



School District No. 59 (Peace River South)

PUBLIC BOARD MEETING

The Board of Education of School District No. 59 (Peace River South) will be holding its Public Board Meeting on Wednesday, May 15, 2024 starting at 1:00 pm at the Northern Lights College Tumbler Ridge Campus. (180 Southgate Street, Tumbler Ridge, BC)

Anyone wishing to attend the public board meeting may do so in person or via Zoom. Individuals must pre-register by noon (12 pm) on Tuesday, May 14, 2024 to receive the Zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

Email: rschwartz@sd59.bc.ca



School District No. 59 (Peace River South)

Open Board Meeting Agenda

Date: May 15, 2024 @ 1:00 PM

Place: Northern Lights College – Tumbler Ridge, BC

“We acknowledge that we share this territory with the people of Treaty 8.”

APPROVAL OF AGENDA

RECOMMENDED MOTION: THAT the Board of Education of School District No. 59 (Peace River South) adopt the May 15, 2024 Regular Meeting agenda as presented.

1. ITEMS FOR ADOPTION

- R1.1 – Regular Board Meeting Minutes – April 24, 2024
- R1.2 – Special Open Board Meeting Minutes – May 8, 2024
- R1.3 – Excerpts Closed Meeting – April 24, 2024

2. BUSINESS ARISING

3. ESSENTIAL ITEMS

4. PRESENTATIONS

5. CORRESPONDENCE

6. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

- R6.1 – School/Student News
- R6.2 – Integrated Child and Youth Teams
- R6.3 – Childcare BC New Spaces
- R6.4 – Truth and Reconciliation District Day
- R6.5 – Graduation Ceremonies

7. REPORTS FROM THE SECRETARY-TREASURER

- R7.1 - 2025-2026 Five-Year Annual Capital Plan-DRAFT
- R7.2 - 2024-2025 Budget Process Debrief
- R7.3 - Secretary Treasurer Report – May 2024

8. TRUSTEE ITEMS

- R8.1 – BCSTA Update – R. Gulick
- R8.2 – UNBC Teacher Program – C. Hillton

RECOMMENDED MOTION: THAT, the Board of Education of School District No. 59 (Peace River South) write a letter to the BC Teachers' Council in regard to the denial of the Northern Cohort Bachelor of Education program through UNBC to express the Board's disappointment with the Council's decision and the impact the decision has on northern school districts in efforts to staff our schools;
AND FURTHER, to seek information on what the BC Teachers' Council is doing to address the teacher shortage in BC through its approval process.

- R8.3 – BC Human Rights Commission Report – C. Hillton
- R8.4 – Conflict Declaration – C. Anderson

9. COMMITTEE REPORTS

- R9.1 – Indigenous Education Councils



School District No. 59 (Peace River South)

R9.2 – Policy Committee

- Policy and Regulation 5190 Use of School Facilities
- Regulation 2205 Trustee Remuneration, Benefits and Recognition

RECOMMENDED MOTION: *THAT the Board circulate Policy and Regulation 5190 Use of School Facilities for feedback for a minimum period of thirty days.*

10. DIARY

11. QUESTION PERIOD

Questions or comments must relate to items in this meeting's agenda.

12. FUTURE BUSINESS / EVENTS

R12.1 – Open Board Meeting – June 19, 2024 (Dawson Creek)

ADJOURNMENT

RECOMMENDED MOTION: *THAT the Regular Meeting of May 15, 2024 be adjourned.*



School District No. 59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59

11600 – 7TH Street, Dawson Creek, BC V1G 4R8

Open Board Meeting Minutes

DATE & TIME: April 24, 2024 – 1:00 PM

PLACE: School Board Office, Dawson Creek, BC

PRESENT: Trustees:
C. Anderson (Chair)
C. Hillton (Vice-Chair)
R. Gulick
S. Mounsey
A. Schurmann
C. Wards
T. Jones – joined at 2:00 pm

C. Fennell, Superintendent
K. Morris, Secretary-Treasurer
R. Schwartz, Recording Secretary

REGRETS: Nil

Called to Order – 1:05 PM

The Board Chair acknowledged that we share this territory with the people of Treaty 8.

APPROVAL OF AGENDA

Additions: Nil

Deletions: Nil

(2024-04-005)

MOVED/SECONDED – Hillton/Schurmann

THAT, the Board of Education of School District No. 59 (Peace River South) approve the April 24, 2024 Regular Meeting agenda as presented.

CARRIED

1.0 ITEMS FOR ADOPTION

R1.1 Regular Board Meeting Minutes – March 13, 2024

The Chair asked for any corrections to the minutes. It was noted that the motion to receive correspondence under item 5.0 Correspondence was moved by Trustee Wards and seconded by Trustee Schurmann.

(2024-04-006)

The Chair declared the minutes of the open meeting March 13, 2024, approved as amended.

R1.2 Excerpts of Closed Board Meeting – March 13, 2024

(2024-04-007)

The Chair declared the excerpts of the closed board meeting March 13, 2024, approved as printed.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

5.0 CORRESPONDENCE

R5.1 Letter from Ministry of Education and Child Care re: Targeted Indigenous Education Funding – March 26, 2024

(2024-04-008)

MOVED/SECONDED – Hillton/Gulick

THAT, the Board of Education of School District No. 59 (Peace River South) receive the correspondence.

CARRIED

6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

R6.1 School/Student News

The Superintendent reported school/student news:

- Peace View Elementary has started a weekly newsletter that goes home to parents.
- Little Prairie Elementary students have been working on an Indigenous focused art mural guided by Wayne Lariviere.
- The district has partnered with Exceptional Equine to provide students an opportunity to learn life skills through working with horses. Programs are being offered in Dawson Creek and Chetwynd.
- TRSS Chemistry 12 students are learning about titrations. Students are also actively involved in project K.A.R.T.S where they plan, design, build and race their go kart. Race day is on May 31, 2024 at TRSS.
- Crescent Park students recreated their own eclipse and learned what happens when the moon passes between the sun and earth. Students also created eclipse artwork.

- Crescent Park Elementary held a Battle of the Books competition - teams of students read books then competed in a trivia battle in the gym.
- McLeod Elementary students were excited to have Miss Rodeo Canada visit their school. In celebration, the leadership students were inspired to create a Western Olympics style afternoon of events with games like There's a Snake in my Boot and Chair Calf Roping.
- Ecole Frank Ross students cleaned up the garden in front of the school as part of Earth Day activities. The school also had a visit from a magician that was a real hit with students. Ms. Kurjata has started a student choir group, and a public speaking event was held to showcase oral speaking skills. Primary classes memorized poems and the intermediate classes had a speech competition.
- Six students represented School District No. 59 at the Skills Canada BC Provincial Competition held in Abbotsford on April 17th. Tegan Steckly took 1st place in the high school photography competition and Kelly Amonson and Thor MacLean brought home the gold medal in the junior skills potential energy vehicle competition. Tegan will be off to compete at Nationals in Quebec City on May 30-31, 2024.
- The District will be hosting Truth and Reconciliation Day on April 29th which will feature Jo Chrona, author of Wayi Wah! Indigenous Pedagogies: An Act for Reconciliation and Anti-Racist Education and Denise Augustine, Superintendent of Indigenous Education for the Ministry of Education and Child Care.

R6.2 BCSTA Rural and Remote Network

The Superintendent provided the terms of reference for the BCSTA Rural and Remote Network, a new committee on which she serves. The purpose of the provincial network group is to support rural and remote school districts to explore and gain an understanding of the challenges, opportunities and necessary actions needed for all students to thrive.

R6.3 Strategic Plan Update

An update was provided on the strategic plan process. The Board has reviewed the information gathered through the process (community consultation and environmental scans - SOARs) and identified themes. The themes were then developed into three priorities: Student Success, Communication and Building Capacity. The next step is to create goals under each of the priorities to complete a new strategic plan.

R6.4 Recruitment & Retention Update

The Superintendent reported on the BCPSEA incentives that were announced in the February board meeting. As of April 1st, the District can attach Tier 1 incentives for up to five positions specifically in Chetwynd. The District is prioritizing the positions that are being offered with the incentive.

