

# Board of Education

## Regular Public Meeting

September 29, 2020



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

## **School District No. 57 (Prince George)**

### **BOARD OF EDUCATION**

#### **CHARTER**

Our mission, as a Board of Education, is to create a culture of trust and integrity by adhering to the highest standards of ethical behaviour and fiduciary responsibility.

We, the Board of Education, individually and collectively, in the conduct of our duties, will be:

- Transparent
- Open-minded
- Consultative
- Committed
- Respectful of Diversity

### **BOARD OF EDUCATION AND SENIOR ADMINISTRATION**

#### **GUIDING PRINCIPLES**

The Board of Education and senior administration believe we are accountable to the families and communities we serve. We respect their diversity and support their involvement.

We further believe that all children can learn, achieve and succeed, and that by working together with our employees, students, parents, and our communities, we will enable our students to reach their greatest academic potential.

We believe our students have the right:

- To a safe and respectful learning environment.
- To be valued.
- To have the opportunity to explore and develop their potential.
- To have their intellectual, emotional, physical and social needs met

We also believe that with these rights come responsibilities with respect to their school, classroom and work habits.

We believe our employees have the following rights and responsibilities:

- To be treated fairly and work in a safe environment.
- To be respected, trusted, included and valued.
- To explore, collaborate and develop to their potential.
- To treat others fairly, work cooperatively, and create a safe working and learning environment.

Together, we affirm that these guiding principles provide the foundation for the decisions we make in School District No. 57.

BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)  
REGULAR PUBLIC MEETING  
6:00 p.m., Tuesday, September 29, 2020  
Boardroom – 2100 Ferry Avenue

**A G E N D A**

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**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. PUBLIC INPUT**

Thirty minutes maximum; limit of five minutes per speaker

**4. SCHOOL DISTRICT NEWS**

**5. MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of June 16, 2020 Page 1

5.2 Record of Minutes of Regular In Camera Meeting of  
June 16, 2020 and Special In Camera Meeting of  
June 16, 29, July 13, August 18, September 8 and 21,  
2020. Page 9

**6. BUSINESS ARISING FROM THE MINUTES**

**7. MANAGEMENT AND FINANCE COMMITTEE**

7.1 2019-2020 Financial Statement  
*Corey Naphtali, Partner, KPMG* Page 12

7.2 Committee Report (S. Warrington) Page 59

**8. EDUCATION SERVICES COMMITTEE**

- 8.1 Committee Report (R. Polillo) Page 61

**9. POLICY AND GOVERNANCE COMMITTEE**

- 9.1 Committee Report (B. Bekkering) Page 63

9.2 Policy 5131.1 Bus Conduct

- Draft Policy, Preamble and Regulations Page 64
- *Administrative Procedures and Appendix* Page 68

9.3 Policy 3541.35 Winter Weather

- Draft Policy, Preamble and Regulations Page 74
- *Administrative Procedures* Page 78

9.4 Policy 5131.4 Student Attendance, Secondary Schools

- Draft Policy, Preamble and Regulations Page 81
- *Administrative Procedures* Page 87

9.5 Minor Housekeeping Updates to Board Page 90

9.5.1 Bylaw No. 1 Page 91

9.5.2 Policy 1120 Access to the Board Page 102

9.5.3 Policy 6145 Student Transportation and Travel Page 107

9.5.4 Policy 8310 Policy and Policy Development Page 120

**10. OLD BUSINESS**

10.1 2020-21 Schedule of Fees and Deposits – Approved  
Motion of the May 26, 2020 Regular Public Meeting  
(A. Richardson)

10.2 Revised 2020-21 School Calendar Page 125

**11. NEW BUSINESS****12. DISTRICT ADMINISTRATION REPORTS**

12.1 Superintendent of Schools

**13. TRUSTEE REPORTS**

13.1 District Parent Advisory Council (B. Thompson) Page 127

13.2 District Student Advisory Council (R. Polillo)

13.3 Indigenous Education Advisory Committee (T. Derrick) Page 128

13.4 Liaison Updates (Various Trustees)

13.4.1 Trustee Polillo Page 129

**14. CORRESPONDENCE**

14.1 Letter dated June 5, 2020 copied to the Board of Education from the Lheidli T'enneh First Nation to the Assistant Deputy Minister responsible for Indigenous Education regarding support for Indigenous students in SD57 Page 130

14.2 Letter dated June 16, 2020 from the Lheidli T'enneh First Nation related to their request to Ministry of Education for a trustee variance in SD57 Page 131

14.3 Letter dated July 2, 2020 from the Prince George Principal and Vice Principal Association regarding the Board motion of June 16<sup>th</sup> related to the draft policy manual and administrative procedures Page 132

**15. ADJOURNMENT****UPCOMING MEETINGS:**

Education Services Committee – October 5, 2020

Policy and Governance Committee – October 6, 2020

Management and Finance Committee – October 19, 2020

Education Programs and Planning Committee – October 20, 2020

Regular Public Meeting – October 27, 2020

DRAFT  
Minutes  
Regular Public  
Meeting

Board of Education  
School District No. 57 (Prince George)  
2100 Ferry Avenue, Prince George, B.C.

2020.06.16  
6:00 p.m.

Present Via Zoom Conference System:

Tim Bennett, Chair  
Trent Derrick, Vice-Chair  
Betty Bekkering, Trustee  
Ron Polillo, Trustee  
Bob Thompson, Trustee  
Shuirose Valimohamed, Trustee  
Sharel Warrington, Trustee

Anita Richardson, Superintendent of Schools  
Darleen Patterson, Secretary Treasurer  
Diane Nygaard, Executive Assistant (Recorder)

1. **CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

Trustees each acknowledged and spoke against racism in our community and within Canada.

The Board Chair acknowledged that June is Pride Month and noted that June 21<sup>st</sup> is National Indigenous Peoples' Day.

The Board Chair extended sympathy to MLA Shirley Bond and family, on the recent passing of her husband Bill Bond.

2. **APPROVAL OF AGENDA**

The agenda was approved as published.

3. **PUBLIC INPUT**

The Board Chair stated that in response to the COVID 19 pandemic, the Board has moved to an electronic format until further notice. An opportunity to provide submissions to the Board was provided through a dedicated email.

The Superintendent advised that three messages related to a personnel matter were received through the public input email. Ms. Richardson reported that the emails were shared with the Trustees at an in camera meeting held earlier this evening, a response will be provided for each of the emails received.

The Board Chair advised that partner groups have been provided with an opportunity to address the Board following public input. Representatives wishing to address the Board could do so through Zoom or through written submission.

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Joanne Hapke representing the Prince George District Teachers' Association provided an overview of a letter that will be provided to the Superintendent regarding a recent motion passed by its executive. Ms. Hapke also commented on their collective agreement related to the draft Board Policy and Administrative Procedures manuals which appear on this evening's agenda.

Katie Marren and Nadia Mansour representing the District Student Advisory Council provided an overview of highlights of their activities and achievements during the 2019/20 school year. An overview of proposed activities for the upcoming school year was also provided.

#### 4. **SCHOOL DISTRICT NEWS**

Trustee Polillo congratulated the graduating students of 2020 and expressed gratitude to staff for their hard work to create a positive experience for the students.

Trustee Bekkering congratulated Teacher Tamara Deford on winning the British Columbia Association of Mathematics Teachers' Outstanding Elementary Teacher Award.

Trustee Warrington congratulated three Duchess Park Students on their 2<sup>nd</sup> place achievement in the Discovery Foundation's "*Discover Your Pitch*" competition.

#### 5. **MINUTES OF PREVIOUS MEETINGS**

##### 5.1 Regular Public Meeting of May 26, 2020

The minutes of the regular public meeting of May 26, 2020 were adopted as published.

##### 5.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the regular in camera meeting of May 26, 2020 and the special in camera meeting of May 26, 2020 were approved.

#### 6. **BUSINESS ARISING FROM THE MINUTES**

None.

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## 7. MANAGEMENT AND FINANCE COMMITTEE

### 7.1 Committee Report

Trustee Warrington reviewed the June 2020 Management and Finance Committee report that was included in the agenda package.

MOVED and SECONDED

That the report of the Management and Finance Committee meeting held on June 8, 2020 be received.

CARRIED

### 7.2 Report of the Budget Consultation – Expanded Committee of the Whole

Trustee Warrington reviewed the recommendation and rationale that was included in the agenda package. Ms. Warrington drew attention to the Report of the Expanded Committee of the Whole 2020-2021 Budget Consultation was also included in the agenda package.

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That the Report of the Expanded Committee of the Whole 2020-2021 Budget Consultation be received.

CARRIED

### 7.3 Annual Budget Bylaw

Trustee Warrington noted that under Section 113 (1) of the *School Act*, the Board was required to adopt, by bylaw, an annual budget on or before June 30 each year for the next fiscal year. She noted that the *Act* also required a bylaw to be given three distinct readings and that all three readings could be given at one meeting if the trustees present at the meeting agree unanimously to do so.

MOVED and SECONDED

That Annual Budget Bylaw 2020-2021 be given first reading.

CARRIED

MOVED and SECONDED

That Annual Budget Bylaw 2020-2021 be given second reading.

CARRIED

The Secretary Treasurer provided a PowerPoint presentation “2020/2021 Annual Public Board Meeting Budget Briefing” related to the budget document that was included in the agenda package.

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Ms. Patterson responded to questions from the Trustees.

MOVED and SECONDED

That, in accordance with Section 68 (4) of the School Act, all three readings of Annual Budget Bylaw 2020-2021 be given at tonight's meeting.

CARRIED

MOVED and SECONDED

That Annual Budget Bylaw 2020-2021 be given third and final reading.

CARRIED

## 8. **EDUCATION SERVICES COMMITTEE**

### 8.1 Committee Report

Trustee Polillo reviewed the June 2020 Education Services Committee report that was included in the agenda package.

MOVED and SECONDED

That the report of the Education Services Committee meeting held on June 8, 2020 be received.

CARRIED

### 8.2 2021-2022 Five-Year Capital Plan Summary

Trustee Polillo reviewed the recommendation and rationale that was included in the agenda package.

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That the 2021/22 Five-Year Capital Plan Summary be approved.

CARRIED

A recess was called at 7:53 p.m. and the meeting reconvened at 8:00 p.m.

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## 9. OLD BUSINESS

The Board Chair drew attention to the draft policy manual that was included in the agenda package.

### 9.1 Draft Policy Manual

#### 9.1.1 Rescinding of Bylaws, Policies, Regulations and Administrative Procedures

The Board Chair drew attention to the recommendation and rationale that was included in the agenda package.

MOVED and SECONDED

That the Board of Education rescind Bylaws No. 1, 2, 4 and 5, and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020.

Trustee Derrick brought forward a verbal recommendation and rationale for the following motion:

MOVED and SECONDED

That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.

The motion generated significant discussion and debate.

