and/or newsletters.
- Attended Terry Fox Run at CM Finch school
- Attended Audit Review with KPMG

Minutes of the Regular Board Meeting

Approval of the Minutes

Motion #112-24

Scott-Moncrieff/Lehmann
THAT the Regular Meeting Minutes of June 17, 2024 be adopted.
CARRIED.

Business Arising from the Minutes

The following business arose from the above noted Minutes:
None

Approval of Excerpts

Motion #113-24 Campbell/Snow
 THAT the excerpts from the May 21, 2024 In Camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
 CARRIED.

Announcements & Reminders

September 24	SUP-PAC Meeting (<i>Gilbert/Lehmann</i>)	12:00 p.m.	Board Room
September 25	Cross Country Run (Clearview)	3:00 p.m.	Kin Park
September 30	Truth & Reconciliation Day		
October 2	Cross Country Run (Taylor)	1:00 p.m.	
October 4/5	Northern Interior Branch Meeting		Prince George
October 5	Soccer Tournament – Elementary		Central School
October 7	COTW Meeting/ Gymnasium Grand Opening	1:00 p.m.	Upper Halfway
	School		
October 14	Thanksgiving Day		
October 21	Board Meetings	5:30 p.m.	Board Room
October 22	SUP-PAC Meeting	1:00 p.m.	Board Room
October 25	NID Day (Pro-D Provincial)		
October 25/26	Provincial Council Meeting	5:30 p.m.	Vancouver
November 4	COTW Meetings	1:00 p.m.	Duncan Cran School
November 4	NPAA Meeting	4:45 p.m.	DKMS
November 11	Remembrance Day		
November 18-20	Volleyball Tournament (Elementary)		Anne Roberts Young
November 21-23	Trustee Academy		Vancouver
November 26	SUP-PAC Meeting	1:00 p.m.	Board Room
November 27/28	Early Dismissal Days		
November 29	NID (Parent-Teacher Interviews)		

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

<https://togetherwelearn.prn.bc.ca/2024/09/18/superintendents-report-september-2024/>

Cameron Lake Outdoor Education Centre – Annual Report

- For information purposes

Inclusive Child Care Strategy Report

- For information purposes

FESL Reports – Ministry and District Submission

- See motion below

Alignment of Operations with Board Strategic Plan

- For information purposes

Feeding Futures Summary Report

- For information purposes
- The District Food Coordinator is tracking what is a need and where the has program expanded to provide food to any student who expresses hunger based on the amount of funding we have received
 - Question around do/will we have the staffing to accommodate the programs, in particular when it's a new program starting in a school where there wasn't before

ACTION: At the Board's request, the Superintendent will include junior and senior high school student usage of the program in the annual Feeding Futures Summary Report.

ACTION: At the Board's request, the Superintendent will invite the District Food Coordinator to come and share about the program in the spring of 2025

Out-of-District Field Trips

- *See motion below*

Posts of Responsibility

- *See motion below*

Community Coaches

- *See motion below*

Motion #114-24

Scott-Moncrieff/Snow
THAT the Board accept the Superintendent's Report with the following exclusions: FESL Reports – Ministry and District Submission, Out-of-District Field Trips, Posts of Responsibility and Community Coaches.
CARRIED.

Motion #115-24

Campbell/Lehmann
THAT the Board approve the FESL Reports – Ministry and District Submission as presented.
CARRIED.

Motion #116-24

Gilliss/Lehmann
THAT the Board approve the Out-of-District Field Trips as presented.
CARRIED.

Motion #117-24

Scott-Moncrieff/Snow
THAT the Board approve the Posts of Responsibility as presented.
CARRIED.

Motion #118-24

Lehmann/Gilliss
THAT the Board approve the Community Coaches as presented.
CARRIED.

Secretary-Treasurer's Report

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

Finance Update to August 31, 2024

- For information purposes
- Preliminary budget numbers have been included
- LEA is invoiced in December and June. Have outstanding revenue from prior year due to timing
- Will have Alberta students this year around the same numbers as last year

Staff Updates

- Accounting Manager – Adam Reid as of August 6, 2024 and has a CPA designation
- Director of Facilities - Ilie Murica as of September 23, 2024, filling the former Plant Superintendent position
- The Plant Superintendent position is more hands on in facilities at the sites. The Director of Facilities position is doing some of that but will have the responsibility to provide new school planning packages, develop Strategic Plan goals, new projects, bid sites, AFG, etc.

Human Resources Summary Report

- For information purposes
- CUPE hours and allocations will be in process until the end of September

NEW - Dr. Kearney Middle School – Additional Spaces

- A Ministry media release has been shared with trustees, however no other information has been made available at this time
- The announcement is a result of our 5 Year Capital Plan submission
- It was noted that this is a building addition of 200 additional spaces, not portables
- More information to come as it becomes available

Motion #119-24

Scott-Moncrieff/Snow

THAT the Board accept the Secretary-Treasurer’s Report.
CARRIED.