R6.5 Cell Phone Use: Provincial Standards for Codes of Conduct

The Ministry of Education and Child Care has amended the Provincial Standards for Codes of Conduct Order, effective July 1, 2024. The amendment requires all boards of education to include one or more statements restricting student use of personal digital devices (including cell phones) at school.

To align with this order, the District's Policy Committee will be updating Policy & Regulation 4370 District Code of Conduct to implement the new language and give direction to school administrators to update their school code of conduct to include guidelines around use of personal digital devices while at school. The guidelines are to include not only restrictions on use, but also when it is appropriate to use devices such as, for instructional purposes, digital

literacy, accessibility and accommodation needs, and appropriate use to student’s age and development.

7.0 REPORTS FROM THE SECRETARY TREASURER

R7.1 Monthly Finance Report – March 2024

The Secretary Treasurer presented the monthly finance report as of March 31, 2024.

R7.2 2024-2025 Capital Plan Response Letter/Bylaw

The Secretary Treasurer announced Ministry approval of the following 2024/25 minor capital and bus projects:

	Project:	Funding:
Tumbler Ridge Elementary	SEP – HVAC Upgrades	\$600,000
Devereaux Elementary	SEP - Electrical Upgrades	\$150,000
Ecole Frank Ross	CNCP – Exterior Wall Systems Upgrades	\$250,000
Canalta Elementary	FIP – Kitchen Equipment and Upgrade	\$30,000
Tremblay Elementary	FIP – Delivery Vehicle	\$50,000
Bus Fleet	1 - C(64-69) with 0 Wheelchair Space	TBD

Capital Bylaw No. 2024/25-CPSD59-01 was presented to the Board for approval.

(2024-04-009)

MOVED/SECONDED – Gulick/Hillton

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a first time.

CARRIED

(2024-04-010)

MOVED/SECONDED – Wards/Schurmann

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a second time.

CARRIED

(2024-04-011)

MOVED/SECONDED – Gulick/Hillton

THAT, the Board allows the third reading of Capital Project Bylaw No. 2024/25-CPSD59-01 to occur in the April 24,2024 meeting.

CARRIED

(2024-04-012)

MOVED/SECONDED – Wards/Schurmann

THAT, the Capital Project Bylaw No. 2024/25-CPSD59-01 of the Board approved by the Minister as outlined in the letter received from the Capital Management Branch dated March 15, 2024 be read a first time, passed and adopted.

CARRIED

R7.3 Lead in Water Testing Results

School districts must complete lead content testing on all critical drinking water fixtures across all school facilities once every three years. Accordingly, a minimum of 1/3 or 33% of the school facilities in a school district's inventory must be tested each year.

The district conducted water testing at eight sites in February, 2024; a total of 205 samples were obtained in accordance with Ministry guidelines. Results were submitted to AGAT Laboratories for analysis and twelve deficiencies were reported, of those, all but one fixture at Tremblay Elementary School passed post purge tests and have signage posted in accordance with Northern Health requirements.

R7.4 2024-2025 Budget-Draft 3

The Secretary Treasurer presented the third draft of the 2024-2025 annual budget.

Trustee Jones entered the meeting at 2:00 pm.

(2024-04-013)

MOVED/SECONDED – Wards/Gulick

THAT, the School District No. 59 (Peace River South Annual Budget Bylaw for the fiscal year 2024-2025 showing the estimated revenues and expenditures and the total budget bylaw amount of \$67,771,879 for the 2024-2025 fiscal year be read a second time.

CARRIED

The feedback period for the budget is April 24 to May 7, with the final reading of the annual budget to be completed in a special open meeting on May 8, 2024 via zoom at 9:00 am. Information about the special open meeting will be posted on the district website.

R7.2 Secretary Treasurer Report – April 2024

The Secretary Treasurer's report for April was provided for information.

8.0 TRUSTEE ITEMS

R8.1 BCSTA Update – R. Gulick

Trustee Gulick presented the latest news and events from the BCSTA.

BCSTA AGM was held from April 18-21, 2024. The motions and outcomes are available for viewing in the BCSTA portal available to Trustees. The BCSTA Leadership Series is tentatively scheduled for October in Prince George.

9.0 COMMITTEE REPORTS

R9.1 Indigenous Education Councils

The Indigenous Councils heard updates about the planning for the District's Truth and Reconciliation focused professional learning day to be held on April 29th and the Zoom Around the District to celebrate National Indigenous Peoples Day.

The Indigenous Council in Dawson Creek also had a presentation from Northern Lights College to learn about the student programs and services offered at their campuses.

R9.2 Policy Committee

The Policy Committee brought forward the following policies and regulations:

(2024-04-014)

MOVED/SECONDED – Gulick/Schurmann

THAT, the Board adopt Policy and Regulation 2150 Trustee Code of Conduct as presented.

CARRIED

A revised regulation 2250 Policy Development was presented to the Board of Education for information.

Policy and Regulation 5190 Use of School Facilities is under review by the Policy Committee.

The Policy Committee will be developing a policy to address use of digital devices by students as per the ministry guidelines that were issued to school districts.

10.0 DIARY

11.0 QUESTION PERIOD

A question and answer period was provided.

12.0 FUTURE BUSINESS

R12.1 – Special Open Meeting – May 8, 2024 (via zoom)

R12.2 - Regular Board Meeting – May 15, 2024 (Tumbler Ridge)

ADJOURNMENT

(2024-04-015)

MOVED/SECONDED – Hillton/Gulick

THAT, the Regular Meeting of April 24, 2024 be adjourned. (3:00 PM)

CARRIED

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



School District No. 59 (Peace River South)

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59
11600 – 7TH Street, Dawson Creek, BC V1G 4R8

MINUTES OF THE
SPECIAL OPEN BOARD MEETING
OF THE
BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59 (PRS)

DATE & TIME: May 8, 2024 – 9:00 AM

PLACE: Via Zoom

PRESENT: Trustees:
C. Anderson (Chair)
R. Gulick
S. Mounsey
A. Schurmann
C. Wards
T. Jones

C. Fennell, Superintendent
K. Morris, Secretary Treasurer
R. Schwartz, Recording Secretary

REGRETS: C. Hillton (Vice-Chair)

Called to order – 9:02 AM

“We acknowledge that we share this territory with the people of Treaty 8”.

APPROVAL OF AGENDA

(2024-05-001)

MOVED/SECONDED – Jones/Schurmann

THAT, the Special Open Meeting agenda be approved as printed.

CARRIED

1.0 2024-2025 Annual Budget

At the April 24, 2024 regular board meeting, the Board received a budget presentation from the Secretary Treasurer and adopted the second reading of the bylaw. The Secretary Treasurer reported she received one piece of feedback during the feedback period which was forwarded to Trustees, and no changes were made to the budget as presented in the April 24th board meeting. The third reading of the bylaw was presented.

(2024-05-002) – Wards/Schurmann

THAT, the School District No. 59 (Peace River South) Annual Budget Bylaw for the fiscal year 2024-2025 showing the estimated revenues and expenditures and the total budget bylaw amount of \$67,771,879 for the 2024-2025 fiscal year be read a third time, passed and adopted.

CARRIED

Questions and Comments

No questions or comments were received from the gallery.

ADJOURNMENT

(2024-05-003)

MOVED – Gulick

THAT, the Special Open Meeting be adjourned (9:12 AM)

CARRIED

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary-Treasurer



School District No.59 (Peace River South)

MEETING: Closed Board Meeting
DATE: April 24, 2024 11:00 AM
PLACE: School Board Office – Dawson Creek, BC

The meeting was called to order at 11:09 a.m. and the following was reported:

Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – March 13, 2024

Business Arising

Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Superintendent Performance Review

Superintendent's Reports

Items discussed and reported included:

- Personnel Matters
- Integrated Child and Youth Teams

Secretary Treasurer's Reports

Items discussed and reported included:

- Childcare BC New Spaces Fund Update

Adjournment Motion @ 11:58 a.m.