The Board Chair raised a procedural point stating that the motion to refer is to an Ad Hoc Committee that does not currently have a Board approved Terms of Reference. Mr. Bennett provided an overview of the options available to the Board including to table the motion until the committee is developed or amend the motion to refer to another existing committee.

The Trustees requested that Trustee Derrick clarify the wording of the motion on the floor.

A recess was called at 8:20 p.m. and reconvened at 8:27 p.m.

The Trustees were provided with a copy of the email from Trustee Derrick clarifying the wording for the above motion on the floor.

The Trustees continued with discussion and debate.

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The Board Chair re-stated that the Board procedurally has an option to change where to refer such as the Policy and Governance Committee or a motion to table or to have the motion remain as presented.

The Secretary Treasurer responded to questions from the Trustees.

The Board Chair provided procedural comments stating that draft Policy 19 SOGI (Sexual Orientation Gender Identity) and draft Policy 20 Indigenous Education are approved policies within the school district's existing policy manual and the development of a student voice policy is in place of approved Policy 5133.2 District Student Advisory Council.

The Trustees continued with significant discussion and debate.

Trustee Warrington brought forward a verbal recommendation and rationale for the following motion:

MOVED and SECONDED

That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board.

CARRIED

9.1.2 Board Policy Manual

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

9.2 Administrative Procedures Manual

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

9.3 Referral of Policies

9.3.1 Policy 19 SOGI (Sexual Orientation Gender Identity)

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

### 9.3.2 Policy 20 Indigenous Education

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

### 9.3.3 Policy 21 Student Voice

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

## 9.4 Ad Hoc Committee – Policy Development

The approved motion of item 9.1.1 has tabled this agenda item until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation has been developed and approved by the Board.

## 10. **DISTRICT ADMINISTRATION REPORTS**

### 10.1 Superintendent of Schools

The Superintendent acknowledged the *Black Lives Matter* movement and the Board's decision this evening to reflect on difficult truths and the school district operations.

Ms. Richardson congratulated the graduating students of 2020 and expressed gratitude to all parents and staff for their support.

The Superintendent provided comment regarding the restart plan related to the COVID 19 pandemic and recognized the hard work and the commitment made to support students, staff and community. Ms. Richardson advised that the Ministry of Education has indicated that no guidance will be provided to school districts prior to August 15th regarding plans for the upcoming school year.

## 11. **TRUSTEE REPORTS**

### 11.1 District Parent Advisory Council

The Board Chair drew attention to the District Parent Advisory Council report included in the agenda package.

### 11.2 District Student Advisory Council

No report.

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11.3 Indigenous Education Committee

Trustee Derrick reviewed the Indigenous Education Committee report included in the agenda package.

11.4 Liaison Updates

The Board Chair expressed gratitude to staff for on their hard work related to the restart plan, noting that approximately 30% of students returned to school on June 1<sup>st</sup>.

Trustee Warrington provided an overview on the two Equity Scan sessions attended by herself and Trustee Valimohamed.

12. **NEW BUSINESS**

12.1 Trustee Committee and Liaison Appointments

The Board Chair brought forward the following verbal recommendation. Mr. Bennett noted that the published recommendation has been amended to reflect the approved motion of item 9.1.1.

MOVED and SECONDED

That the School Liaison Appointments effective September 2020 be approved.

CARRIED

13. **ADJOURNMENT**

The meeting adjourned at 9:29 p.m.

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Chairperson

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Secretary Treasurer

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECORD PURSUANT TO SECTION 72 OF THE SCHOOL ACT

MATTERS DISCUSSED AND DECISIONS REACHED AT THE SPECIAL AND  
REGULAR IN CAMERA MEETINGS HELD SINCE THE LAST SUCH REPORT

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**June 16, 2020 Special In Camera Meeting**

1. Adoption of the minutes of the special in camera meeting of May 26, 2020.
2. Receipt of an update regarding personnel matters.
3. Receipt of an update regarding a British Columbia Public Schools Employer's Association matter.
4. Receipt of an update regarding a budget matter.

The meeting was called to order at 4:04 p.m. and adjourned at 4:43 p.m.

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**June 16, 2020 Regular In Camera Meeting**

1. Adoption of the minutes of the regular in camera meeting of May 26, 2020.
2. Discussion and decision regarding the draft submission to the Select Standing committee on Finance and Government Services.
3. Receipt of an update regarding the Equity Scan.
4. Discussion regarding anti-racism measures in the school district.
5. Receipt of an update regarding a governance matter.
6. Receipt of an update regarding property matters.
7. Receipt of an update regarding a legal matter.

The meeting was called to order at 4:44 p.m. and adjourned at 5:17 p.m.

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**June 29, 2020 Special In Camera Meeting**

1. Discussion and decisions regarding personnel matters.
2. Receipt of an update regarding a catchment and capacity matter.
3. Review of the draft 2020-21 draft meeting calendar.
4. Receipt and discussion of correspondence related to governance matters.

The meeting was called to order at 3:05 p.m. and adjourned at 5:22 p.m.

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**July 13, 2020 Special In Camera Meeting**

1. Motion to waive written notice.
2. Receipt of an update regarding a legal matter.

The meeting was called to order at 3:51 p.m. and adjourned at 4:41 p.m.

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**August 18, 2020 Special In Camera Meeting**

1. Receipt of an update regarding personnel matters.
2. Review and discussion regarding the draft Restart Plan for September 2020.
3. Discussion regarding governance matters.

The meeting was called to order at 4:01 p.m. and adjourned at 7:43 p.m.

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**August 31, 2020 Special In Camera Meeting**

1. Motion to waive written notice.
2. Discussion and decision regarding a property matter and a decision to move out this item out of in camera.

*From the draft minutes pending Board approval:*

MOVED and SECONDED

That the motion, *that the Board of Education dual name the new school building to hold both Shaṣ Ti Secondary and Kelly Road Secondary* adopted at the April 28, 2020 regular public Board meeting be amended to remove the word secondary after the word Shaṣ Ti.

CARRIED

MOVED and SECONDED

That the above motion to amend be moved out of in camera and included in the September Board agenda.

CARRIED

The meeting was called to order at 4:36 p.m. and adjourned at 5:25 p.m.

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**September 8, 2020 Special In Camera Meeting**

1. Receipt of an update regarding personnel matters.
2. Receipt of an update regarding the Restart Plan for September 2020.
3. Discussions regarding governance matters.
4. Receipt of an update regarding a legal matter.
5. Receipt of an update regarding a property matter.
6. Receipt of correspondence regarding a governance matter.

The meeting was called to order at 4:03 p.m. and adjourned at 5:51 p.m.

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**September 21, 2020 Special In Camera Meeting**

1. Discussion regarding a governance matter.

The meeting was called to order at 6:27 p.m. and adjourned at 8:11 p.m.

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SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 21, 2020

MEMORANDUM

TO: Board of Education  
FROM: Management and Finance Committee of the Whole  
SUBJECT: **2019-2020 FINANCIAL STATEMENTS**

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RECOMMENDATION

That the financial statements for the year ending  
June 30, 2020, be approved.

\* \* \* \* \*

DP/dln

Audited Financial Statements of

## **School District No. 57 (Prince George)**

And Independent Auditors' Report thereon

June 30, 2020

**School District No. 57 (Prince George)**

June 30, 2020

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# School District No. 57 (Prince George)

## MANAGEMENT REPORT

**DRAFT**

### Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 57 (Prince George) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 57 (Prince George) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 57 (Prince George) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 57 (Prince George)

**DRAFT**

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer

Date Signed



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Telephone (250) 563-7151  
Fax (250) 563-5693

## INDEPENDENT AUDITORS' REPORT

To the Board of Education of the School District No. 57 (Prince George)  
To the Minister of Education, Province of British Columbia

### Opinion

We have audited the financial statements of School District No. 57 (Prince George) (the Entity), which comprise:

- the statement of financial position as at June 30, 2020
- the statement of operations for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter – Financial Reporting Framework

We draw attention to note 2 to the financial statements which describes the applicable financial reporting framework and the significant differences between the financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



### **Other Information**

Management is responsible for the other information. Other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in Unaudited Schedules 1-4 attached to the audited financial statements

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditors' report thereon, included in the unaudited Schedules 1-4 attached to the audited financial statements as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget and Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.



Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Prince George, Canada  
September 29, 2020

**School District No. 57 (Prince George)**

Statement of Financial Position

As at June 30, 2020

|                                           | 2020<br>Actual       | 2019<br>Actual<br>(Recast - Note 21) |
|-------------------------------------------|----------------------|--------------------------------------|
|                                           | \$                   | \$                                   |
| <b>Financial Assets</b>                   |                      |                                      |
| Cash and Cash Equivalents                 | 21,534,519           | 22,098,741                           |
| Accounts Receivable                       |                      |                                      |
| Due from Province - Ministry of Education | 2,709,121            | 6,224,632                            |
| Due from First Nations                    | -                    | 147,017                              |
| Other (Note 3)                            | 794,941              | 854,661                              |
| Portfolio Investments (Note 4)            | 4,516,017            | 5,613,601                            |
| <b>Total Financial Assets</b>             | <b>29,554,598</b>    | <b>34,938,652</b>                    |
| <b>Liabilities</b>                        |                      |                                      |
| Accounts Payable and Accrued Liabilities  |                      |                                      |
| Other (Note 5)                            | 5,734,113            | 5,568,764                            |
| Unearned Revenue                          | 273,580              | 100,750                              |
| Deferred Revenue (Note 6)                 | 2,622,996            | 2,570,025                            |
| Deferred Capital Revenue (Note 7)         | 110,315,765          | 96,531,284                           |
| Employee Future Benefits (Note 8)         | 2,339,487            | 2,322,695                            |
| Other Liabilities (Note 10)               | 12,443,810           | 11,318,030                           |
| <b>Total Liabilities</b>                  | <b>133,729,751</b>   | <b>118,411,548</b>                   |
| <b>Net Debt</b>                           | <b>(104,175,153)</b> | <b>(83,472,896)</b>                  |
| <b>Non-Financial Assets</b>               |                      |                                      |
| Tangible Capital Assets (Note 11)         | 144,423,622          | 128,015,047                          |
| Prepaid Expenses                          | 326,426              | 295,917                              |
| <b>Total Non-Financial Assets</b>         | <b>144,750,048</b>   | <b>128,310,964</b>                   |
| <b>Accumulated Surplus (Deficit)</b>      | <b>40,574,895</b>    | <b>44,838,068</b>                    |

Contractual Obligations (Note 14)

Contractual Rights (Note 15)

Contingent Liabilities (Note 16)