Reports of Regular Committee of the Whole Meeting

Policy Committee

Motion #120-24

Policy 2010 - Discipline

Scott-Moncrieff/Snow

That the Board of Education delete Policy 2010 Discipline
CARRIED.

Motion #121-24

Policy 4031 – Teachers – Sick Leave Credit

Lehmann/Snow

That the Board of Education adopt Policy 4031 – Teachers – Sick Leave Credit

CARRIED.

Motion #122-24

Policy 4033 – Teachers Teaching On-Call – Non-Certified Remuneration

Campbell/Scott-Moncrieff

That the Board of Education adopt Teachers Teaching On-Call – Non-Certified Remuneration

CARRIED.

Other Reports

BCSTA

Northern Interior Branch/BCSTA Leadership Series – October 4/5/24

- Trustees to let Leah know of their attendance

Provincial Council Meeting – October 25-26, 2024

- Trustee Campbell attending
- Deadline for Motions are February 12 for Extraordinary and February 21 for Substantial

Trustee Academy Registration – November 21-23/24

- Trustees to let Leah know of their attendance

CSBA 2024 Report

- For information purposes
- Trustee Gilliss - it was a good conference to attend once, but feel it's similar to the Trustee Academy and AGM

Provincial Election Advocacy

- Although we're a non-partisan Board, the letter from Rural & Remote is to give trustees a starting point to have discussion with public and media on what are the pressing issues. We hope the letter brings awareness to what our district's issues are. Northern rural and remote issues are different than southern rural districts.
- Superintendent – it's a chance to educate politicians around opportunities for them to support such as accessible teacher education programs, bursaries, etc.
- Discussion around re-branding of the "Recruitment and Retention" phrase as it has been an issue for such a long time in our district and now has expanded into most areas of the province and become more generic

BCPSEA

- Vice-Chair Lehmann has registered for the BCPSEA Symposium in November. The agenda is focused on bargaining.

Board Pro-D Committee

- Will discuss at the next COTW Meeting
- Potential to share around AI coming from Trustee Gilliss' report from the CSBA
- Potential of reading a leadership book

Correspondence

Minister Singh Letter re: Trustee Codes of Conduct

- For information purposes

Metis Nation Letter re: BC's Bill 40 – the School Amendment Act and the new Provincial Ministerial Order on IECs

- For information purposes

BBCIC Resolution 2024-35 "Implementing a Proper Distinctions-Based Approach in Public Education"

- For information purposes

BCSTA 2024/2025 Member Fees

- For information purposes

Unfinished Business

2024-2025 Schedule of Board Meetings – Revision

- Had to switch two of the school locations around (NPSS and Upper Pine)

Motion 123-24

Campbell/Scott-Moncrieff

THAT the Board of Education adopt the “revised” 2024-2025 Schedule of Board Meetings.

CARRIED.

North East Round Table Report – June 5

- Will not see anything further until West Moberly First Nations says it’s a priority...it is a complex issue with overlaps

New Business

City of Fort St. John - Youth Advisory Report

- Is there an appetite for the Board to be involved with the council in the future

Motion 124-24

Scott-Moncrieff/Snow

THAT the Board of Education’s intention is to be a representative on the City of Fort St. John Youth Advisory Council going forward

CARRIED.

Minor Capital Plan 2025-2026

- The Secretary-Treasurer reviewed the submission
- *See motion below*

School Food Infrastructure Program (FIP) 2025-2026

- The Secretary-Treasurer reviewed the submission

Motion 125-24

Scott-Moncrieff/Lehmann

THAT the Board of Education approve the Minor Capital Plan 2025-2026 inclusive of and the School Food Infrastructure Program (FIP) 2025-2026.

CARRIED.

PRNTA Update – Donna Bulmer, President

- Not present

CUPE Local #4653 Update – Jennie Copeland, President

- Not present

District Parent Advisory Council (DPAC) Report – President

- Not present

**EXCERPTS
FROM THE JUNE 17, 2024
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, May 21, 2024 were read and adopted.

Business Arising

None

Superintendent’s Report

Items discussed and reported included:

- Emergency Replacement of Superintendent
- Section 11 - Appeal

Secretary-Treasurer’s Report

Items discussed and reported included:

- NEW – HR Update

Other Reports

- BCSTA
- BCPSEA
- COTW Discussion Topics

Correspondence

- *None*

Unfinished Business

- NEW – Staff Appreciation 2024

New Business

None

**EXCERPTS
FROM THE JUNE 24, 2024
“SPECIAL” IN-CAMERA MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes, June 17, 2024 were read and adopted.