CERTIFIED CORRECT:

C. Anderson, Board Chair

K. Morris, Secretary Treasurer



Overview of Integrated Child & Youth Teams



1

What are ICY Teams?

Integrated Child and Youth (ICY) teams are part of *A Pathway to Hope* – the provincial strategy for improved mental health and substance use care in B.C.

2

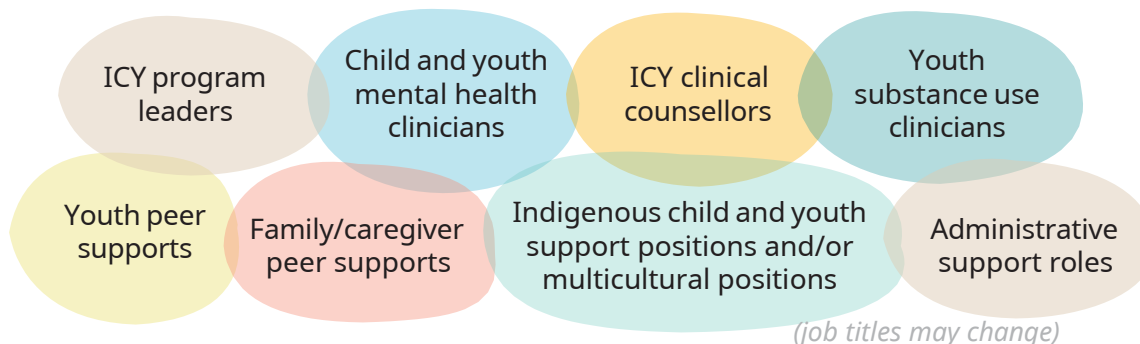
How are they different?

- Wraparound mental health and substance use services and supports for children and youth delivered by multidisciplinary teams.
- Families and caregivers do not have to navigate services and supports on their own - service providers work to ensure smooth transitions.
- Children and youth from early years to age 19 are provided supports by an ICY team within a school district.
- Reduced need for children and youth to re-tell their story - team members share information.
- Services are based on the strengths and needs of the individual and their caregivers.

3

Who are ICY Team members?

Core team members, employed through health authorities, school districts, the Ministry of Children and Family Development as well as other employers:



Where positions already exist in the community, they are assigned to the teams (e.g., CYMH clinicians and substance use service providers), as appropriate.

Additional team members identified by the child or youth may be included, such as cultural or religious/spiritual support, family, friends, family physicians, social workers, coaches, support people, Elders, other counsellors or professionals (not additional funding).



4

Services & Referrals

ICY teams receive referrals from other service providers such as:

- early years services
- school staff
- primary care
- mental health and substance use services
- Foundry centres
- Indigenous-led organizations

The teams work towards culturally safer, distinctions-based, and child-, youth-, family-, and community-centred approaches, engaging and communicating with Inuit, First Nations and Métis organizations and working towards meaningful and reciprocal relationships.

Approaches are gender, diversity and trauma informed. Wherever possible, services for Inuit, First Nations and Métis children and youth are offered by Inuit, First Nations and Métis providers, and additional care members can be invited.

The multi-disciplinary approach expands the diversity of mental health supports so that children and youth may access services when they are needed, reducing wait time for services. Young people may access support through other ICY team members while they are on the waitlist for specific services.

5

ICY Teams Locations

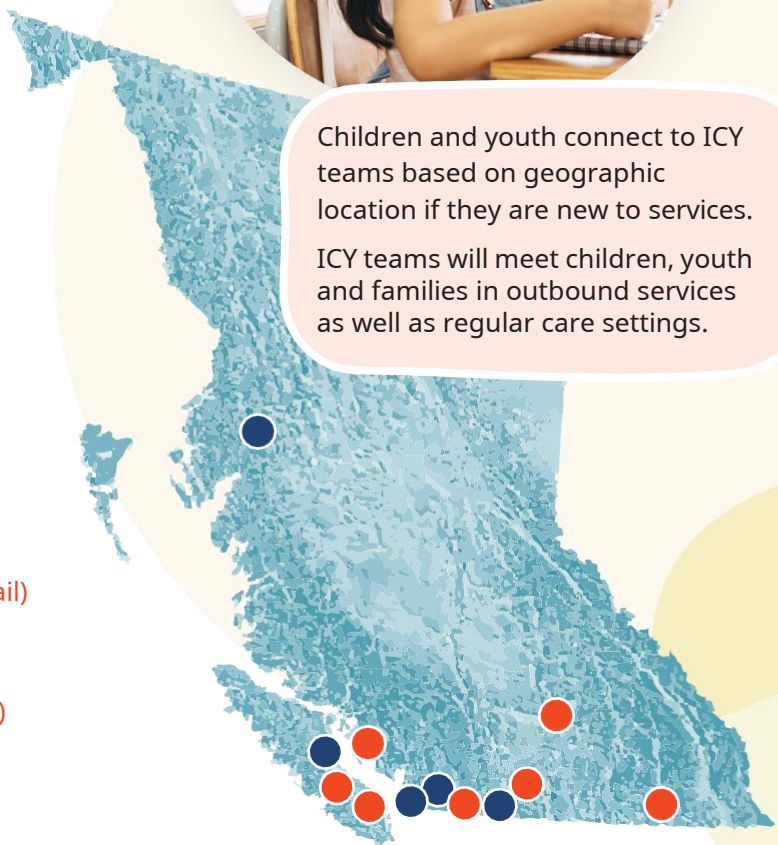
ICY Teams operate within school districts' boundaries including those attending First Nations operated schools, independent schools, alternative school environments or those not in school.

Teams are operating in:

- Maple Ridge-Pitt Meadows
- Comox Valley
- Coast Mountains (Terrace/Hazelton)
- Okanagan-Similkameen (Oliver/Keremeos)
- Richmond

Seven more communities will have ICY Teams in 2023:

- Fraser-Cascade (Hope, Agassiz-Harrison)
- Kootenay-Columbia (Castlegar/Trail)
- Mission
- Nanaimo-Ladysmith
- Okanagan-Shuswap (Salmon Arm)
- Pacific Rim (Port Alberni)
- qathet (Powell River)



Children and youth connect to ICY teams based on geographic location if they are new to services.

ICY teams will meet children, youth and families in outbound services as well as regular care settings.

May 6, 2024

Peace River South School District 59 creates 74 new child care spaces

DAWSON CREEK, BC – School District 59 is creating 74 child care spaces in Dawson Creek and Tumbler Ridge to provide support for families with young children. The District has secured capital funding through the ChildCareBC New Spaces Fund.

"Dawson Creek and Tumbler Ridge families will benefit from more high-quality new child care spaces in their growing communities," said Mitzi Dean, B.C.'s Minister of State for Child Care. "Improving access to child care spaces gives kids the best possible start and supports parents to plan a brighter future for their families."

Design is underway for 12 spaces each in Dawson Creek and Tumbler Ridge for children under 36 months as well as 25 spaces in each of the two communities for children aged 36 months to school age.

"The creation of these much-needed additional child care spaces will make life easier for more families in Dawson Creek and Tumbler Ridge," said Jenna Sudds, federal Minister of Families, Children and Social Development. "By providing them with reliable and affordable child care, our government is helping more families save more money. We are committed to providing affordable, accessible, inclusive and high-quality child care to communities across the country, ensuring all children have the best possible start in life."

"Child care on school sites assist working families with getting their children to and from school while managing busy schedules. When we extend child care options in our schools, our schools become even more valuable community hubs." said Board Chair Chad Anderson.

With \$7.95 million in funding through the federally and provincially supported ChildCareBC New Spaces Fund, the design of the child care facilities has begun. The District applied for funding in 2022 and secured support for the construction of child care spaces at school sites in two municipalities: Dawson Creek and Tumbler Ridge. The new centres will be located at Tumbler Ridge Elementary School and Tremblay Elementary School.

"I am so excited to see this investment in School District 59 for much needed child care spaces" said Mike Bernier, MLA for Peace River South. "The need for affordable and available child care is paramount in our communities as we work to recruit professionals and their families to our region, as well as supporting those who have been desperately looking for this opportunity."