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

**DRAFT**

**School District No. 57 (Prince George)**

Statement 2

Statement of Operations

Year Ended June 30, 2020

|                                                                         | 2020<br>Budget     | 2020<br>Actual            | 2019<br>Actual<br>(Recast - Note 21) |
|-------------------------------------------------------------------------|--------------------|---------------------------|--------------------------------------|
|                                                                         | \$                 | \$                        | \$                                   |
| <b>Revenues</b>                                                         |                    |                           |                                      |
| Provincial Grants                                                       |                    |                           |                                      |
| Ministry of Education                                                   | 157,374,613        | <b>159,681,608</b>        | 152,031,310                          |
| Other                                                                   |                    | <b>77,082</b>             | 34,143                               |
| Tuition                                                                 | 69,000             | <b>69,000</b>             | 104,500                              |
| Other Revenue                                                           | 4,994,143          | <b>4,984,344</b>          | 6,054,248                            |
| Rentals and Leases                                                      | 750,000            | <b>622,455</b>            | 799,707                              |
| Investment Income                                                       | 607,000            | <b>409,044</b>            | 638,336                              |
| Amortization of Deferred Capital Revenue                                | 3,480,687          | <b>3,480,695</b>          | 3,506,528                            |
| <b>Total Revenue</b>                                                    | <u>167,275,443</u> | <u><b>169,324,228</b></u> | <u>163,168,772</u>                   |
| <b>Expenses</b>                                                         |                    |                           |                                      |
| Instruction                                                             | 134,166,088        | <b>132,652,048</b>        | 128,948,854                          |
| District Administration                                                 | 7,286,652          | <b>7,991,709</b>          | 6,550,059                            |
| Operations and Maintenance                                              | 28,401,746         | <b>29,670,850</b>         | 27,331,627                           |
| Transportation and Housing                                              | 4,374,204          | <b>3,272,794</b>          | 4,014,093                            |
| <b>Total Expense</b>                                                    | <u>174,228,690</u> | <u><b>173,587,401</b></u> | <u>166,844,633</u>                   |
| <b>Surplus (Deficit) for the year</b>                                   | <u>(6,953,247)</u> | <u><b>(4,263,173)</b></u> | <u>(3,675,861)</u>                   |
| <b>Accumulated Surplus (Deficit) from Operations, beginning of year</b> |                    | <b>44,838,068</b>         | 48,513,929                           |
| <b>Accumulated Surplus (Deficit) from Operations, end of year</b>       |                    | <u><b>40,574,895</b></u>  | <u>44,838,068</u>                    |

**School District No. 57 (Prince George)**

Statement of Changes in Net Debt

Year Ended June 30, 2020

|                                                                                 | 2020<br>Budget     | 2020<br>Actual              | 2019<br>Actual<br>(Recast - Note 21) |
|---------------------------------------------------------------------------------|--------------------|-----------------------------|--------------------------------------|
|                                                                                 | \$                 | \$                          | \$                                   |
| <b>Surplus (Deficit) for the year</b>                                           | <u>(6,953,247)</u> | <u>(4,263,173)</u>          | <u>(3,675,861)</u>                   |
| <b>Effect of change in Tangible Capital Assets</b>                              |                    |                             |                                      |
| Acquisition of Tangible Capital Assets                                          | (4,069,598)        | (21,796,261)                | (18,583,908)                         |
| Amortization of Tangible Capital Assets                                         | 5,387,686          | 5,387,686                   | 5,263,373                            |
| <b>Total Effect of change in Tangible Capital Assets</b>                        | <u>1,318,088</u>   | <u>(16,408,575)</u>         | <u>(13,320,535)</u>                  |
| Acquisition of Prepaid Expenses                                                 |                    | (326,426)                   | (295,917)                            |
| Use of Prepaid Expenses                                                         |                    | 295,917                     | 182,749                              |
| <b>Total Effect of change in Other Non-Financial Assets</b>                     | <u>-</u>           | <u>(30,509)</u>             | <u>(113,168)</u>                     |
| <b>(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)</b> | <u>(5,635,159)</u> | <u>(20,702,257)</u>         | <u>(17,109,564)</u>                  |
| <b>Net Remeasurement Gains (Losses)</b>                                         |                    |                             |                                      |
| <b>(Increase) Decrease in Net Debt</b>                                          |                    | <u>(20,702,257)</u>         | <u>(17,109,564)</u>                  |
| <b>Net Debt, beginning of year</b>                                              |                    | <u>(83,472,896)</u>         | <u>(66,363,332)</u>                  |
| <b>Net Debt, end of year</b>                                                    |                    | <u><u>(104,175,153)</u></u> | <u><u>(83,472,896)</u></u>           |

**School District No. 57 (Prince George)**

Statement 5

Statement of Cash Flows

Year Ended June 30, 2020

|                                                               | 2020<br>Actual      | 2019<br>Actual<br>(Recast - Note 21) |
|---------------------------------------------------------------|---------------------|--------------------------------------|
|                                                               | \$                  | \$                                   |
| <b>Operating Transactions</b>                                 |                     |                                      |
| Surplus (Deficit) for the year                                | (4,263,173)         | (3,675,861)                          |
| Changes in Non-Cash Working Capital                           |                     |                                      |
| Decrease (Increase)                                           |                     |                                      |
| Accounts Receivable                                           | 3,722,248           | (5,239,701)                          |
| Prepaid Expenses                                              | (30,509)            | (113,168)                            |
| Increase (Decrease)                                           |                     |                                      |
| Accounts Payable and Accrued Liabilities                      | 165,349             | 1,005,661                            |
| Unearned Revenue                                              | 172,830             | (31,010)                             |
| Deferred Revenue                                              | 52,971              | 196,924                              |
| Employee Future Benefits                                      | 16,792              | 73,995                               |
| Other Liabilities                                             | 1,125,780           | 1,044,074                            |
| Amortization of Tangible Capital Assets                       | 5,387,686           | 5,263,373                            |
| Amortization of Deferred Capital Revenue                      | (3,480,695)         | (3,506,528)                          |
| Recognition of Deferred Capital Revenue Spent on Sites        | (87,171)            | (36,023)                             |
| Deferred Contributions in Support of Maintenance              | (3,522,400)         | (2,641,649)                          |
| <b>Total Operating Transactions</b>                           | <b>(740,292)</b>    | <b>(7,659,913)</b>                   |
| <b>Capital Transactions</b>                                   |                     |                                      |
| Tangible Capital Assets Purchased                             | (6,051,961)         | (3,548,893)                          |
| Tangible Capital Assets -WIP Purchased                        | (15,744,300)        | (15,035,015)                         |
| <b>Total Capital Transactions</b>                             | <b>(21,796,261)</b> | <b>(18,583,908)</b>                  |
| <b>Financing Transactions</b>                                 |                     |                                      |
| Capital Revenue Received                                      | 20,874,747          | 17,694,234                           |
| <b>Total Financing Transactions</b>                           | <b>20,874,747</b>   | <b>17,694,234</b>                    |
| <b>Investing Transactions</b>                                 |                     |                                      |
| Investments in Portfolio Investments                          | 1,097,584           | 7,257                                |
| <b>Total Investing Transactions</b>                           | <b>1,097,584</b>    | <b>7,257</b>                         |
| <b>Net Increase (Decrease) in Cash and Cash Equivalents</b>   | <b>(564,222)</b>    | <b>(8,542,330)</b>                   |
| <b>Cash and Cash Equivalents, beginning of year</b>           | <b>22,098,741</b>   | <b>30,641,071</b>                    |
| <b>Cash and Cash Equivalents, end of year</b>                 | <b>21,534,519</b>   | <b>22,098,741</b>                    |
| <b>Cash and Cash Equivalents, end of year, is made up of:</b> |                     |                                      |
| Cash                                                          | 20,232,974          | 22,098,741                           |
| Cash Equivalents                                              | 1,301,545           |                                      |
|                                                               | <b>21,534,519</b>   | <b>22,098,741</b>                    |

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 1      AUTHORITY AND PURPOSE**

School District No. 57 (Prince George) ("the School District"), established on April 15, 1946, operates under authority of the School Act of British Columbia as a corporation under the name of "The Board of Education of School District No. 57 (Prince George)", and operates as "School District No. 57 (Prince George)". A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 57 (Prince George) is exempt from federal and provincial corporate income taxes.

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant financial, market and social dislocating impact worldwide. Under direction of the Provincial Health Officer, all schools suspended in-class instruction in March 2020 and the District remained open to continue to support students and families in a variety of ways. Parents were given the choice to send their children back to school on a gradual and part-time basis beginning June 1 with new health and safety guidelines. The ongoing impact of the pandemic presents uncertainty over future cash flows and may have a significant impact on future operations including decreases in revenue, impairment of receivables, reduction in investment income and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact are not known, an estimate of the future financial effect on the District is not practicable at this time.

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of *the Budget Transparency and Accountability Act of the Province of British Columbia* supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This Section requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires that all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors prepare their financial statements in accordance with Canadian public sector accounting standards.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. For British Columbia tax-payer

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

a) Basis of Accounting (*continued*)

supported organizations, these contributions include government transfers and externally restricted contributions. The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital revenue would be recorded differently under Canadian Public Sector Accounting Standards. The impact of this difference on the financial statements of the School District is as follows:

|                                    | June 30, 2020 | June 30, 2019 |
|------------------------------------|---------------|---------------|
| Decrease in Annual Surplus         | \$ 812,937    | \$ 124,767    |
| Increase in Accumulated Surplus    | \$ 77,679,971 | \$ 79,639,790 |
| Decrease in Deferred Contributions | \$ 77,679,971 | \$ 79,639,790 |

b) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Portfolio Investments

The School District has investments in guaranteed investment certificates and term deposits that have a maturity date of greater than 3 months at the time of acquisition. GICs and term deposits not quoted in an active market are reported at cost or amortized cost.

Impairment is defined as a loss in value of a portfolio investment that is other than a temporary decline and is included in the Statement of Operations. In the case of an item in the fair value category, a reversal of any net re-measurement gains recognized in previous reporting periods up to the amount of the write-down is reported in the statement of re-measurement gains and losses. The loss is not reversed if there is a subsequent increase in value.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

d) Portfolio Investments *(continued)*

Detailed information regarding portfolio investments is disclosed in note 4.

e) Unearned Revenue

Unearned revenue includes receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

f) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in note 2 (m).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian Public Sector Accounting Standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2 (a) for the impact of this policy on these financial statements.

g) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements. The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARS�) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2019 and projected to March 31, 2022. The next valuation will be performed at March 31, 2022 for use at June 30, 2022. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

g) Employee Future Benefits *(continued)*

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated by employer. The costs are expensed as incurred.

h) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- contamination exceeds the environmental standard;
- the School district:
  - is directly responsible; or
  - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

i) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement
- or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

i) **Tangible Capital Assets** *(continued)*

- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are
- reviewed on a regular basis or if significant events initiate the need to revise.
- Estimated useful life is as follows:
 

|                              |          |
|------------------------------|----------|
| Buildings                    | 40 years |
| Furniture & Equipment        | 10 years |
| Computer Hardware & Software | 5 years  |

j) **Capital Leases**

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease.