Section 11 – Appeal Motion

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, October 21, 2024

Human Resources

1. Human Resources Summary Report for Teachers

HR Summary Report for Teachers & AO's - 2024/2025
for the period of September 20 - October 17, 2024

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	1	3		2	
Changes to existing	16	7			
Return from leave					
Payout prep	4				

Education

- 1. Superintendent’s Report**
<https://togetherwelearn.prn.bc.ca/2024/10/16/superintendents-report-october-2024/>
- 2. Cybersecurity in SD 60 (Attachment)**
- 3. Out-of-District Field Trips (Attachment)**
Recommended Motion: That the Board of Education approve the attached Out-of-District Field Trips as presented.
- 4. Community Coaches (Attachment)**
Recommended Motion: That the Board of Education approve the attached Community Coaches as presented.

Respectfully submitted,

Stephen Petrucci, EdD
Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, October 21, 2024
REGULAR MEETING**

Operations

1. **Finance Update to September 30, 2024** (*Attachment*)

2. **Enrollment Update** (*Attachment*)

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of September 21st, 2024, to October 18th, 2024

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	9	4	3
Changes to existing	7		
Return from leave			
Layoff			
Retirements			
Termination			

Angela Telford,
Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES
 MONDAY, OCTOBER 7, 2024
 1:45 P.M.

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

Stephen Petrucci, Superintendent
 Angela Telford, Secretary Treasurer
 Leah Reimer, Executive Assistant

Guests/Media:

Donna Bulmer, PRNTA President
 Wade Hart, Director of Instruction
 Carleen Andrews, Director of Instruction
 Jarrod Bell, Director of Instruction
 Ilie Murica, Director of Facilities
 Radu Grigoras, Maintenance Supervisor

Regrets: Ida Campbell, Trustee
 Nicole Gilliss, Trustee
 Thomas Whitton, Trustee

Education

Education Update

Upper Halfway Elementary School - FESL Presentation (*Attachment*)
Jaclyn Gieni, Administrator

- Jaclyn presented and answered questions from trustees and district staff

Governance

Remembrance Day Ceremony

Ceremony Representation:

- FSJ – Trustee Snow
- Taylor – Trustee Campbell (confirm) or Trustee Scott-Moncrieff
- Cecil Lake/Clearview – Vice-Chair Lehmann
- Hudson’s Hope – Trustee Gilliss (confirm)

Operations

Operations Report

Angela Telford, Secretary-Treasurer

- Wonowon School – bidding has closed and tenders are going out. Will then look at costs and report to Ministry. Hope to begin construction next week
- Taylor Fire Department full-scale evacuation drill
ACTION: District staff will bring a report to the Board once the report from Taylor Fire Department is completed

2024-2025 Community Coaches

for BOARD APPROVAL – October 21st, 2024

School / Department	Name of Coach	Coaching
École Central	Brittany Wilson	Volleyball
Alwin Holland	Kristen Burrige (Meagher)	Volleyball + other sports <i>*Superintendent approved by email September 23, 2024</i>
Bert Ambrose	Char McLean	All sports <i>*Superintendent approved by email October 8, 2024</i>



CYBER SECURE IN K-12
10-Point Checklist from Focused-Ed
in Conjunction with MECC

Being Cyber Secure in K-12

The following checklist provides a snapshot of KEY steps for K-12 school districts to proactively build resilient systems that prevent, mitigate, and/or respond to a cyber incident.

10 Point Checklist



1 Protect staff accounts and logins by implementing multifactor authentication (MFA).

Most importantly, this should include contractors, remote staff, and anyone with administration or sign-off privilege. This step is relatively low cost but will require change leadership.



2 Ensure all employees receive cybersecurity training.

Cyber incidents are often caused by human errors in handling e-mail and other online activity. Training to reduce errors is critical.



3 Develop and implement a robust backup and recovery strategy so that your system can withstand a ransomware attack.

A simple backup system isn't enough. Ensure backups are "air-gapped", which protects them from attack. Ideally, your backup system will be located in the cloud.



4 Strengthen your network to restrict attackers if they do get through, minimizing their ability to access your entire system.

Just because they are "in", it doesn't mean attackers should be able to take over the whole network. There are ways to restrict their movement on your network.



5 Install security software on all equipment, including laptops, workstations and servers.

Traditional anti-virus software is no longer effective. You will need Extended Detection and Response (XDR) software that breaks down traditional security silos to deliver detection across all data points. Installation of a new solution means you may also need to upgrade your licensing.



6 Update systems and applications regularly (also known as Asset Management).

This step is inconvenient for staff because they can't always access services while updates are in progress, but it is a must. Ensure that maintenance windows are part of your regular routine. You may need to replace legacy hardware that is no longer supported, which would be a potential cost.