Superintendent Christy Fennell, "We are very excited to announce our new spaces for Tumbler Ridge and Dawson Creek, which will help families access affordable, quality, and inclusive child care. This helps youth develop their early cognitive and social skills to prepare them for success in learning."

Child care centres will have an office space, full kitchen, washrooms, outdoor learning space and include a wheelchair lift for accessibility. The additional child care spaces are expected to be completed in April 2026.

For more information visit: [Child Care Facilities | School District 59 \(sd59.bc.ca\)](https://sd59.bc.ca)

For more information contact:

Kim Morris, Secretary-Treasurer

School District No. 59 (Peace River South)

Office: 250.784.6329



School District No.59 (Peace River South)

May 15th, 2024

To: Board of Education

Truth and Reconciliation District Day

On April 29th, 2024, SD 59 – Peace River South held its' second annual day focused on Truth and Reconciliation. The theme of the day was "Reconciliation Through Education. What Is My Role?" Staff gathered at Dawson Creek Secondary, South Peace Campus for a day of learning.

Henriette Landry and her daughter opened the day in a good way through drumming. Then speaker Jo Chrona, author of "Wayi Wah! Indigenous Pedagogies: An Act of Reconciliation and Anti-Racist Education." Jo Chrona led us through learning to unpack our biases and recognize our role in reconciliation as employees of the Peace River South school district. We were challenged to think about creating an education system that embodies anti-racism and provides equity for all learners. When we embed Indigenous world views and principles of learning, it creates a better education system for all.

Denise Augustine, the Superintendent for Indigenous Education for the Ministry of Education and Child Care, reminded us of the important work we all do in impacting the lives of children, and how reconciliation is all of us working together to make our schools welcoming places.

A student video was shared, which included students from around the district sharing the importance of Orange Shirt Day, their understanding of Truth and Reconciliation, what they are learning in their Indigenous focused courses, now included in their graduation program, and why the Calls to Action are important and what we can be doing to support them. Many students identified the importance of knowing the truth, so we never make the same mistakes again.

Staff then were led through a reflection process to determine where they are on their journey of Truth and Reconciliation and to set a personal commitment. A huge thank you to the Indigenous Education Department for the planning and organizing that went into this day. Truth and reconciliation is hard work that will take time and commitment, and will grow based on our strong foundation of the importance of relationships and authentic listening and learning.

Christy Fennell
Superintendent



School District No.59 (Peace River South)

May 8, 2024

To The Board of Education,

This year the graduation events in each location are as follows:

1. Tumbler Ridge Secondary School

The graduation ceremony will be at 3:30 pm, Friday, June 21st at the high school.

The Prom will be held at the curling rink on Saturday, June 22nd with dinner served at 5:00 pm.

2. Dawson Creek Secondary: South Peace campus

The scholarship and bursary evening will be on Tuesday, June 18th at 7:00 pm.

The graduation ceremony will be on Friday, June 21st, at 7:00 pm.

The Dry Grad is Friday, June 21st, at 10:00 pm, at the Ovintiv Centre.

The Red Carpet event is Saturday, June 22nd at 4:00 pm at the school and Kin Park.

The Prom is Saturday June 22nd, at 6:00 pm at Mercer Hall.

3. Chetwynd Secondary

The graduation ceremony will be on Saturday, June 22nd, at 2:00 pm.

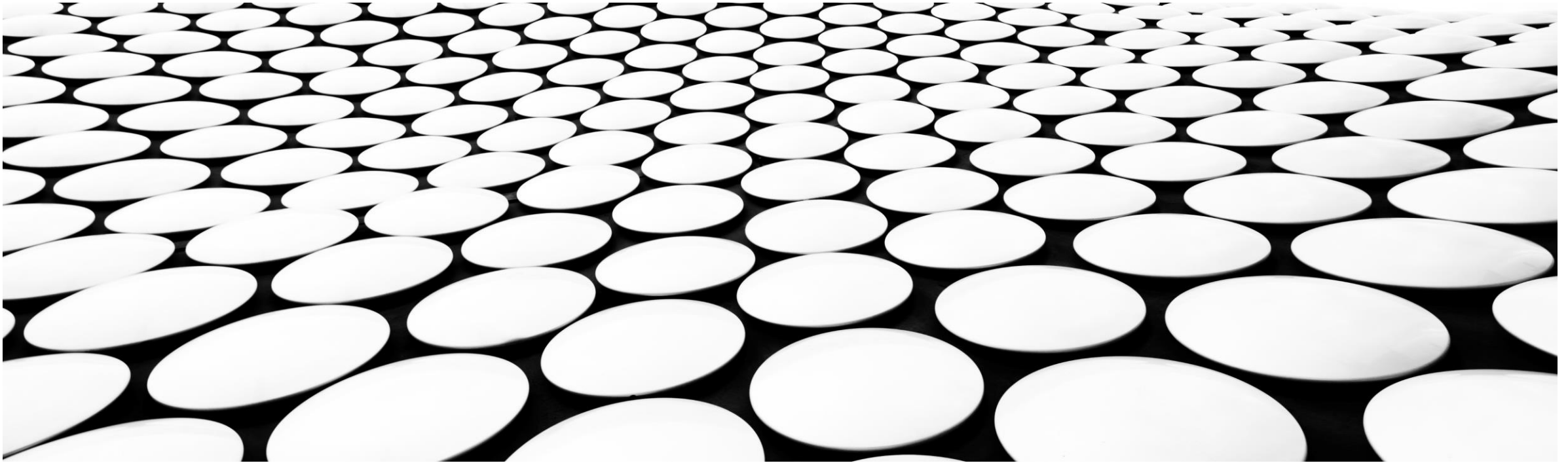
The prom is Friday, June 21st, from 6:00 pm to 10:00 pm.

Sincerely,

Christy Fennell

Superintendent School District 59 – Peace River South

Contact: cfennell@sd59.bc.ca



ANNUAL FIVE-YEAR CAPITAL PLAN - DRAFT

MAY 15, 2024 BOARD MEETING

PLANNING PRINCIPLES

Safety



Enrolment & Capacity



Existing Building Condition



Climate



Funding Categories Available

CATEGORIES

Annual Facilities Grant	Additions	Replacement	New School	Expansion
Seismic	Rural Districts Program	School Enhancement Program	Carbon Neutral Capital Program	Playground Enhancement Program
	Bus	Food Infrastructure Program	Building Envelope Program	

ANNUAL FACILITIES GRANT (AFG)