All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

k) **Prepaid Expenses**

Prepaid insurance and prepaid courses, seminars and travel are included as a prepaid expense and stated at acquisition cost and are charged to expenses over the periods expected to benefit from it.

l) **Funds and Reserves**

Certain amounts, as approved by the Board are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved. (see Note 12 – Interfund Transfers and Note 19 – Internally Restricted Surplus)

m) **Revenue Recognition**

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

m) Revenue Recognition *(continued)*

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2 (a) for the impact of this policy on these financial statements.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

n) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Directors of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Assistant Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

n) Expenditures *(continued)*

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

o) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, accounts payable and accrued liabilities, long term debt and other liabilities.

Except for portfolio investments in equity instruments quoted in an active market that are recorded at fair value, all financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition and amortization using the effective interest rate method. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of re-measurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of re-measurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. There are no measurement gains or losses during the periods presented; therefore, no statement of remeasurement gains or losses is included in these financial statements.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

o) Financial Instruments *(continued)*

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

p) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, liabilities for contaminated sites, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates

q) Future Changes in Accounting Policies

**PS 3280 Asset Retirement Obligations** issued August 2018 establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the year beginning July 1, 2022. A liability will be recognized when, as at the financial reporting date:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and
- d) a reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the [Consolidated] Statement of Operations.

A modified retroactive application has been recommended by Government pending approval in the Fall of 2020. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

**PS 3400 Revenue** issued November 2018 establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the school district satisfies a performance obligation by providing the promised goods or services to a payor.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

q) Future Changes in Accounting Policies *(continued)*

Revenue from transactions with no performance obligations should be recognized when a school district:

- a) has the authority to claim or retain an inflow of economic resources; and
- b) identifies a past transaction or event that gives rise to an asset.

This standard may be applied retroactively or prospectively. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

**NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES**

|                                     | 2020              | 2019              |
|-------------------------------------|-------------------|-------------------|
| Due from Federal Government         | \$ 161,715        | \$ 369,400        |
| Due from City of Prince George      | -                 | 56,379            |
| Due from School District No. 93     | 274,062           | -                 |
| Due from Schools Protection Program | 53,467            | 80,029            |
| Trade and Other                     | 264,661           | 312,181           |
| Accrued Interest                    | 41,036            | 36,672            |
|                                     | <u>\$ 794,941</u> | <u>\$ 854,661</u> |

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 4 PORTFOLIO INVESTMENTS**

| Investments at cost:                   | 2020         |    | 2019      |  |
|----------------------------------------|--------------|----|-----------|--|
| Guaranteed Investment Certificates     |              |    |           |  |
| o March 29, 2021, interest at 2.50%    | 504,000      |    | 504,000   |  |
| o June 1, 2020, interest at 2.80%      | \$ -         | \$ | 100,000   |  |
| o June 1, 2020, interest at 2.80%      | -            |    | 100,000   |  |
| Term deposits                          | -            |    | -         |  |
| o September 7, 2019, interest at 2.05% | -            |    | 100,000   |  |
| o December 14, 2019, interest at 1.36% | -            |    | 12,012    |  |
| o March 1, 2020, interest at 3.00%     | -            |    | 1,277,989 |  |
| o June 8, 2020, interest at 2.70%      | -            |    | 719,600   |  |
| o June 8, 2020, interest at 2.60%      | -            |    | 700,000   |  |
| o September 9, 2020, interest at 1.50% | 100,000      |    | -         |  |
| o December 16, 2020, interest at 1.06% | 12,011       |    | -         |  |
| o June 8, 2021, interest at 2.50%      | 700,000      |    | 700,000   |  |
| o June 8, 2022, interest at 2.40%      | 700,006      |    | 700,000   |  |
| o June 8, 2023, interest at 2.75%      | 700,000      |    | 700,000   |  |
| o June 17, 2023, interest at 1.70%     | 200,000      |    | -         |  |
| o June 8, 2024, interest at 2.00%      | 800,000      |    | -         |  |
| o June 8, 2025, interest at 1.70%      | 800,000      |    | -         |  |
|                                        | \$ 4,516,017 | \$ | 5,613,601 |  |

No impairment has been identified by management and no investments were reclassified between the cost and fair value categories during the year.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 5      ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER**

|                    | 2020                | 2019                |
|--------------------|---------------------|---------------------|
| Trade payables     | \$ 2,662,405        | \$ 3,547,376        |
| Accrued payables   | 482,529             | 503,580             |
| Contract holdbacks | 2,573,339           | 1,500,388           |
| Other              | 15,840              | 17,420              |
|                    | <u>\$ 5,734,113</u> | <u>\$ 5,568,764</u> |

**NOTE 6      DEFERRED REVENUE**

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled.

|                                     | 2020                | 2019                |
|-------------------------------------|---------------------|---------------------|
| Deferred revenue, beginning of year | \$ 2,570,025        | \$ 2,373,101        |
| Add:                                |                     |                     |
| Provincial grants                   | 14,230,350          | 13,865,776          |
| Other                               | 2,897,854           | 3,729,182           |
| Investment income                   | 24,445              | 23,466              |
|                                     | <u>19,722,674</u>   | <u>19,991,525</u>   |
| Less:                               |                     |                     |
| Allocated to revenue                | (16,937,503)        | (17,382,670)        |
| Recovered                           | (162,175)           | (38,830)            |
|                                     | <u>\$ 2,622,996</u> | <u>\$ 2,570,025</u> |

**NOTE 7      DEFERRED CAPITAL REVENUE**

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 7 DEFERRED CAPITAL REVENUE** *(continued)*

|                                                             | 2020                  | 2019                 |
|-------------------------------------------------------------|-----------------------|----------------------|
| Unspent deferred capital revenue, beginning of year         | \$ 1,183,857          | \$ 1,251,246         |
| Add:                                                        |                       |                      |
| Provincial grants                                           | 20,863,881            | 17,665,950           |
| Other income                                                | 6,777                 | 25,000               |
| Investment income                                           | 4,089                 | 3,284                |
|                                                             | <u>22,058,604</u>     | <u>18,945,480</u>    |
| Less:                                                       |                       |                      |
| Transferred to deferred capital revenue - capital additions | (2,322,947)           | (1,019,311)          |
| Transferred to deferred capital revenue - work in progress  | (15,744,300)          | (14,064,640)         |
| Transferred to revenue - site purchases                     | (87,171)              | (36,023)             |
| Deferred contribution in support of maintenance             | (3,522,400)           | (2,641,649)          |
| Unspent deferred capital revenue, end of year               | <u>381,786</u>        | <u>1,183,857</u>     |
| Deferred capital revenue, beginning of year                 | \$ 78,455,933         | \$ 80,943,150        |
| Transferred from deferred revenue - capital additions       | 2,322,947             | 1,019,311            |
| Amortization of deferred capital revenue                    | (3,480,695)           | (3,506,528)          |
| Deferred capital revenue, end of year                       | <u>77,298,185</u>     | <u>78,455,933</u>    |
| Work in progress, beginning of year                         | 16,891,494            | 2,826,854            |
| Transferred from deferred revenue - work in progress        | 15,744,300            | 14,064,640           |
| Work in progress, end of year                               | <u>32,635,794</u>     | <u>16,891,494</u>    |
| Total deferred capital revenue, end of year                 | <u>\$ 110,315,765</u> | <u>\$ 96,531,284</u> |

**NOTE 8 EMPLOYEE FUTURE BENEFITS**

Benefits include vested sick leave, accumulating non-vested sick leave, vacation and overtime. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 8 EMPLOYEE FUTURE BENEFITS** *(continued)*

|                                                     | 2020                | 2019                |
|-----------------------------------------------------|---------------------|---------------------|
| <b>Reconciliation of accrued benefit obligation</b> |                     |                     |
| Accrued benefit obligation - April 1                | \$ 2,061,451        | \$ 1,933,339        |
| Service cost                                        | 162,378             | 150,653             |
| Interest cost                                       | 52,602              | 54,422              |
| Benefit payments                                    | (189,196)           | (110,491)           |
| Actuarial loss (gain)                               | (12,249)            | 33,528              |
| Accrued benefit obligation - March 31               | <u>\$ 2,074,986</u> | <u>\$ 2,061,451</u> |

|                                                              | 2020                  | 2019                  |
|--------------------------------------------------------------|-----------------------|-----------------------|
| <b>Reconciliation of funded status at end of fiscal year</b> |                       |                       |
| Accrued benefit obligation - March 31                        | \$ 2,074,986          | \$ 2,061,451          |
| Market value of plan assets - March 31                       | -                     | -                     |
| Funded status - deficit                                      | (2,074,986)           | (2,061,451)           |
| Employer contributions after measurement date                | 20,532                | 15,886                |
| Benefits expense after measurement date                      | (54,872)              | (53,745)              |
| Unamortized net actuarial loss (gain)                        | (230,161)             | (223,385)             |
| Accrued benefit liability - June 30                          | <u>\$ (2,339,487)</u> | <u>\$ (2,322,695)</u> |

|                                                              | 2020                | 2019                |
|--------------------------------------------------------------|---------------------|---------------------|
| <b>Reconciliation of change in accrued benefit liability</b> |                     |                     |
| Accrued benefit liability - July 1                           | \$ 2,322,695        | \$ 2,248,700        |
| Net expense for fiscal period                                | 210,634             | 198,915             |
| Employer contributions                                       | (193,842)           | (124,920)           |
| Accrued benefit liability - June 30                          | <u>\$ 2,339,487</u> | <u>\$ 2,322,695</u> |

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

|                                    | 2020              | 2019              |
|------------------------------------|-------------------|-------------------|
| Discount rate - April 1            | 2.50%             | 2.75%             |
| Discount rate - March 31           | 2.25%             | 2.50%             |
| Long term salary growth - April 1  | 2.50% + seniority | 2.50% + seniority |
| Long term salary growth - March 31 | 2.50% + seniority | 2.50% + seniority |
| EARSL - March 31                   | 10.6              | 10.6              |

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 9      EMPLOYEE PENSION PLANS**

The school district and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2018, the Teachers' Pension Plan has about 48,000 active members and approximately 38,000 retired members. As of December 31, 2018, the Municipal Pension Plan has about 205,000 active members, including approximately 26,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2017, indicated a \$1,656 million surplus for basic pension benefits on a going concern basis. As a result of the 2017 basic account actuarial valuation surplus, plan enhancements and contribution rate adjustments were made; the remaining \$644 million surplus was transferred to the rate stabilization account.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The school district paid \$12,056,130 for employer contributions to the plans for the year ended June 30, 2020 (2019: \$11,945,621).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2020, with results available in 2021. The next valuation for the Municipal Pension Plan will be as at December 31, 2021, with results available in 2022.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 10 OTHER LIABILITIES**

|                             | 2020                 | 2019                 |
|-----------------------------|----------------------|----------------------|
| Payroll                     | \$ 2,573,707         | \$ 2,671,296         |
| Accrued vacation            | 1,594,616            | 1,006,103            |
| Teacher summer savings plan | 5,121,213            | 4,567,945            |
| Other                       | 3,154,274            | 3,072,686            |
|                             | <u>\$ 12,443,810</u> | <u>\$ 11,318,030</u> |