[TEN POINT CHECKLIST CONTINUED...]



Secure your email service and implement web filtering

This helps protect against malware, phishing attacks, and other cyber threats by blocking malicious emails and websites. Do not agree to 'whitelist' or relax security for other organizations who may not have secured email on their end.



Develop an Incident Response Plan (include a Retainer Agreement)

Be ready. Finalize a comprehensive plan and test it using tabletop exercises. Your plan should include an Incident Response Retainer Agreement so that, should an incident occur, outside experts will be ready to help you in areas such as assessment, containment and recovery.



Incorporate cybersecurity into your Risk Registry

Identify and document the cyber threats. This will support your Board of Education to understand risks and will inform their decision-making.



Develop and deploy cybersecurity policies.

Provide a strategy aligned framework for cybersecurity efforts to help guide employee behavior, and ensure your whole team understands your approach to cybersecurity.

Questions?

Please contact: cybersecurity@focusedresources.ca
and visit: [FocusedResources.ca](https://www.FocusedResources.ca)

1. Protect staff accounts and login by implementing multi-form factor authentication (MFA)

SD60: Rolling out Multi-form factor authentication gradually

1. Employees in technology have already registered for MFA.
2. Staff members working in the board office, facilities, administrative assistants, and school administrators.
3. Will gradually evolve to all staff with advance awareness

2. Ensure all employees receive cybersecurity awareness training

SD60:

1. Initial rollout of video to all staff in December and January through a staff meeting
2. Ongoing training through the Health & Safety course tool for any staff that missed the initial presentation as well as an onboarding requirement for all new employees
3. Poster campaign rolled out across the District in the new year - one placed in every room
4. Regular reminders and warnings of emerging cyber “attacks” throughout the year

3. Develop and implement a robust backup and recovery strategy so that your system can withstand a ransomware attack

SD60:

1. Every Monday through Thursday night, data center incremental backups are conducted. Full backups begin on Friday evening and continue through Sunday.
2. A 7-day retention period is applied to all backups kept on our Storage Array Network (SAN). Due to storage limitations, we changed the retention from 14 to 7 days.
3. We copy the full backup files every Sunday to a specific Network Attached Storage (NAS) that is separate from our SD60 network and has a minimum of two months' worth of full backup copies.
4. Critical service databases are also backed up via cloud services Monday through Friday at 9:00 PM.
5. Using a cloud service, accounting digitally scanned documents, files are also backed up every night on Monday through Friday.
6. Every night at 7:00 PM, school data files are backed up using a backup service and stored on a dedicated storage drive.
7. Every Saturday, all school data files are also backed up via a cloud service.
8. In order to test the integrity of the backup, we extract the crucial backup servers from the data center and restore it to our disaster site test server.
9. Backups are scanned for ransomware

4. Strengthen your network to restrict attackers if they do get through, minimizing their ability to access your entire system.

SD60:

1. All personal devices are required to submit the mac address of their devices before allowing them to connect to our network.
2. Every workstation has Local Administrator Password Solution (LAPS) installed in order to regularly change the local administrator password.
3. The Virtual Local Area Network, or VLAN, is set up to group devices according to their needs and reduce the amount of broadcasts in the network.
4. A device firewall is present at every site location to safeguard the infrastructure. Additionally, the main firewalls in the data center filter all of the traffic from all of the schools.

5. Install security software on all equipment, including laptops, workstations and servers

SD60:

1. All servers are equipped with Sophos anti-virus protection.
2. Laptops and workstations has a built-in antivirus from Microsoft
3. Every workstation has Group Policy Management enabled as well.
4. Bring Your Own Device (BYOD), poses a security risk to our system and infrastructure.

6. Update systems and applications regularly (also known as asset management)

SD60:

1. Microsoft Windows update is used on a regular basis to update servers throughout the district.
2. All Windows devices are configured by default to download and install Windows patches automatically (clients must be aware of this and take action when they see a window message on the screen).
3. Intune Management is now installed on each workstation that we replaced this summer. Intune assists with deploying security settings, safeguarding data on managed devices, and more.

7. Secure your email service and implement web filtering

SD60:

1. Google mail communication are encrypted
2. Has the ability to implement multi-factor authentication (MFA).
3. Machine learning to detect and block spam and phishing messages.
4. Gmail also automatically scans every attachment for viruses prior to a user downloading it.
5. Also has the capability to quarantine any suspicious activity.
6. The Data Center firewall has URL filtering to prevent access to certain web content.
7. We also have the CIRA DNS Firewall (Canadian Internet Registration Authority), which can block users from accessing malicious websites (whitelist and blacklist), prevent phishing attacks, and even stop malware.