- Used to maintain assets that do not meet minor or major capital threshold

Name	Facility/Site	Submission Category	Project Type	Total Project
164267 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Site Upgrades	45000
164268 - Tremblay Elementary	Tremblay Elementary	AFG	HVAC (AFG)	600000
165035 - Crescent Park Elementary	Crescent Park Elementary	AFG	Interior Construction (AFG	10000
165036 - Canalta Elementary	Canalta Elementary	AFG	Interior Construction (AFG	10000
165037 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Interior Construction (AFG	10000
165038 - Ecole Frank Ross Elementary	Ecole Frank Ross Elementary	AFG	Interior Construction (AFG	10000
165039 - Tremblay Elementary	Tremblay Elementary	AFG	Interior Construction (AFG	10000
165041 - Ecole Frank Ross Elementary	Ecole Frank Ross Elementary	AFG	Electrical (AFG)	25000
165043 - Chetwynd Secondary	Chetwynd Secondary	AFG	Electrical (AFG)	25000
165045 - Tumbler Ridge Secondary	Tumbler Ridge Secondary	AFG	Electrical (AFG)	25000
165052 - Little Prairie Elementary	Little Prairie Elementary	AFG	Electrical (AFG)	25000
165056 - Dawson Creek Secondary (South Peac	Dawson Creek Secondary (South	AFG	Plumbing (AFG)	5000
165057 - Little Prairie Elementary	Little Prairie Elementary	AFG	Plumbing (AFG)	5000
165058 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Plumbing (AFG)	5000
165238 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Interior Construction (AFG	50000
165239 - Tumbler Ridge Secondary	Tumbler Ridge Secondary	AFG	Interior Construction (AFG	25000
165331 - Chetwynd Secondary	Chetwynd Secondary	AFG	Interior Construction (AFG	25000
165332 - Tremblay Elementary	Tremblay Elementary	AFG	Interior Construction (AFG	25000
165333 - Dawson Creek Secondary (South Peac	Dawson Creek Secondary (South	AFG	Plumbing (AFG)	10000
165334 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Plumbing (AFG)	10000
165337 - Chetwynd Secondary	Chetwynd Secondary	AFG	Plumbing (AFG)	10000
165338 - Ecole Frank Ross Elementary	Ecole Frank Ross Elementary	AFG	Plumbing (AFG)	5000
165370 - Little Prairie Elementary	Little Prairie Elementary	AFG	Site Upgrades	15000
165371 - Tumbler Ridge Elementary	Tumbler Ridge Elementary	AFG	Site Upgrades	15000
165372 - Tremblay Elementary	Tremblay Elementary	AFG	Site Upgrades	15000
165373 - Devereaux Elementary	Devereaux Elementary	AFG	Accessibility Upgrades	10000
165374 - Tremblay Elementary	Tremblay Elementary	AFG	Exterior Wall Systems (AFC	30000
165375 - Devereaux Elementary	Devereaux Elementary	AFG	Site Upgrades	10000
165376 - Dawson Creek Secondary (South Peac	Dawson Creek Secondary (South	AFG	Site Upgrades	10000
165377 - Tumbler Ridge Secondary	Tumbler Ridge Secondary	AFG	Interior Construction (AFG	25000
165378 - Ecole Frank Ross Elementary	Ecole Frank Ross Elementary	AFG	Interior Construction (AFG	40000
165379 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Electrical (AFG)	40000
165380 - Dawson Creek Secondary (South Peac	Dawson Creek Secondary (South	AFG	Site Upgrades	45000
165414 - Dawson Creek Secondary (Central Car	Dawson Creek Secondary (Centr	AFG	Accessibility Upgrades	20000
165415 - Tremblay Elementary	Tremblay Elementary	AFG	Asbestos Abatement (AFG	20000
165416 - Dawson Creek Secondary (South Peac	Dawson Creek Secondary (South	AFG	Site Upgrades	100000
165425 - Crescent Park Elementary	Crescent Park Elementary	AFG	Plumbing (AFG)	180000
165432 - Tumbler Ridge Secondary	Tumbler Ridge Secondary	AFG	Plumbing (AFG)	180000
165484 - Ecole Frank Ross Elementary	Ecole Frank Ross Elementary	AFG	Exterior Wall Systems (AFC	77294



MAJOR CAPITAL

- Moberly Lake Gymnasium Addition
- Chetwynd Replacement
- Windrem Replacement
- Canalta Replacement



Submission Summary

Submission Summary:	Major 2025/2026 2024-06-30 MAIN - K12 & CC Integrated
Submission Type:	Capital Plan
School District:	Peace River South (SD59)
Open Date:	2024-04-08
Close Date:	2024-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$4,539,168
Replacement/Renovation	\$145,519,200
Total	\$150,058,368



Submission Summary

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	157660	Moberly Lake Elementary	Addition	Addition of gymnasium, the school currently does not have a gymnasium.	\$4,539,168
Submission Category Total:					\$4,539,168
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150247	Chetwynd Secondary	Full Replacement (Replace/Reno)	CSS and Windrem are one structure, replacement would consist of K - 12.	\$98,525,581
2	150300	Windrem Elementary	Full Replacement (Replace/Reno)	CSS Amalgamation This school is part of current CSS School and would be replaced as part CSS replacement.	\$12,086,358
3	150243	Canalta Elementary	Full Replacement (Replace/Reno)	1962 build max capacity with portable. building style not conducive to major renovations.	\$34,907,261
Submission Category Total:					\$145,519,200

MINOR CAPITAL

Carbon Neutral Capital Program (CNCP)

- DCSS-Central Windows

Playground Enhancement Program (PEP)

- Tremblay
- McLeod

School Enhancement Program (SEP)

- Tumbler Ridge Elementary Phase 2 HVAC
- Don Titus Montessori Roof
- District (Various Schools) Security
- Tremblay Roof
- Frank Ross Elevator

Submission Summary

Submission Summary:	Minor 2025/2026 2024-09-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Peace River South (SD59)
Open Date:	2024-04-08
Close Date:	2024-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$4,050,000
PEP	\$330,000
CNCP	\$300,000
Total	\$4,680,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	165710	Dawson Creek Secondary (Central Campus)	Exterior Wall Systems (CNCP)	Replace Windows with Energy efficient windows	\$300,000
Submission Category Total:					\$300,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	152027	Tremblay Elementary	New (PEP)	This school does not have a universally accessible playground.	\$165,000
2	152028	Mcleod Elementary Secondary	New (PEP)	Small Rural School with limited access to PAC funding this school does not have a universally accessible playground.	\$165,000
Submission Category Total:					\$330,000



Submission Summary

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	159326	Tumbler Ridge Elementary	HVAC (SEP)	Phase 2 of HVAC upgrade Equipment installation	\$950,000
2	159316	Don Titus Montessori	Roofing (SEP)	Replace roof, end of life. Repair exterior cladding as required in conjunction with roof replacement.	\$600,000
3	165709	Various	Interior Construction (SEP)	Upgrade doors to electronic key lock system.	\$300,000
4	163327	Tremblay Elementary	Roofing (SEP)	Replace roof membrane Modified bitumen torch on	\$700,000
5	151675	Ecole Frank Ross Elementary	Interior Construction (SEP)	The facility is without a barrier free path throughout the facility. The school does not comply with the BC Code 2018 Section 3.8 Accessibility. Project would supply and install one Elavator. This lift will meet all present mandatory code requirements from the CSA-B355 code - Lifts for Persons with Physical Disabilities.	\$1,500,000
Submission Category Total:					\$4,050,000

OTHER

 **Bus** No current bus inventory meets the replacement criteria for the 2025-2026 planning window therefore no submission

 **Food Infrastructure Program (FIP)** No submission

 **Rural Districts Program** No submission

 **Expansion** No submission

DEADLINES



Annual Facilities Grant
May 31

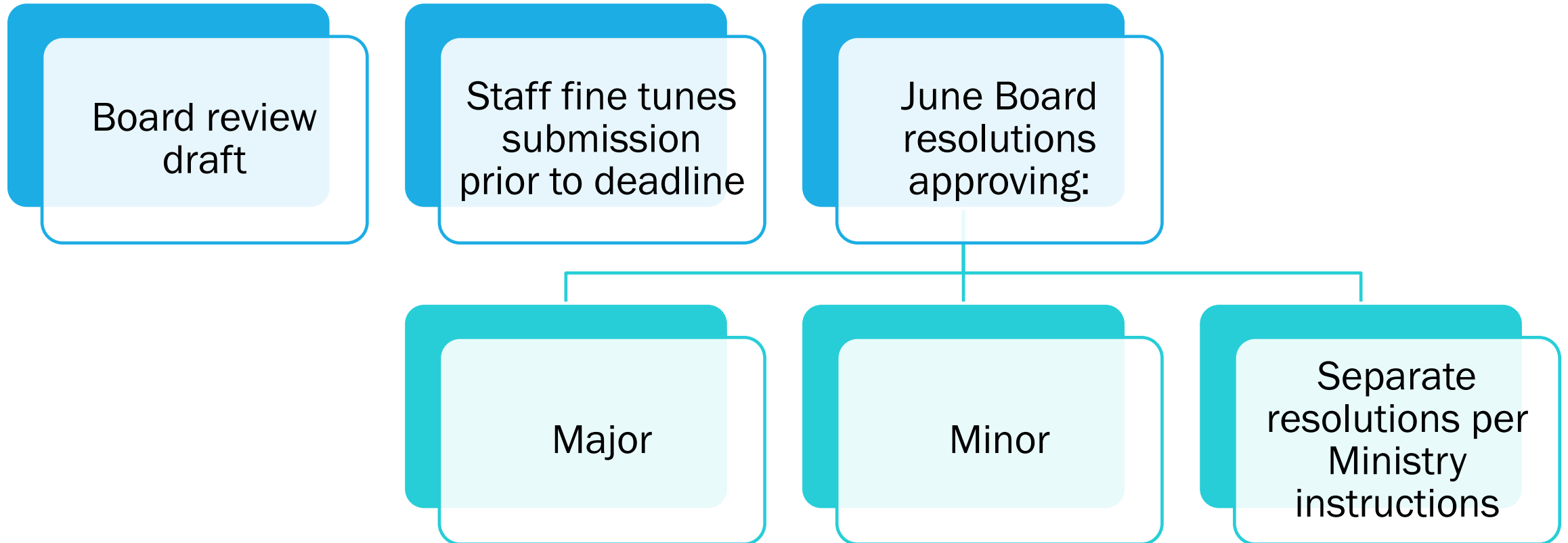


Major Capital
June 29



Minor Capital
September 30

NEXT STEPS





QUESTIONS?