**NOTE 11 TANGIBLE CAPITAL ASSETS**

| <b>Net Book Value:</b>             | 2020                  | 2019                  |
|------------------------------------|-----------------------|-----------------------|
| Sites                              | \$ 17,062,557         | \$ 16,975,386         |
| Buildings                          | 86,217,363            | 86,676,311            |
| Buildings - WIP (work in progress) | 33,606,169            | 17,861,869            |
| Furniture & equipment              | 3,735,425             | 3,351,284             |
| Computer hardware                  | 3,802,108             | 3,150,197             |
| Total                              | <u>\$ 144,423,622</u> | <u>\$ 128,015,047</u> |

**June 30, 2020**

| Cost:                 | Opening               | Additions            | Disposals           | Total 2020            |
|-----------------------|-----------------------|----------------------|---------------------|-----------------------|
| Sites                 | \$ 16,975,386         | \$ 87,171            | \$ -                | \$ 17,062,557         |
| Buildings             | 199,716,011           | 3,379,550            | -                   | 203,095,561           |
| Buildings - WIP       | 17,861,869            | 15,744,300           | -                   | 33,606,169            |
| Furniture & equipment | 5,835,557             | 967,697              | 818,109             | 5,985,145             |
| Computer hardware     | 4,828,155             | 1,617,543            | 560,726             | 5,884,972             |
| Total                 | <u>\$ 245,216,978</u> | <u>\$ 21,796,261</u> | <u>\$ 1,378,835</u> | <u>\$ 265,634,404</u> |

| Accumulated Amortization: | Opening               | Amortization        | Disposals           | Total 2020            |
|---------------------------|-----------------------|---------------------|---------------------|-----------------------|
| Sites                     | \$ -                  | \$ -                | \$ -                | \$ -                  |
| Buildings                 | 113,039,700           | 3,838,498           | -                   | 116,878,198           |
| Furniture & equipment     | 2,484,273             | 583,556             | 818,109             | 2,249,720             |
| Computer hardware         | 1,677,958             | 965,632             | 560,726             | 2,082,864             |
| Total                     | <u>\$ 117,201,931</u> | <u>\$ 5,387,686</u> | <u>\$ 1,378,835</u> | <u>\$ 121,210,782</u> |

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 11 TANGIBLE CAPITAL ASSETS** *(continued)*

**June 30, 2019**

| Cost:                 | Opening               | Additions            | Disposals           | Total 2019            |
|-----------------------|-----------------------|----------------------|---------------------|-----------------------|
| Sites                 | \$ 16,884,691         | \$ 90,695            | \$ -                | \$ 16,975,386         |
| Buildings             | 198,365,185           | 1,350,826            | -                   | 199,716,011           |
| Buildings - WIP       | 2,826,854             | 15,035,015           | -                   | 17,861,869            |
| Furniture & equipment | 6,223,525             | 951,561              | 1,339,529           | 5,835,557             |
| Computer hardware     | 4,415,480             | 1,155,811            | 743,136             | 4,828,155             |
| Total                 | <u>\$ 228,715,735</u> | <u>\$ 18,583,908</u> | <u>\$ 2,082,665</u> | <u>\$ 245,216,978</u> |

| Accumulated Amortization: | Opening               | Amortization        | Disposals           | Total 2019            |
|---------------------------|-----------------------|---------------------|---------------------|-----------------------|
| Sites                     | \$ -                  | \$ -                | \$ -                | \$ -                  |
| Buildings                 | 109,186,120           | 3,853,580           | -                   | 113,039,700           |
| Furniture & equipment     | 3,297,106             | 526,696             | 1,339,529           | 2,484,273             |
| Computer hardware         | 1,537,997             | 883,097             | 743,136             | 1,677,958             |
| Total                     | <u>\$ 114,021,223</u> | <u>\$ 5,263,373</u> | <u>\$ 2,082,665</u> | <u>\$ 117,201,931</u> |

Buildings – work in progress having a value of \$33,606,169 (2019: \$17,861,869) have not been amortized. Amortization of these assets will commence when the asset is put into service.

**NOTE 12 INTERFUND TRANSFERS**

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2019, were as follows:

- A transfer in the amount of \$44,999 (2019 - \$108,625) was made from Special Purpose Funds to the Capital Fund for the purchase of capital assets.
- A transfer in the amount of \$3,545,610 (2019 - \$2,880,309) was made from the Operating Fund to the Capital Fund for the purchase of capital assets.

**NOTE 13 RELATED PARTY TRANSACTIONS**

The School District is related through common ownership to all Province of British Columbia ministries, agencies, School Districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 14 CONTRACTUAL OBLIGATIONS**

The School District has entered into a number of multiple-year contracts for the delivery of services and the construction of tangible capital assets. These contractual obligations will become liabilities in the future when the terms of the contracts are met. Disclosure relates to the unperformed portion of the contracts.

|                                 | 2021                 | 2022                | 2023                | 2024                | 2025                |
|---------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Student Transportation Contract | \$ 3,950,000         | \$ 4,000,000        | \$ 4,100,000        | \$ 4,150,000        | \$ 4,250,000        |
| Kelly Road Construction         | 7,788,154            | -                   | -                   | -                   | -                   |
|                                 | <u>\$ 11,738,154</u> | <u>\$ 4,000,000</u> | <u>\$ 4,100,000</u> | <u>\$ 4,150,000</u> | <u>\$ 4,250,000</u> |

**NOTE 15 CONTRACTUAL RIGHTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The School District's contractual rights arise because contracts entered into for shared use agreements and property rentals and leases. The following table summarizes the contractual rights of the School District for future assets:

|                      | 2021              | 2022              | 2023              | 2024              | 2025              |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Shared use agreement | \$ 252,500        | \$ 267,500        | \$ 277,750        | \$ 283,300        | \$ 289,000        |
| Lease revenue        | 480,000           | 480,000           | 480,000           | 480,000           | 480,000           |
|                      | <u>\$ 732,500</u> | <u>\$ 747,500</u> | <u>\$ 757,750</u> | <u>\$ 763,300</u> | <u>\$ 769,000</u> |

**NOTE 16 CONTINGENT LIABILITIES**

The nature of the School District's activities is such that there is usually litigation pending or in process at any time. With respect to unsettled claims at June 30, 2020, management believes the School District has valid defenses and appropriate insurance coverage in place. In the event that any claims are successful, management believes that such claims are not expected to have a material effect on the School District's financial position.

Legal liabilities may exist for the removal or disposal of asbestos in schools that will undergo major renovations or demolition. The fair value of the liability for asbestos removal or disposal will be recognized in the period in which it is incurred if a reasonable estimate or fair value can be made. As at June 30, 2020, the amounts and timing of any such liabilities are not reasonably determinable.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 17 BUDGET FIGURES**

Budget figures included in the financial statements were approved by the Board through the adoption of an amended annual budget on February 25, 2020. Reconciliation to the original approved budget is presented below:

|                                          | Original<br>Approved<br>Budget | Amendments   | Amended<br>Approved<br>Budget |
|------------------------------------------|--------------------------------|--------------|-------------------------------|
| Revenue:                                 |                                |              |                               |
| Ministry of Education Provincial Grants  | \$ 156,109,802                 | \$ 1,264,811 | \$ 157,374,613                |
| Tuition                                  | -                              | 69,000       | 69,000                        |
| Other revenue                            | 4,122,797                      | 871,346      | 4,994,143                     |
| Rentals and leases                       | 750,000                        | -            | 750,000                       |
| Investment income                        | 542,000                        | 65,000       | 607,000                       |
| Amortization of deferred capital revenue | 3,506,524                      | (25,837)     | 3,480,687                     |
|                                          | 165,031,123                    | 2,244,320    | 167,275,443                   |
| Expenses:                                |                                |              |                               |
| Instruction                              | 129,497,186                    | 4,668,902    | 134,166,088                   |
| District administration                  | 7,194,068                      | 92,584       | 7,286,652                     |
| Operations and maintenance               | 27,590,776                     | 810,970      | 28,401,746                    |
| Transportation and housing               | 4,503,013                      | (128,809)    | 4,374,204                     |
|                                          | 168,785,043                    | 5,443,647    | 174,228,690                   |
| Annual deficiency                        | (3,753,920)                    | (3,199,327)  | (6,953,247)                   |
| Budgeted allocation of surplus           | 5,926,193                      | 3,199,653    | 9,125,846                     |
| Budgeted annual surplus for the year     | \$ 2,172,273                   | \$ 326       | \$ 2,172,599                  |
| Comprised of:                            |                                |              |                               |
| Operating fund surplus                   | \$ -                           | \$ -         | \$ -                          |
| Special purpose fund surplus             | -                              | -            | -                             |
| Capital fund surplus                     | 2,172,273                      | 326          | 2,172,599                     |
| Budgeted annual surplus for the year     | \$ 2,172,273                   | \$ 326       | \$ 2,172,599                  |

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 18 EXPENSE BY OBJECT**

|                       | 2020                  | 2019                  |
|-----------------------|-----------------------|-----------------------|
| Salaries and benefits | \$ 142,648,786        | \$ 134,602,417        |
| Services and supplies | 25,550,929            | 26,978,843            |
| Amortization          | 5,387,686             | 5,263,373             |
|                       | <u>\$ 173,587,401</u> | <u>\$ 166,844,633</u> |

**NOTE 19 INTERNALLY RESTRICTED SURPLUS – OPERATING FUND**

| Internally Restricted by Board due to:         | 2020                | 2019                 |
|------------------------------------------------|---------------------|----------------------|
| <u>Operations Spanning the School Year</u>     |                     |                      |
| School surpluses                               | \$ 927,553          | \$ 2,740,682         |
| Future years' operating budgets                | 420,054             | 2,228,346            |
| Technology, equipment and capital projects     | 3,144,041           | 4,166,637            |
| Department and program surpluses               | 208,041             | 710,177              |
| <u>Nature of Constraints on the Funds</u>      |                     |                      |
| Ministry of Education                          |                     |                      |
| Education Plan                                 | -                   | 211,149              |
| Indigenous Education                           | 473,053             | 25,000               |
| Repurposed NGN funding - infrastructure        | -                   | 293,791              |
| Recreation trusts and other funds              | 375,724             | 322,118              |
| <u>Anticipated Unusual Expenses Identified</u> |                     |                      |
| WIFI Refresh project                           | -                   | 700,000              |
| Building Stronger Schools                      | 350,000             | 350,000              |
| Portables                                      | 179,534             | 330,000              |
| Asbestos Removal / Site remediation            | -                   | 150,000              |
| Total Available for Future Operations          | <u>\$ 6,078,000</u> | <u>\$ 12,227,900</u> |