8. Development an Incident Response Plan (include a retainer agreement)

SD60:

1. The Technology Department has started creating plans for business continuity and risk reduction which can be shared in the future.



9. Incorporate cybersecurity into Risk Registry

SD60:

1. Our IT Disaster Recovery Plan includes some risk management. To create a comprehensive plan, we will involve other departments.

1.5 Risk Management

There are potential disruptive threats that can occur and can affect the normal business day.

Threats	Probability Rating	Impact Rating	Remedial Actions
Electrical Power Failure	Occasional	Marginal	Currently, there is a backup system (UPS) that maintains the power supply to devices connected in the Learning Services and Board Office sites. These systems allow the devices to remain powered, preventing damage to the equipment and keeping communications active during power interruptions
Internet Failure	Remote	Serious	Searching for a secondary supplier to have redundancy, with a minimal bandwidth to support critical operations.
Sabotage	Unlikely	Serious	Deploying granular access control rules and implementation of

			biometric access doors with access registration.
Natural Disaster	Unlikely	Catastrophic	Implement a simplified technology infrastructure in the technology offices that can support school district operations. (DR Site)
Cyberthreat	Certain	Major	Maintain updated firewall, antivirus, and security patches and deploy intrusion detection and prevention systems, data encryption, and multi-factor authentication.
Failure in hardware	Remote	Marginal	Maintain a critical hardware spare to enable the replacement of defective hardware efficiently.

Probability Rating: Rare, Remote, Occasional, Certain, Frequent
 Impact Rating: Negligible, Marginal, Serious, Major, Catastrophic

10. Develop and deploy cybersecurity policy

SD60 policy:

4001 Acceptable Internet Use and Digital Citizenship

https://policy.prn.bc.ca/board_policy/4001-acceptable-internet-use-and-digital-citizenship/



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

SEPTEMBER to DECEMBER 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: ___ Career & International Student Programs _____

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)
Career Field Trip	October 17, 2024	NLC Dawson Creek	School Bus	20 students, Indigenous Career Field trip Moneca Conway, Melanie Jansen, Melanie Carew, Brian Campbell <i>*Superintendent approved by email - October 15, 2024</i>
3 Day City trip with International students	November 12-14, 2024	Vancouver	Air Canada, private bus in Vancouver	- 10-15 students - Brian Campbell & Jodi Hickey - chaperones - Vancouver City Tour & Vancouver Canucks Hockey Game, Fly Over Canada, Capilano Suspension bridge... - In city transportation in Vancouver is mini-coach with professional driver - staying at Metrotown Holiday Inn



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS SEPTEMBER to DECEMBER 2024 ONLY FOR BOARD APPROVAL

SCHOOL: HHESS

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)
Jr Girls Volleyball	Sept 25	Dawson Creek	Private	Depart HHESS at 3:00 p.m. Play a few games & return to HHESS at approximately 7:00 p.m. <i>* approved by Superintendent by email - Sept. 23, 2024</i>
Senior Girls Volleyball	Sept 27-28	Mackenzie	Private	Brent Heiberg (Driver/teacher/coach) Roxanne Beebe (Driver/ISSW/coach). Staying at Royal Inn <i>* approved by Superintendent by email - Sept. 25, 2024</i>
Senior Girls Volleyball	Oct 18-19	Vanderhoof	Private	Brent Heiberg (Driver/teacher/coach) Roxanne Beebe (Driver/ISSW/coach). Staying at hotel TBD. <i>* approved by Superintendent by email - Sept. 25, 2024</i>

Senior Girls Volleyball	Oct 25-26	Prince George	Private	Brent Heiberg (Driver/teacher/coach) Roxanne Beebe (Driver/ISSW/coach). Staying at Super 8
Senior Girls Volleyball	Nov 1-2	Prince George	Private	Brent Heiberg (Driver/teacher/coach) Roxanne Beebe (Driver/ISSW/coach). Staying at Super 8
Senior Girls Volleyball	Nov 15-16	Mackenzie	Private:	Brent Heiberg (Driver/teacher/coach) Roxanne Beebe (Driver/ISSW/coach). Staying at Royal Inn



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS SEPTEMBER to DECEMBER 2024 ONLY

FOR BOARD APPROVAL

NPSS

SCHOOL: _____

Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
FIELD TRIPS OCCURRING BETWEEN OCT 22 to NOV 18	SUBMISSION DEADLINE OCT 2	BOARD MEETING OCT 21, 2024	
October Monday 21 Tuesday 22	Masich Place Stadium 2121 Massey Dr, Prince George, BC V2M 1W6	SD 60 Bus	Event: Soccer Tournament (ZONES) Hotel: Courtyard Marriott (2 Nights) # Students: 22 TTOC = 1 Coaches: Dan Turner (COMM) & John Palfy (COMM) Chaperone(s): Andrew Miller (TTOC x 2) <i>* Superintendent approved by email - October 3, 2024</i>