School District No.59 (Peace River South)

May 15, 2024

Board of Education

RE: 2024-2025 Budget Process Debrief

The Board gave third and final reading to its budget bylaw on May 8, 2024. The preliminary budget and supporting materials can be found here: [Financial Information | School District 59 \(sd59.bc.ca\)](https://www.sd59.bc.ca/financial-information). As we work throughout the year and some of our assumptions prove out or change, the amended budget will be approved and submitted to the Ministry in February 2025.

The last task in the Board approved 2024-2025 budget process is the debrief where Trustees and Staff have an opportunity to reflect on what worked well in the process and what changes and improvements should be made for the upcoming 2025-2026 budget process.

In preparation for the discussion, Trustees and Staff should think about the consultation events, time to understand, ask questions and debate the budget, timing of presentations, alignment to the strategic plan and service to students, multi-year planning, policies and advocacy, among others.

By taking the time to review our most recent process we are on a continuous improvement cycle for future budgets that will serve students well.

Kim Morris
Secretary-Treasurer/CFO



School District No.59 (Peace River South)

May 15, 2024

Board of Education

RE: Secretary-Treasurer Report for May

The purpose of this memo is to keep the Board apprised of some of the activities of the Secretary-Treasurer to May 10, 2024.

Congratulations to David Broadway, our carpentry working foreman, for his successful appointment to Manager of Facilities, replacing Matt Lindgren who will transition to Director of Facilities July 1st after Wade Simlik's retirement. Wade will take so much historical knowledge with him, it's exciting to have two long term employees taking up these leadership roles. Gratitude to Matt Lindgren and the HR team for their search and selection process.

To date I have attended/initiated the following meetings and events:

- IBM Organizational and Optimization Review meetings
- Powerschool-Arievie Workflow Demo
- Technology Planning Working Group meetings on April 22 and May 6
- Budget meetings with six school principals
- Budget meeting with PRSTA President
- Child Care media release in consultation with Provincial and Federal government
- School Trust Account Handbook finalization and issuance
- 2023-2024 financial statement audit planning meeting with external auditors
- Weekly meetings with each of the Finance Manager, the Director of Operations and Technology Systems Manager
- Weekly stand-up meetings with Finance Team
- Weekly Senior Leadership Team meetings

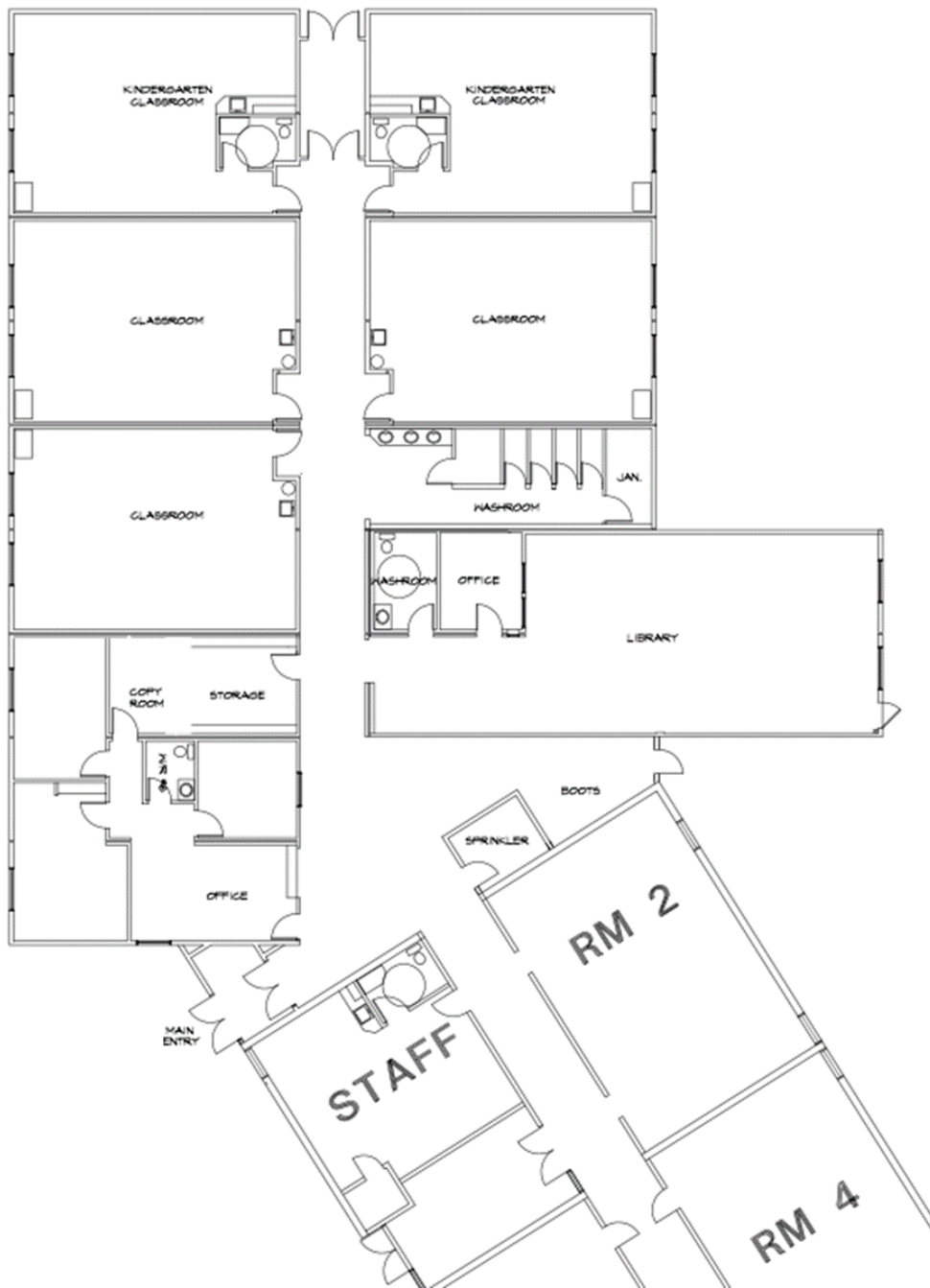
Crescent Park Elementary School Expansion Project

Since last month the following have occurred:

- March 24 2024 meeting with engineer to review Fee Schedule Proposal.
- April 22, 2024 meeting with engineer to go over tender spec requirements.
- May 2, 2024 meeting with Engineer, Mechanical Engineer and Electrical Engineer at site to review requirements for design and tender specs.

Geo tech testing is scheduled for May 11th pending drill truck availability. Force Engineering will be doing existing building design confirmation May 6 - 10.

A conceptual design based on Crescent Park staff, PAC feedback as well as follow up discussions between Principal McGrath and Facilities staff is shown below:



ChildCareBC New Spaces

The District has secured funding for two new child care centres: Tremblay Elementary and Tumbler Ridge Elementary. Plans are underway for 12 spaces each for children under 36 months as well as 25 spaces in each of the two communities for children aged 36 months to school age. Project value totals \$7.95m and the expected completion date is April 2026.