**NOTE 20 ECONOMIC DEPENDENCE**

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 21 PRIOR PERIOD ADJUSTMENT**

The prior year's financial information has been recast to reflect the correction of an immaterial error in the allocation of expenditures between the special purpose fund and the operating fund. As originally reported, \$115,767 of operating instruction salary and benefits expenses were reported in the special purpose fund in error. The comparative year's financial information has been recast to reflect the correct fund allocation of instruction expenses, resulting in an increase in special purpose fund deferred revenue and a decrease in accumulated surplus as follows:

|                                                                | Previously<br>Reported | Adjustment | Recast       |
|----------------------------------------------------------------|------------------------|------------|--------------|
| <u>Statement of Financial Position</u>                         |                        |            |              |
| Deferred revenue                                               | \$ 2,454,258           | \$ 115,767 | \$ 2,570,025 |
| Accumulated surplus                                            | 44,953,835             | (115,767)  | 44,838,068   |
| <u>Statement of Operations</u>                                 |                        |            |              |
| Revenue - Provincial Grants, Ministry<br>of Education          | 152,147,077            | (115,767)  | 152,031,310  |
| <u>Statement of Changes in Net Financial<br/>Assets (Debt)</u> |                        |            |              |
| Surplus (deficit) for the year                                 | (3,560,094)            | (115,767)  | (3,675,861)  |
| (Increase) decrease in net financial<br>assets (debt)          | (16,993,797)           | (115,767)  | (17,109,564) |
| Net financial assets (debt), end of year                       | (83,357,129)           | (115,767)  | (83,472,896) |
| <u>Statement of Cash Flows</u>                                 |                        |            |              |
| Surplus (deficit) for the year                                 | (3,560,094)            | (115,767)  | (3,675,861)  |
| Increase in deferred revenue                                   | \$ 81,157              | 115,767    | \$ 196,924   |

**NOTE 22 RISK MANAGEMENT**

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in guaranteed investment certificates, term deposits and bonds.

**SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

- Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.
- Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in guaranteed investment certificates, term deposits and bonds that have a maturity date of no more than 5 years.

c) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

# School District No. 57 (Prince George)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

Schedule 1 (Unaudited)

|                                                                 | Operating<br>Fund  | Special Purpose<br>Fund | Capital<br>Fund   | 2020<br>Actual     | 2019<br>Actual<br>(Recast - Note 21) |
|-----------------------------------------------------------------|--------------------|-------------------------|-------------------|--------------------|--------------------------------------|
|                                                                 | \$                 | \$                      | \$                | \$                 | \$                                   |
| <b>Accumulated Surplus (Deficit), beginning of year</b>         | 12,112,133         |                         | 32,725,935        | <b>44,838,068</b>  | 48,513,929                           |
| <b>Changes for the year</b>                                     |                    |                         |                   |                    |                                      |
| Surplus (Deficit) for the year                                  |                    |                         |                   |                    |                                      |
| Interfund Transfers                                             | (2,488,523)        | 44,999                  | (1,819,649)       | <b>(4,263,173)</b> | (3,675,861)                          |
| Tangible Capital Assets Purchased                               | (1,379,686)        | (44,999)                | 1,424,685         | -                  | -                                    |
| Local Capital                                                   | (2,165,924)        |                         | 2,165,924         | -                  | -                                    |
| <b>Net Changes for the year</b>                                 | <b>(6,034,133)</b> | -                       | <b>1,770,960</b>  | <b>(4,263,173)</b> | <b>(3,675,861)</b>                   |
| <b>Accumulated Surplus (Deficit), end of year - Statement 2</b> | <b>6,078,000</b>   | -                       | <b>34,496,895</b> | <b>40,574,895</b>  | <b>44,838,068</b>                    |

**School District No. 57 (Prince George)**

Schedule of Operating Operations

Year Ended June 30, 2020

|                                                                 | 2020<br>Budget     | 2020<br>Actual     | 2019<br>Actual<br>(Recast - Note 21) |
|-----------------------------------------------------------------|--------------------|--------------------|--------------------------------------|
|                                                                 | \$                 | \$                 | \$                                   |
| <b>Revenues</b>                                                 |                    |                    |                                      |
| Provincial Grants                                               |                    |                    |                                      |
| Ministry of Education                                           | 140,424,750        | <b>142,115,486</b> | 135,739,486                          |
| Tuition                                                         | 69,000             | <b>69,000</b>      | 104,500                              |
| Other Revenue                                                   | 1,846,148          | <b>2,104,919</b>   | 2,343,339                            |
| Rentals and Leases                                              | 750,000            | <b>622,455</b>     | 799,707                              |
| Investment Income                                               | 575,000            | <b>384,428</b>     | 610,900                              |
| <b>Total Revenue</b>                                            | <b>143,664,898</b> | <b>145,296,288</b> | <b>139,597,932</b>                   |
| <b>Expenses</b>                                                 |                    |                    |                                      |
| Instruction                                                     | 117,433,023        | <b>116,527,077</b> | 112,454,292                          |
| District Administration                                         | 7,179,652          | <b>7,891,393</b>   | 6,437,793                            |
| Operations and Maintenance                                      | 19,734,267         | <b>20,093,547</b>  | 18,759,388                           |
| Transportation and Housing                                      | 4,374,204          | <b>3,272,794</b>   | 4,014,093                            |
| <b>Total Expense</b>                                            | <b>148,721,146</b> | <b>147,784,811</b> | <b>141,665,566</b>                   |
| <b>Operating Surplus (Deficit) for the year</b>                 | <b>(5,056,248)</b> | <b>(2,488,523)</b> | <b>(2,067,634)</b>                   |
| <b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b> | <b>9,125,846</b>   |                    |                                      |
| <b>Net Transfers (to) from other funds</b>                      |                    |                    |                                      |
| Tangible Capital Assets Purchased                               | (2,518,791)        | <b>(1,379,686)</b> |                                      |
| Local Capital                                                   | (1,550,807)        | <b>(2,165,924)</b> | (2,880,309)                          |
| <b>Total Net Transfers</b>                                      | <b>(4,069,598)</b> | <b>(3,545,610)</b> | <b>(2,880,309)</b>                   |
| <b>Total Operating Surplus (Deficit), for the year</b>          | <b>-</b>           | <b>(6,034,133)</b> | <b>(4,947,943)</b>                   |
| <b>Operating Surplus (Deficit), beginning of year</b>           |                    | <b>12,112,133</b>  | <b>17,060,076</b>                    |
| <b>Operating Surplus (Deficit), end of year</b>                 |                    | <b>6,078,000</b>   | <b>12,112,133</b>                    |
| <b>Operating Surplus (Deficit), end of year</b>                 |                    |                    |                                      |
| Internally Restricted                                           |                    | <b>6,078,000</b>   | <b>12,112,133</b>                    |
| <b>Total Operating Surplus (Deficit), end of year</b>           |                    | <b>6,078,000</b>   | <b>12,112,133</b>                    |

**School District No. 57 (Prince George)**

Schedule of Operating Revenue by Source

Year Ended June 30, 2020

|                                                         | 2020<br>Budget     | 2020<br>Actual     | 2019<br>Actual<br>(Recast - Note 21) |
|---------------------------------------------------------|--------------------|--------------------|--------------------------------------|
|                                                         | \$                 | \$                 | \$                                   |
| <b>Provincial Grants - Ministry of Education</b>        |                    |                    |                                      |
| Operating Grant, Ministry of Education                  | 135,824,077        | <b>135,961,749</b> | 132,275,912                          |
| ISC/LEA Recovery                                        | (329,375)          | <b>(464,480)</b>   | (316,652)                            |
| Other Ministry of Education Grants                      |                    |                    |                                      |
| Pay Equity                                              | 2,271,692          | <b>2,271,692</b>   | 2,197,408                            |
| Funding for Graduated Adults                            |                    | <b>116,352</b>     | 90,987                               |
| Transportation Supplement                               | 687,663            | <b>687,663</b>     | 687,663                              |
| Economic Stability Dividend                             |                    |                    | 149,250                              |
| Carbon Tax Grant                                        | 135,000            | <b>155,406</b>     | 155,406                              |
| Employer Health Tax Grant                               | 1,100,223          | <b>1,100,223</b>   | 334,336                              |
| Strategic Priorities - Mental Health Grant              |                    |                    | 31,000                               |
| Support Staff Benefits Grant                            | 103,983            | <b>131,842</b>     | 103,983                              |
| Support Staff Wage Increase Funding                     | 586,472            | <b>586,472</b>     |                                      |
| Teachers' Labour Settlement Funding                     |                    | <b>1,546,842</b>   |                                      |
| FSA & Monitored Marking                                 | 15,693             | <b>15,693</b>      | 15,693                               |
| Mental Health                                           | 26,500             |                    |                                      |
| Other                                                   | 2,822              | <b>6,032</b>       | 14,500                               |
| <b>Total Provincial Grants - Ministry of Education</b>  | <b>140,424,750</b> | <b>142,115,486</b> | <b>135,739,486</b>                   |
| <b>Tuition</b>                                          |                    |                    |                                      |
| International and Out of Province Students              | 69,000             | <b>69,000</b>      | 104,500                              |
| <b>Total Tuition</b>                                    | <b>69,000</b>      | <b>69,000</b>      | <b>104,500</b>                       |
| <b>Other Revenues</b>                                   |                    |                    |                                      |
| Other School District/Education Authorities             | 320,000            | <b>274,062</b>     | 322,788                              |
| Funding from First Nations                              | 329,375            | <b>464,480</b>     | 316,652                              |
| Miscellaneous                                           |                    |                    |                                      |
| Administration Fees                                     | 107,000            | <b>100,316</b>     | 113,163                              |
| Cafeteria Revenue                                       | 90,000             | <b>85,929</b>      | 116,161                              |
| Group Life Refund                                       |                    |                    | 325,383                              |
| Industry Training Authority                             | 258,000            | <b>217,700</b>     | 224,400                              |
| Miscellaneous                                           | 621,773            | <b>825,734</b>     | 790,251                              |
| Municipal Purchasing Group Mastercard Rebate            | 20,000             | <b>36,698</b>      | 34,541                               |
| Northern Development Initiative Trust - Trades Training | 100,000            | <b>100,000</b>     | 100,000                              |
| <b>Total Other Revenue</b>                              | <b>1,846,148</b>   | <b>2,104,919</b>   | <b>2,343,339</b>                     |
| <b>Rentals and Leases</b>                               | <b>750,000</b>     | <b>622,455</b>     | <b>799,707</b>                       |
| <b>Investment Income</b>                                | <b>575,000</b>     | <b>384,428</b>     | <b>610,900</b>                       |
| <b>Total Operating Revenue</b>                          | <b>143,664,898</b> | <b>145,296,288</b> | <b>139,597,932</b>                   |