<p>Week 8 October Fri 25 Sat 26</p>	<p>Grande Prairie Composite HS 10501 112 Ave, Grande Prairie, AB T8V 6V9</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament Accommodations: Service Plus Inn (1 Night, 9 Rooms) # Students: 24 TTOC = 1</p> <p>SBVB Coaches: Scott Hyde (TTOC) Chaperone(s): Elias Niederkorn (COMM)</p> <p>SGVB Coaches: Alex Bacso (No TTOC) Chaperone(s): Kathryn Rutherford (COMM) & Daelyn Jeffers (COMM)</p>
<p>Week 8 October Fri 25 Sat 26</p>	<p>Fairview HS 10317 106 St, Fairview, AB T0H 1L0</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament Accommodations: Dunvegan Hotel (1 Night, 9 Rooms) # Students: 24 TTOC = 1</p> <p>JBVB Coaches: Cole Morash (TTOC) JGVB Coaches: Sydney Vandergaag (TTOC) Chaperone(s): Hannah Sihlis (COMM)</p>
<p>Week 9 November Fri 1 Sat 2</p>	<p>College Heights SS 6180 Domano Blvd, Prince George, BC V2N 3Z4</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament (Jr DISTRICTS) Accommodations: Hyatt Place (1 Night, 5 Rooms) # Students: 12 TTOC = 1</p> <p>JGVB Coaches: Sydney Vandergaag (TTOC) Chaperone(s): Hannah Sihlis (COMM)</p>
<p>Week 9 November Sat 2</p>	<p>Jericho Beach Park 3941 Point Grey Rd, Vancouver, BC V6R 1B5</p>	<p>Flight</p>	<p>Event: XC (PROVINCIALS) Accommodations: (1 Night, 3 Rooms) # Students: 6 TTOC = 1</p> <p>Senior & Junior XC: Andrew Miller (No TTOC)</p>

<p>Week 10 November Fri 8 Sat 9</p>	<p>Peace River HS 10001 91 Ave, Peace River, AB T8S 1Z5</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament Accommodations: Quality Hotel & Conference Center) (1 Night, 9 Rooms) # Students: 24 TTOC = 1</p> <p>SBVB Coaches: Scott Hyde (TTOC) Chaperone(s): Elias Niederkorn (COMM)</p> <p>SGVB Coaches: Alex Bacso (No TTOC) Chaperone(s): Kathryn Rutherford (COMM) & Daelyn Jeffers (COMM)</p>
<p>Week 10 November Fri 8 Sat 9</p>	<p>Dawson Creek SS 10808 - 15th Street Dawson Creek, BC V1G 3Z3</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament (Jr ZONES) Accommodations: N/A # Students: 12 TTOC = 1</p> <p>JGVB Coaches: Sydney Vandergaag (TTOC) Chaperone(s): Hannah Sihlis (COMM)</p>
<p>Week 10 November Fri 8 Sat 9</p>	<p>DP Todd SS</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament (Jr ZONES) Accommodations: Hyatt Place (1 Night, 5 Rooms) # Students: 12 TTOC = 1</p> <p>JBVB Coaches: Cole Morash (TTOC)</p>
<p>Week 11 November Fri 15 Sat 16</p>	<p>Prince George Secondary School 2901 Griffiths Ave, Prince George, BC V2M 2S7</p>	<p>SD 60 Bus</p>	<p>Event: Volleyball Tournament (Sr ZONES) Accommodations: Hyatt Place (1 Night, 9 Rooms) # Students: 24 TTOC = 1</p> <p>SBVB Coaches: Scott Hyde (TTOC) Chaperone(s): Elias Niederkorn (COMM) SGVB Coaches: Alex Bacso (No TTOC)</p>

				Chaperone(s): Kathryn Rutherford (COMM) & Daelyn Jeffers (COMM)
Week 12 Nov Thu 21 Sat 23	Burnaby Lake Sports Complex 3677 Kensington Ave, Burnaby, BC V5B 4Z6	SD 60 Bus	Event: Soccer Tournament (PROVINCIALS) Hotel: Coast Metro Vancouver Hotel (4 Nights) # Students: 22 TTOC = 1 Coaches: Dan Turner (COMM) & John Palfy (COMM) Chaperone(s): (TTOC x1) Andrew Miller	
Week 13 Nov 27 28 29 30	Oak Bay SS, Victoria	Plane 15 Passenger Van	Event: Volleyball Tournament (PROVINCIALS) Accommodations: Hotel Rialto (1 Night, 4 Rooms) # Students: 12 TTOC = 1 SBVB Coaches: Scott Hyde (TTOC) Chaperone(s): Elias Niederkorn (COMM)	
Week 13 Nov 28 29 30	Earl Marriott SS, Delta Seaquam SS, Delta	Plane 15 Passenger Van	Event: Volleyball Tournament (PROVINCIALS) Accommodations: Best Western King George (1 Night, 4 Rooms) # Students: 12 TTOC = 0 SGVB Coaches: Alex Bacso (No TTOC) Chaperone(s): Kathryn Rutherford (COMM) & Daelyn Jeffers (COMM)	