A project team made up of the Director of Facilities, Manager of Facilities, District Principal of Indigenous Education and Early Learning, the Early Learning Coordinator and the Secretary-Treasurer has met once and will schedule regular meeting now that the project has been announced.

A media release was issued Monday, May 6.

Our next task is to meet with our application partner YMCA to begin design criteria for tender documents.

NEW! Capital Projects Web Page

For more information on the District's major capital projects, a new web page has been created. Progress updates and latest developments can be found here:
<https://www.sd59.bc.ca/district/capital-projects> .

School Trust Account Handbook

On the school district's last audited financial statements, school trust account balances totaled \$850,000 with over \$1m each in revenues and expenses flowing through various schools.

A draft school trust account handbook was introduced to Principals, Vice-Principals and clerical staff in March 2024. A feedback period was provided between March and April. On May 7, the final handbook was issued to schools, with a copy to the District's external auditor.

The purpose of the School Trust Account Handbook is to make administrators of the school trust accounts, including all signing officers, Principals, Vice-Principals, and Secretaries responsible for bookkeeping (the "Bookkeeper"), aware of their roles and responsibilities and to standardize the treatment, operation and oversight of school trust accounts across School District No. 59. It is the intention of the Handbook to clarify expectations of the day-to-day accounting for the trust account, the reporting requirements and the audit of the trust account by District Finance Staff.

Internal audits will be conducted by SD59 Manager of Finance and Secretary-Treasurer on an annual basis for secondary schools and a bi-annual basis for elementary schools.

Included in the handbook is an accountability and transparency framework to guide the process of reporting on school trust accounts to staff and PAC twice each year.

Kim Morris
Secretary-Treasurer/CFO



School District No.59 (Peace River South)

DATE: May 15, 2024

CHAIR: Roxanne Gulick

Policy for Discussion:

Policy for Circulation:

- Policy and Regulation 5190 Use of School Facilities

Policy for Adoption:

Policy/Regulation Under Review:

Policy/Regulation for Repeal:

Regulations for Board Information:

- 2205 Trustee Remuneration, Benefits and Recognition

5190 Use of School Facilities

Policy 5190

STATUS: **FOR REVIEW**

USE OF SCHOOL FACILITIES

Board Approved: March, 1972

Last Revised: June 19, 2013; January 2015; April 2021

Description:

~~Since As all schools and district facilities are the property of the Board of Education, and since the facilities are established, maintained and operated by funds provided by taxpayers,~~ The Board of Education accepts the responsibility for making its' facilities available to responsible ~~organizations, associations, and~~ individuals ~~or groups~~ of the community for appropriate ~~educational~~, civic, cultural, ~~child-care~~, early learning or recreational activities that do not infringe upon, nor interfere with, the operations, reputation and best interests of public education, ~~and~~ the community at large, and are in accordance with the policies and regulations of the school district.

~~When District facilities are made available to small business or commercial operations, care will be exercised to charge rent at rate commensurate with fair market value for the space provided, so as not to interfere with property owners who make their living through rental properties in the private sector.~~

*Exemption from payment of rent does not mean cost-free. Where custodial or other services beyond the use of the facility are required, the school will charge at a cost-recovery rate. (brought in from regulation)

USE OF SCHOOL FACILITIES

Board Approved and Codified: November 4, 1985

Last Revised: June 19, 2013; January 2015; April 2021

Description:

Regulations Governing Use of All School District Facilities

1. All agreements with outside users of schools may be signed by the school Principal as designate of the Secretary-Treasurer.
2. Type of Activities Prohibited:
 - i) Promote any theory or doctrine subversive to the laws of Canada or any political subdivision thereof.
 - ii) Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment.
 - iii) Any purpose in conflict with school activities.
 - iv) Activities that are discriminatory in the legal sense.
 - v) Smoking/vaping in school district buildings and vehicles.
 - vi) The use of alcoholic beverages is not permitted at school district facilities, except on occasion, at events, ~~hosted or permitted by the Recreation and Social Services Societies that are associated with our schools or property that is otherwise leased or rented to third parties, and~~ where the board has given prior approval to consume alcohol. The group requesting permission to serve alcohol must have complied with any and all conditions that may be stipulated by the board, and the Province of British Columbia, prior to alcohol being served.
3. All groups renting school premises are held responsible for acquainting themselves with these regulations, and for complying with them; this provision applies equally to regulations promoted by the Principal in respect of any particular school. Failure to comply with these regulations may result in withdrawal of renting privileges by the Board of Education.
4. All groups or individuals are to be engaged by filling out an official Facilities Use Agreement (including Release Of School Liability and Indemnity forms). The forms are available at the School Board Office or from the office of the Principal of the School. The rental may not be considered secured until these applications have been signed by the School Principal. All applications are to be submitted to the Principal who will keep a copy on file and will forward to the Board Office. ~~if requested~~. During the summer months, in the absence of the Principal, applications will be made directly to the Secretary-Treasurer or designate, and will only be consider if it does not interfere with summer maintenance and custodial work.

5. Rent payment is due within ten days from the receipt of statement. Non-Payment ~~may~~ **will** prejudice future use of premises by the organization concerned.
6. It is clearly understood by the Applicant that, except where rental refund has occurred (where applicable), School District No. 59 (Peace River South) assumes no responsibility whatsoever if last minute cancellations are caused by power failure, heat failure, Fire Marshal Regulations, or other causes beyond the control of the School Board.
7. Use of school premises by non-school organizations shall be subject to the needs of the school itself. School activities are given priority and it may be necessary to cancel arrangements with any group on certain dates or on a permanent basis. Whenever possible at least two weeks notice will be given of such cancellation.
8. Renting groups will be held responsible to replace or repair damages to school equipment or property occurring during their use of the premises.
9. All regulations required by the Fire Marshal's Office must be adhered to; to the maximum number of individuals allowed in any place of assembly, to the use of electrical devices and the wiring thereof, and to keeping fire exits clear of any obstructions (including parked cars).
10. Drama and choral groups using copyrighted publications shall assume full responsibility for payment of royalties.
11. When using school premises, the renting group must understand that the Board of Education shall in no way be held liable for damage to, or loss of, property owned by the group or its members, either individually or collectively; neither shall the Board be held liable for the injury or death of any person, resulting from any cause whatsoever, and occurring on District-owned property.
12. Except in the case of small groups of students under the supervision of a teacher and other groups where the Principal has authorized teacher supervision, all after-hour use of school premises by students or public groups will have to bear the cost of custodial time provided custodial duties are required beyond regularly scheduled shift of the custodian.
13. The Board of Education reserves the right to terminate, alter any or all of these regulations without notice.
- ~~14. All staff are to co-operate in making school facilities, both buildings and playing fields, available to all community organizations as long as such arrangements do not interfere with the operation of the schools. All requests for use of school facilities must first be approved by the school Principal, in consultation with affected staff. Rental rates apply and, in some cases, a fee is charged for cleaning or opening of facility where applicable.~~
15. Copy of Regulation No. 5190 Use of School Facilities shall accompany applicant's approved copy of the Facilities Use Agreement.
- ~~16. The use of school networks and internet capabilities to conduct research will be the responsibility of the user group to monitor and supervise. The user group must insure that~~

~~all web use is done with the highest standards of care to prevent users from entering sites that contain hate literature, violent content, sexual content, or other related materials.~~

17. Facilities are not available for political or religious events, except where not other rentable facilities are available (ie. Community halls).

This below will become an administrative procedure.

~~STUDENT GROUPS SPONSORED BY NON-SCHOOL ORGANIZATION~~

~~Student groups not sponsored directly by the school organization will generally be accorded the same privileges as school sponsored groups and no rental will be charged, PROVIDED THAT school sponsored groups shall have priority in the use of school premises and that no profit or gain is made by the sponsoring group. Whenever possible, non-school sponsored groups will be encouraged to use school premises between the hours of 3:30 to 10:30 p.m.~~

GROUPS EXEMPTED FROM PAYMENT OF RENTAL

*This does not apply to Unchagah Hall, except for the Remembrance Day service).