**School District No. 57 (Prince George)**

Schedule of Operating Expense by Object

Year Ended June 30, 2020

|                                     | 2020<br>Budget | 2020<br>Actual | 2019<br>Actual<br>(Recast - Note 21) |
|-------------------------------------|----------------|----------------|--------------------------------------|
|                                     | \$             | \$             | \$                                   |
| <b>Salaries</b>                     |                |                |                                      |
| Teachers                            | 56,237,775     | 57,420,502     | 53,535,380                           |
| Principals and Vice Principals      | 9,242,558      | 9,340,782      | 8,316,365                            |
| Educational Assistants              | 15,579,908     | 15,465,393     | 14,135,159                           |
| Support Staff                       | 11,931,732     | 12,122,987     | 11,534,007                           |
| Other Professionals                 | 7,052,869      | 7,319,697      | 6,792,229                            |
| Substitutes                         | 4,139,109      | 3,291,700      | 4,831,361                            |
| <b>Total Salaries</b>               | 104,183,951    | 104,961,061    | 99,144,501                           |
| <b>Employee Benefits</b>            | 23,629,030     | 24,859,444     | 23,024,906                           |
| <b>Total Salaries and Benefits</b>  | 127,812,981    | 129,820,505    | 122,169,407                          |
| <b>Services and Supplies</b>        |                |                |                                      |
| Services                            | 4,833,354      | 4,375,824      | 4,246,079                            |
| Student Transportation              | 4,290,790      | 3,138,418      | 4,017,802                            |
| Professional Development and Travel | 1,572,626      | 1,227,108      | 1,374,897                            |
| Rentals and Leases                  | 479,221        | 442,003        | 448,257                              |
| Dues and Fees                       | 77,403         | 75,533         | 85,571                               |
| Insurance                           | 315,972        | 321,132        | 273,597                              |
| Supplies                            | 6,318,638      | 5,404,549      | 6,175,425                            |
| Utilities                           | 3,020,161      | 2,979,739      | 2,874,531                            |
| <b>Total Services and Supplies</b>  | 20,908,165     | 17,964,306     | 19,496,159                           |
| <b>Total Operating Expense</b>      | 148,721,146    | 147,784,811    | 141,665,566                          |

# School District No. 57 (Prince George)

Operating Expense by Function, Program and Object

Year Ended June 30, 2020

|                                                 | Teachers<br>Salaries | Principals and<br>Vice Principals<br>Salaries | Educational<br>Assistants<br>Salaries | Support<br>Staff<br>Salaries | Other<br>Professionals<br>Salaries | Substitutes<br>Salaries | Total<br>Salaries  |
|-------------------------------------------------|----------------------|-----------------------------------------------|---------------------------------------|------------------------------|------------------------------------|-------------------------|--------------------|
|                                                 | \$                   | \$                                            | \$                                    | \$                           | \$                                 | \$                      | \$                 |
| <b>1 Instruction</b>                            |                      |                                               |                                       |                              |                                    |                         |                    |
| 1.02 Regular Instruction                        | 45,732,988           | 351,931                                       | 168,426                               | 65,175                       |                                    | 2,253,647               | 48,572,167         |
| 1.03 Career Programs                            | 837,788              | 79,014                                        | 28,852                                | 41,837                       |                                    | 1,054                   | 988,545            |
| 1.07 Library Services                           | 1,039,655            | 125,573                                       |                                       | 484,980                      |                                    | 67,193                  | 1,717,401          |
| 1.08 Counselling                                | 2,056,779            | 25,649                                        |                                       |                              |                                    | 43,806                  | 2,126,234          |
| 1.10 Special Education                          | 5,286,142            | 147,159                                       | 12,654,188                            | 134,025                      | 1,671,176                          | 130,848                 | 20,023,538         |
| 1.30 English Language Learning                  | 1,391,123            |                                               |                                       |                              |                                    | 20,325                  | 1,411,448          |
| 1.31 Indigenous Education                       | 173,999              | 151,994                                       | 2,588,365                             | 38,871                       | 868,110                            | 6,704                   | 3,828,043          |
| 1.41 School Administration                      |                      | 7,893,607                                     |                                       | 2,997,998                    | 381,061                            | 546,992                 | 11,819,658         |
| 1.60 Summer School                              | 41,582               |                                               |                                       |                              |                                    | 2,053                   | 43,635             |
| 1.62 International and Out of Province Students |                      |                                               |                                       |                              |                                    |                         | -                  |
| 1.64 Other                                      | 127,462              |                                               | 25,562                                | 78,060                       | 12,907                             | 10,006                  | 253,997            |
| <b>Total Function 1</b>                         | <b>56,687,518</b>    | <b>8,774,927</b>                              | <b>15,465,393</b>                     | <b>3,840,946</b>             | <b>2,933,254</b>                   | <b>3,082,628</b>        | <b>90,784,666</b>  |
| <b>4 District Administration</b>                |                      |                                               |                                       |                              |                                    |                         |                    |
| 4.11 Educational Administration                 |                      | 405,016                                       |                                       | 201,868                      | 1,510,985                          | 76,637                  | 2,927,490          |
| 4.40 School District Governance                 |                      |                                               |                                       |                              | 134,729                            |                         | 134,729            |
| 4.41 Business Administration                    |                      | 136,179                                       |                                       | 798,348                      | 1,156,122                          | 18,683                  | 2,109,332          |
| <b>Total Function 4</b>                         | <b>732,984</b>       | <b>541,195</b>                                | <b>-</b>                              | <b>1,000,216</b>             | <b>2,801,836</b>                   | <b>95,320</b>           | <b>5,171,551</b>   |
| <b>5 Operations and Maintenance</b>             |                      |                                               |                                       |                              |                                    |                         |                    |
| 5.41 Operations and Maintenance Administration  |                      |                                               |                                       | 93,307                       | 736,573                            |                         | 829,880            |
| 5.50 Maintenance Operations                     |                      |                                               |                                       | 6,426,850                    | 839,269                            | 82,710                  | 7,348,829          |
| 5.52 Maintenance of Grounds                     |                      |                                               |                                       | 667,748                      |                                    | 31,042                  | 698,790            |
| 5.56 Utilities                                  |                      |                                               |                                       |                              |                                    |                         | -                  |
| <b>Total Function 5</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>7,187,905</b>             | <b>1,575,842</b>                   | <b>113,752</b>          | <b>8,877,499</b>   |
| <b>7 Transportation and Housing</b>             |                      |                                               |                                       |                              |                                    |                         |                    |
| 7.41 Transportation and Housing Administration  |                      | 24,660                                        |                                       | 87,813                       | 8,765                              |                         | 121,238            |
| 7.70 Student Transportation                     |                      |                                               |                                       | 6,107                        |                                    |                         | 6,107              |
| 7.73 Housing                                    |                      |                                               |                                       |                              |                                    |                         | -                  |
| <b>Total Function 7</b>                         | <b>-</b>             | <b>24,660</b>                                 | <b>-</b>                              | <b>93,920</b>                | <b>8,765</b>                       | <b>-</b>                | <b>127,345</b>     |
| <b>9 Debt Services</b>                          |                      |                                               |                                       |                              |                                    |                         |                    |
| <b>Total Function 9</b>                         | <b>-</b>             | <b>-</b>                                      | <b>-</b>                              | <b>-</b>                     | <b>-</b>                           | <b>-</b>                | <b>-</b>           |
| <b>Total Functions 1 - 9</b>                    | <b>57,420,502</b>    | <b>9,340,782</b>                              | <b>15,465,393</b>                     | <b>12,122,987</b>            | <b>7,319,697</b>                   | <b>3,291,700</b>        | <b>104,961,061</b> |

# School District No. 57 (Prince George)

Operating Expense by Function, Program and Object

Year Ended June 30, 2020

Schedule 2C (Unaudited)

|                                                 | Total Salaries     | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2020 Actual        | 2020 Budget        | 2019 Actual        |
|-------------------------------------------------|--------------------|-------------------|-----------------------------|-----------------------|--------------------|--------------------|--------------------|
|                                                 | \$                 | \$                | \$                          | \$                    | \$                 | \$                 | (Recast - Note 21) |
| <b>1 Instruction</b>                            |                    |                   |                             |                       |                    |                    |                    |
| 1.02 Regular Instruction                        | 48,572,167         | 11,263,243        | 59,835,410                  | 2,957,130             | 62,792,540         | 63,634,776         | 62,604,271         |
| 1.03 Career Programs                            | 988,545            | 215,818           | 1,204,363                   | 324,259               | 1,528,622          | 1,469,119          | 1,338,153          |
| 1.07 Library Services                           | 1,717,401          | 400,695           | 2,118,096                   | 196,219               | 2,314,315          | 2,209,338          | 2,204,926          |
| 1.08 Counselling                                | 2,126,234          | 464,968           | 2,591,202                   | 1,193                 | 2,592,395          | 2,203,391          | 1,887,082          |
| 1.10 Special Education                          | 20,023,538         | 5,139,195         | 25,162,733                  | 316,366               | 25,479,099         | 25,346,537         | 23,435,972         |
| 1.30 English Language Learning                  | 1,411,448          | 308,832           | 1,720,280                   | 4,034                 | 1,724,314          | 1,725,400          | 1,310,487          |
| 1.31 Indigenous Education                       | 3,828,043          | 937,961           | 4,766,004                   | 340,371               | 5,106,375          | 5,418,000          | 4,742,433          |
| 1.41 School Administration                      | 11,819,658         | 2,075,631         | 13,895,289                  | 301,630               | 14,196,919         | 14,424,398         | 14,121,223         |
| 1.60 Summer School                              | 43,635             | 8,386             | 52,021                      | 1,142                 | 53,163             | 53,959             | 49,281             |
| 1.62 International and Out of Province Students | -                  | -                 | -                           | -                     | -                  | -                  | 10,022             |
| 1.64 Other                                      | 253,997            | 58,002            | 311,999                     | 427,336               | 739,335            | 948,105            | 750,442            |
| <b>Total Function 1</b>                         | <b>90,784,666</b>  | <b>20,872,731</b> | <b>111,657,397</b>          | <b>4,869,680</b>      | <b>116,527,077</b> | <b>117,433,023</b> | <b>112,454,292</b> |
| <b>4 District Administration</b>                |                    |                   |                             |                       |                    |                    |                    |
| 4.11 Educational Administration                 | 2,927,490          | 635,671           | 3,563,161                   | 806,628               | 4,369,789          | 4,013,577          | 3,134,521          |
| 4.40 School District Governance                 | 134,729            | 6,802             | 141,531                     | 192,461               | 333,992            | 289,806            | 278,137            |
| 4.41 Business Administration                    | 2,109,332          | 540,385           | 2,649,717                   | 537,895               | 3,187,612          | 2,876,269          | 3,025,135          |
| <b>Total Function 4</b>                         | <b>5,171,551</b>   | <b>1,182,858</b>  | <b>6,354,409</b>            | <b>1,536,984</b>      | <b>7,891,393</b>   | <b>7,179,652</b>   | <b>6,437,793</b>   |
| <b>5 Operations and Maintenance</b>             |                    |                   |                             |                       |                    |                    |                    |
| 5.41 Operations and Maintenance Administration  | 829,880            | 195,282           | 1,025,162                   | 386,322               | 1,411,484          | 1,393,779          | 1,280,063          |
| 5.50 Maintenance Operations                     | 7,348,829          | 2,403,927         | 9,752,756                   | 3,663,654             | 13,416,410         | 13,059,912         | 12,320,189         |
| 5.52 Maintenance of Grounds                     | 698,790            | 168,208           | 866,998                     | 1,112,398             | 1,979,396          | 1,751,415          | 1,871,430          |
| 5.56 Utilities                                  | -                  | -                 | -                           | 3,286,257             | 3,286,257          | 3,529,161          | 3,287,706          |
| <b>Total Function 5</b>                         | <b>8,877,499</b>   | <b>2,767,417</b>  | <b>11,644,916</b>           | <b>8,448,631</b>      | <b>20,093,547</b>  | <b>19,734,267</b>  | <b>18,759,388</b>  |
| <b>7 Transportation and Housing</b>             |                    |                   |                             |                       |                    |                    |                    |
| 7.41 Transportation and Housing Administration  | 121,238            | 34,996            | 156,234                     | 4,232                 | 160,466            | 184,866            | 149,835            |
| 7.70 Student Transportation                     | 6,107              | 1,442             | 7,549                       | 3,104,779             | 3,112,328          | 4,187,338          | 3,861,691          |
| 7.73 Housing                                    | -                  | -                 | -                           | -                     | -                  | 2,000              | 2,567              |
| <b>Total Function 7</b>                         | <b>127,345</b>     | <b>36,438</b>     | <b>163,783</b>              | <b>3,109,011</b>      | <b>3,272,794</b>   | <b>4,374,204</b>   | <b>4,014,093</b>   |
| <b>9 Debt Services</b>                          |                    |                   |                             |                       |                    |                    |                    |
| <b>Total Function 9</b>                         | <b>-</b>           | <b>-</b>          | <b>-</b>                    | <b>-</b>              | <b>-</b>           | <b>-</b>           | <b>-</b>           |
| <b>Total Functions 1 - 9</b>                    | <b>104,961,061</b> | <b>24,859,444</b> | <b>129,820,505</b>          | <b>17,964,306</b>     | <b>147,784,811</b> | <b>148,721,146</b> | <b>141,665,566</b> |