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

SEPTEMBER to DECEMBER 2024 ONLY

FOR BOARD APPROVAL

SCHOOL: _ Wonowon _____

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)
Boys Volleyball Tournament Grade 8-9	November 1-2, 2024 (3:00 p.m. Friday start until Saturday evening game)	Dawson Creek	School Bus	12 Students - 10 male & 2 female Teacher - Coach Mr. Weir Mrs Gieni - Female chaperone Dawson Creek Secondary - Central Gym (10701-10th St) Hotel- Super 8 in Dawson Creek

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)

Enrollment Data

	A	B	C	D
	Final Enrolment	Estimated Enrolment Feb 2024	Preliminary 1701 Enrolment	Variance of Column C less Column A
YEAR	2023/24	2024/25	2024/25	
July Enrolment Count				
Grade 8 & 9 Cross-Enrolment Courses	2.000	5.000	0.000	-2.000
September Enrolment Count - School-Age Basic Allocation				
K-12 Standard (Regular) Schools FTE (School-Age)	5,814.000	5,855.375	5,872.875	58.875
Continuing Education FTE (School-Age)	0.000	0.000	0.000	0.000
Alternate Schools FTE (School-Age)	0.000	0.000	0.000	0.000
Online Learning FTE (School-Age)	152.875	140.000	165.250	12.375
Total Estimated School-Age Enrolment	5,966.875	5,995.375	6,038.125	71.250
Change from Previous Year	NA	28.500	71.250	
September Enrolment Count - Unique Student Needs				
Level 1 Special Needs FTE	4.000	5.000	4.000	0.000
Level 2 Special Needs FTE	300.000	315.000	341.000	41.000
Level 3 Special Needs FTE	141.000	148.000	115.000	-26.000
English Language Learning FTE	645.000	600.000	680.000	35.000
Home Schoolers	13.000	0.000	43.000	30.000
Indigenous Education FTE	1,301.000	1,310.000	1,314.000	13.000
Adult Education FTE (Non-Graduates only)	2.625	4.000	4.125	1.500
February Enrolment Count - Continuing Education, Online Learning, Special Needs Growth and Newcomer Refugees				
Online Learning FTE K-Grade 9 (School-Age)	5.000	5.000	5.000	0.000
Online Learning FTE Grades 10-12 (School-Age)	127.375	90.000	90.000	-37.375
Online Learning FTE - Non-Graduate Adults	7.750	4.000	4.000	-3.750
Level 1 Special Needs FTE Growth (All Schools)	0.000	0.000	0.000	0.000
Level 2 Special Needs FTE Growth (All Schools)	9.000	6.000	6.000	-3.000
Level 3 Special Needs FTE Growth (All Schools)	3.000	5.000	5.000	2.000
Newcomer Refugees FTE (Standard & Alternate only)	4.000	0.000	0.000	-4.000
ELL FTE (applies to Newcomer Refugees only)	4.000	0.000	0.000	-4.000
May Enrolment Count - Continuing Education and Online Learning				
Online Learning FTE K-Grade 9 (School-Age)	4.000	5.000	5.000	1.000
Online Learning FTE Grades 10-12 (School-Age)	140.000	50.000	50.000	-90.000
Online Learning FTE - Non-Graduate Adults	4.125	5.000	5.000	0.875

February and May Counts are still the estimate originally submitted in February 2024