Groups exempted from rental payment are:

- ~~1. Any groups designed to provide services mainly to students (school age children), educational assistants, teachers, or educational administrators where no admission to participants is applied.~~
2. Groups and organizations that are part of a joint use agreement with School District No. 59 including classes or activities sponsored by a municipality, district municipality or regional district with which the School District has an authorized joint use agreement.
- ~~3. Classes or activities sponsored by Northern Lights College or other non-profit groups providing similar services which are open to the general public.~~
- ~~4. Ratepayers associations duly constituted.~~
5. Municipal Corporations - for polling stations.
- ~~6. Political Forums when two or more parties are represented.~~
- ~~7. Northern Health Authority.~~
- ~~8. Royal Canadian Mounted Police for the purpose of training.~~
9. An organization sponsoring a Remembrance Day memorial service.
10. Not for profit youth organizations such as Girl Guides of Canada, Boy Scouts of Canada, Armed Forces Cadet Programs who are using the facilities for meetings. Rental rates may apply where revenue generating activities are occurring.

*Please see the Administrative Procedure for rental fees and service fees.

~~*Exemption from payment of rent does not mean cost free. Where custodial or other services beyond the use of the facility are required, the school will charge at a cost-recovery rate. (moved into the policy)~~

This below will become an administrative procedure.

~~USE OF SCHOOL EQUIPMENT AND RESOURCE CENTRE SERVICES~~

~~Use of school equipment by community:~~

- ~~1. School equipment including pianos, musical instruments, instructional and janitorial equipment shall not be routinely available for non school use.~~
- ~~2. An additional fee may be charged to the user group for the use of school equipment and supplies related to the activity associated with the rental (example gym equipment, canoes, technology etc.).~~
- ~~3. The services of the school district's resource centre are primarily provided for the public schools operating within the school district. Consequently, priority is to be given to meeting the needs of the school district teachers and students.~~

~~Services provided by the resource centre or directly funded by schools are not to be provided to outside agencies, i.e. science kits, supplementary readers, novels etc.~~

~~Independent schools may use the services of the resource centre on the following basis:~~

- ~~• priority for service is to be provided to public school students and teachers~~
- ~~• cost of producing materials and delivery charges must be borne by the borrowing agency~~
- ~~• a deposit may be required before having access to the loan of school district materials~~

~~Other non profit child/family centered agencies may borrow materials at the discretion of the Resource Centre Coordinator and on the same basis as independent schools.~~

USER LIABILITY INSURANCE

For profit users of school district facilities must carry a minimum of ~~\$1,000,000~~ \$3,000,000 liability insurance as specified by the provincial School Protection Program. Other users may require insurance as outlined within the rental waiver, or as deemed necessary by the Principal or Secretary Treasurer.

TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION

Board Approved and Issued: September 9, 1985

Last Revised: June 19, 2013; August 2014; September 2016; February 2017; March 12, 2020
(Combined 2200,2230,2231,2235); May 15, 2024

Description:

1 A stipend shall be paid to members of the Board of Education as follows:

1.1 All Trustees will receive a base amount that will be adjusted annually based on the Canadian Consumer Price Index (CPI) established in July of each year. (The base amounts and any further remuneration for each member of the Board of Education will be reflected in the SOFI Report and can be found on the School District #59 website);

1.2 The Vice Chair will receive \$1,000 annually in addition to the base amount;

1.3 The Chair shall receive \$2,000 annually in addition to the base amount;

1.4 The annual stipend shall be paid to each Board member in twelve equal installments. Remuneration shall commence the month immediately following an official school trustee election.

2 Reimbursement of Trustee Expenses:

2.1 To claim reimbursement for in-district or out-of-district costs, the Trustees will be required to file a completed "Travel Expenses" form supported by appropriate receipts or invoices for travel, accommodation, registration(s) and other out-of-pocket expenses necessarily incurred. Whenever, possible and practical, car pooling will be used.

2.2 Travel expenses will be calculated as follows:

2.2.1 Kilometers or airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time, including transportation to and from the airport and parking);

2.2.2 A kilometer rate that shall be equal to the current rate paid by the BCSTA;

2.2.3 The actual costs of taxis, rental cars, ferry charges, tips (up to ~~15%~~ 18%) etc., will be reimbursed. In situations where 18% is not available, 20% would be acceptable; any amount higher needs to be approved by the secretary-treasurer. Receipts are required.

2.3 The per diem rate for out-of-district business is \$60/day for meals (\$15 for breakfast, \$20 for lunch and \$25 for dinner).

- 2.4 Other incidental expenses as approved by the Secretary-Treasurer will be reimbursed upon the submission of receipts.
- 2.5 The actual cost of the hotel/motel may be claimed. Receipts are required. Any charges for room service or personal telephone costs incurred by the Trustee will be payable by the Trustee.
- 2.6 Trustees may claim actual expenses for in-district travel which will be reimbursed upon presentation of receipts. A per diem will not be issued.
- 2.7 Trustees who use their private vehicle while on board business shall be reimbursed the cost differential in upgrading their private vehicle insurance from pleasure to business/work as required.
- 2.8 The Trustee expenses shall cover those expenditures incurred in the normal day-to-day business of the Board and which are part of the Board's normal expectations of all Trustees. The day-to-day business of the Board includes travel to and attendance at:
 - 2.8.1 Board meetings;
 - 2.8.2 Board committee meetings;
 - 2.8.3 PAC meetings and school events;
 - 2.8.4 Negotiation/arbitration sessions and meetings;
 - 2.8.5 Board delegations;
 - 2.8.6 Any other Board supported activity.
- 2.9 Administration of reimbursements will ensure the following:
 - 2.9.1 To ensure that Trustee expenses are accounted for in the fiscal year in which they are incurred, claims must be submitted within 30 days after the close of the fiscal year. Claims submitted after the accounts are closed for audit purposes shall not be honoured;
 - 2.9.2 All Trustee expense claims shall be reviewed by the Secretary-Treasurer, or in their absence, the Superintendent of Schools. Any expense claim that does not comply with the regulations will require Board approval for payment.

3 Benefits will be considered as follows:

3.1 Technology:

- 3.1.1 At the beginning of each term in office, Trustees will be provided with a new computer or i-pad, and cell phone with the option of using their personal cell phone (with a reimbursement determined annually by the Secretary-Treasurer);
- 3.1.2 If an increased cost is incurred between the basic cost of internet at home and internet required to conduct trustee business at home, the district will reimburse the difference.
- 3.1.3 Use of the technology will fit within the District Network Use Agreement;
- 3.1.4 The technology provided at the beginning of each term, remains the property of the school district unless the Trustee exercises his or her option to purchase the computer/i-pad when they leave office of trustee

with SD 59. The original software with purchase will be included. Any software that is part of a district license will not be included.

Cost of the computer/i-pad will be:

- 1 year – 80% of original cost
- 2 years – 50% of original cost
- 3 years – 25% of original cost
- 4 years – 15% of original cost

4 Individual Professional Development

4.1 Board of Education Trustees are able to access individual professional development opportunities as follows:

- 4.1.1 The individual professional activity must be related to the duties of a trustee and fall within at least one of the following guidelines:
 - Conference or Seminar;
 - Post Secondary Course and/or Program;
 - Professional Organization Course;
 - Resources;
- 4.1.2 Requests for individual professional development are to be submitted to the Board Chair for approval. If the Chair is to make a request, they will submit the request to the Vice Chair for approval;
- 4.1.3 An individual trustee may appeal in writing, a decision of the Chair or Vice Chair to the Board of Education;
- 4.1.4 The trustee is expected to submit a report to the Board of Education on the professional development activity;
- 4.1.5 Trustees will be allotted individual professional development funds in the amount of \$2000.00 per year;
- 4.1.6 Trustees may carry over professional development funds from one year to the next to a maximum of \$3000.00.

5 Trustee Recognition

5.1 Trustees leaving the Board will be honoured by the Board at a dinner with the presentation of an appropriate gift, the value of which will be commensurate with the years of service. (1 term = gift value \$150.00, plus \$50.00 for each additional term).