School District #60

Operating Financial Report - July 1, 2024 to September 30, 2024

Operating Revenue	Actual Spending	2024/25 Preliminary Budget	% of budget received	# of Months	Expected %	Explanations
Ministry of Education Grants	\$ 9,405,050	\$ 80,583,202	11.7%	12	25%	Lower than expected as should be approx. 25% YTD; Funding decreases in the summer and will increase in October 2024
LEA Revenue	-\$ 94,595	\$ 1,017,551	9.3%	10	10%	Lower than expected as should be approx. 10% YTD. The LEA revenue is based on an estimate of on-reserve students
Provincial Grants - School Age Therapy	\$ 30,380	\$ 121,519	25.0%	12	25%	On Track as should be approx. 25% YTD
Offshore Tuition	\$ 58,599	\$ 748,000	7.8%	10	0.1	Offshore Tuition recognized each month; lower than expected as should be approx. 10%
Childcare Fees	\$ 275,375					Funding reporting changed after review with auditors; Childcare fees need to be reported as operating
Alberta Students, DL, 3rd Party Billings	\$ -	\$ -	0.0%	10	10%	All funding received for Alberta Students, nothing received historically until October of each year
Miscellaneous Revenue	\$ 80,441	\$ 160,000	50.3%	12	25%	This includes miscellaneous funds that come into the District
Rentals	\$ 26,379	\$ 136,587	19.3%	12	25%	Includes Daycare Rental, Teacherage Rentals, Cameron Lake Rentals & Indigenous Rent and SWIS rent
Interest	\$ 165,107	\$ 600,000	27.5%	12	25%	Interest rates is approximately 4.45% for Sept vs. 4.7% in August
Total Operating Revenue Before LEA Adjustment	\$ 9,946,736	\$81,331,757	12.2%			
LEA Revenue	\$ 94,595	\$ 1,017,551	9.3%	10	10%	Halfway River, Blueberry River and Doig River First Nations
Total Operating Revenue	\$10,041,331	\$82,349,308	12.2%			
Operating Expense	Actual Spending	2024/25 Preliminary Budget	% of budget expended	# of Months		Explanations
Salaries						
Teachers	3,207,361	31,693,488	10.1%	10	10%	On Track
Principals and Vice-Principals	1,453,358	5,778,448	25.2%	12	25%	On Track
Educational Assistants	584,093	6,648,266	8.8%	10	10%	On Track
Support Staff	1,629,367	9,403,446	17.3%	10/12	17.5%	On Track
Other Professionals	520,580	2,094,544	24.9%	12	25%	On Track
Substitutes (TOC's)	257,426	2,558,172	10.1%	10	10%	On Track
Total Salaries	7,652,185	58,176,364	13.2%			
Employee Benefits	1,683,647	13,784,560	12.2%	10/12	17.5%	The benefits reflect operations from July to September and the budgeted amount reflect the total year. There are many benefits such as EI, CPP and WCB that are not longer applicable to many employees after 9 month of operations.
Total Salaries and Benefits	\$9,335,832	\$71,960,924	13.0%			
Services and Supplies	2,471,888	10,654,003	23.2%	12	25%	Purchases vary through year
Total Operating Expenses	\$11,807,720	\$82,614,927	14.3%			
Capital Purchases (Operating)	\$153,058	\$880,000	17.4%	12	25%	Purchases vary through year
Total Operating Expenses and Capital Purchases	\$11,960,778	\$83,494,927				
Operating Net Revenue (Expense)	-\$1,919,447	-\$1,145,619				
Application of Reserves to Date	\$0	\$1,145,619	0	12	25%	No Surplus allocated by Sept 30, 2024 as just starting with school operations
	-\$1,919,447	\$0				

Notes

This document reflects the Preliminary Annual Budget passed in June. These will be our numbers until the Amended Budget

CAPITAL BYLAW NO. 2024-2025-CPSD60-03
CAPITAL PLAN 2024/25

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 60 (Peace River North) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *September 25, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District 60 (Peace River North) Capital Bylaw No. 2024/25-CPSD60-03*.

READ A FIRST TIME THE 21st DAY OF October 2024;
READ A SECOND TIME THE 21st DAY OF October 2024;
READ A THIRD TIME, PASSED THE 21st DAY OF October 2024.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

- 1. I HEREBY CERTIFY this to be a true and original *School District 60 (Peace River North) Capital Bylaw No. 2024/25-CPSD60-03* adopted by the Board the 21st day of October, 2024.

Secretary-Treasurer



September 25, 2024

Ref: 301799

To: Secretary-Treasurer and Superintendent
School District No. 60 (Peace River North)

Capital Plan Bylaw No. 2024/25-CPSD60-03

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
167912	Dr. Kearney Middle School	Addition	Project has been approved for an 8-classroom prefabricated addition. Your Regional Director will contact you regarding next steps.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Upper Halfway Elem-Jr Sec	SEP - Exterior Wall Systems Upgrades	\$85,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Hudson's Hope School	SEP - HVAC Upgrades	\$1,000,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Ecole Central Elementary School of the Arts & Robert Oglivie Elementary	CNCP – HVAC	200,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A3604	C (52-57) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the

			ASTSBC website at http://www.astsbcc.org
A2600	C 76 with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
A1605	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is duly accepted by the Ministry as part of the Board's approved capital plan for 2024/25.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the *Local Government Act* prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Specific questions about SSAC should be directed to Regional Director [Travis Tormala](#).

Sincerely,



Michael Nyikes,
Director, Minor Capital Projects, Programs and Finance
Capital Management Branch

pc: Geoff Croshaw, Director, Major Capital Projects, Capital Management Branch