**School District No. 57 (Prince George)**

Schedule of Special Purpose Operations

Year Ended June 30, 2020

|                                                             | 2020<br>Budget    | 2020<br>Actual           | 2019<br>Actual<br>(Recast - Note 21) |
|-------------------------------------------------------------|-------------------|--------------------------|--------------------------------------|
|                                                             | \$                | \$                       | \$                                   |
| <b>Revenues</b>                                             |                   |                          |                                      |
| Provincial Grants                                           |                   |                          |                                      |
| Ministry of Education                                       | 14,337,287        | <b>14,043,722</b>        | 13,650,175                           |
| Other Revenue                                               | 3,147,995         | <b>2,869,336</b>         | 3,709,029                            |
| Investment Income                                           | 22,000            | <b>24,445</b>            | 23,466                               |
| <b>Total Revenue</b>                                        | <u>17,507,282</u> | <u><b>16,937,503</b></u> | <u>17,382,670</u>                    |
| <b>Expenses</b>                                             |                   |                          |                                      |
| Instruction                                                 | 16,733,065        | <b>16,124,971</b>        | 16,494,562                           |
| District Administration                                     | 107,000           | <b>100,316</b>           | 112,266                              |
| Operations and Maintenance                                  | 667,217           | <b>667,217</b>           | 667,217                              |
| <b>Total Expense</b>                                        | <u>17,507,282</u> | <u><b>16,892,504</b></u> | <u>17,274,045</u>                    |
| <b>Special Purpose Surplus (Deficit) for the year</b>       | <u>-</u>          | <u><b>44,999</b></u>     | <u>108,625</u>                       |
| <b>Net Transfers (to) from other funds</b>                  |                   |                          |                                      |
| Tangible Capital Assets Purchased                           |                   | <b>(44,999)</b>          | (108,625)                            |
| <b>Total Net Transfers</b>                                  | <u>-</u>          | <u><b>(44,999)</b></u>   | <u>(108,625)</u>                     |
| <b>Total Special Purpose Surplus (Deficit) for the year</b> | <u>-</u>          | <u>-</u>                 | <u>-</u>                             |
| <b>Special Purpose Surplus (Deficit), beginning of year</b> |                   |                          |                                      |
| <b>Special Purpose Surplus (Deficit), end of year</b>       |                   | <u>-</u>                 | <u>-</u>                             |

# School District No. 57 (Prince George)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2020

**Deferred Revenue, beginning of year**  
Prior period adjustment  
**Deferred Revenue, beginning of year, as restated**

**Add:** Restricted Grants  
Provincial Grants - Ministry of Education  
Other  
Investment Income

**Less:** Allocated to Revenue  
Recovered

**Deferred Revenue, end of year**

## Revenues

Provincial Grants - Ministry of Education  
Other Revenue  
Investment Income

## Expenses

Salaries  
Teachers  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

**Net Revenue (Expense) before Interfund Transfers**

## Interfund Transfers

Tangible Capital Assets Purchased

**Net Revenue (Expense)**

| Annual Facility Grant | Learning Improvement Fund | Scholarships and Bursaries | School Generated Funds | Strong Start | Ready, Set, Learn | OLEP    | CommunityLINK | Classroom Enhancement Fund - Overhead |
|-----------------------|---------------------------|----------------------------|------------------------|--------------|-------------------|---------|---------------|---------------------------------------|
| \$                    | \$                        | \$                         | \$                     | \$           | \$                | \$      | \$            | \$                                    |
| -                     | 105,292                   | 804,661                    | 1,368,635              | -            | 11,788            | 33,023  | 10,109        | -                                     |
| 667,217               | 511,318                   | 42,681                     | 2,797,505              | 321,581      | 79,373            | 163,625 | 2,107,315     | 443,572                               |
| 667,217               | 511,318                   | 65,676                     | 2,798,955              | 321,581      | 79,373            | 163,625 | 2,107,315     | 443,572                               |
| 667,217               | 529,270                   | 30,736                     | 2,806,876              | 321,011      | 65,740            | 142,803 | 1,958,877     | 443,572                               |
| -                     | 87,340                    | 839,601                    | 1,360,714              | 570          | 25,421            | 53,845  | 158,547       | -                                     |
| 667,217               | 529,270                   | 7,741                      | 2,805,426              | 321,011      | 65,740            | 142,803 | 1,958,877     | 443,572                               |
| 667,217               | 529,270                   | 30,736                     | 2,806,876              | 321,011      | 65,740            | 142,803 | 1,958,877     | 443,572                               |
| 70,726                | 52,331                    | -                          | -                      | 215,176      | -                 | 24,922  | 26,256        | -                                     |
| 61,198                | 371,498                   | -                          | -                      | -            | -                 | 37,158  | 320,877       | -                                     |
| 131,924               | 423,829                   | -                          | -                      | 240,723      | 43,789            | 64,670  | 1,336,033     | 350,661                               |
| 16,597                | 105,441                   | -                          | -                      | 61,682       | 11,651            | 12,428  | 313,085       | 75,282                                |
| 518,696               | 529,270                   | 30,736                     | 2,788,864              | 18,606       | 10,300            | 65,705  | 309,759       | 17,629                                |
| 667,217               | 529,270                   | 30,736                     | 2,788,864              | 321,011      | 65,740            | 142,803 | 1,958,877     | 443,572                               |
| -                     | -                         | -                          | 18,012                 | -            | -                 | -       | -             | -                                     |
| -                     | -                         | -                          | (18,012)               | -            | -                 | -       | -             | -                                     |
| -                     | -                         | -                          | (18,012)               | -            | -                 | -       | -             | -                                     |
| -                     | -                         | -                          | -                      | -            | -                 | -       | -             | -                                     |

# School District No. 57 (Prince George)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2020

## Deferred Revenue, beginning of year

Prior period adjustment

## Deferred Revenue, beginning of year, as restated

### Add: Restricted Grants

Provincial Grants - Ministry of Education  
Other  
Investment Income

Less: Allocated to Revenue  
Recovered

## Deferred Revenue, end of year

### Revenues

Provincial Grants - Ministry of Education  
Other Revenue  
Investment Income

### Expenses

Salaries  
Teachers  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

## Net Revenue (Expense) before Interfund Transfers

### Interfund Transfers

Tangible Capital Assets Purchased

## Net Revenue (Expense)

| Classroom<br>Enhancement<br>Fund - Staffing | First Nation<br>Student<br>Transportation | Mental<br>Health<br>in Schools | Changing<br>Results for<br>Young Children | PRP<br>Regional<br>Hospital | PRP<br>Two Wolves<br>Centre | PRP<br>FASD<br>Outreach | PRP<br>Camp<br>Trapping | FASD -<br>Other |
|---------------------------------------------|-------------------------------------------|--------------------------------|-------------------------------------------|-----------------------------|-----------------------------|-------------------------|-------------------------|-----------------|
| \$                                          | \$                                        | \$                             | \$                                        | \$                          | \$                          | \$                      | \$                      | \$              |
| 46,408                                      |                                           |                                |                                           | 15,084                      | 14,946                      | 34,478                  | 6,861                   | 2,973           |
| 115,767                                     |                                           |                                |                                           |                             |                             |                         |                         |                 |
| 162,175                                     | -                                         | -                              | -                                         | 15,084                      | 14,946                      | 34,478                  | 6,861                   | 2,973           |
| 8,471,770                                   | 9,080                                     | 26,500                         | 74,723                                    | 335,312                     | 287,190                     | 589,402                 | 142,372                 | 1,600           |
| 8,471,770                                   | 9,080                                     | 26,500                         | 74,723                                    | 335,312                     | 287,190                     | 589,402                 | 142,372                 | 1,600           |
| 8,471,770                                   | 1,415                                     | 26,500                         | 16,955                                    | 335,503                     | 302,136                     | 619,861                 | 141,092                 | 101             |
| 162,175                                     |                                           |                                |                                           |                             |                             |                         |                         |                 |
| -                                           | 7,665                                     | -                              | 57,768                                    | 14,893                      | -                           | 4,019                   | 8,141                   | 4,472           |
| 8,471,770                                   | 1,415                                     | 26,500                         | 16,955                                    | 335,503                     | 302,136                     | 619,861                 | 141,092                 | 101             |
| 8,471,770                                   | 1,415                                     | 26,500                         | 16,955                                    | 335,503                     | 302,136                     | 619,861                 | 141,092                 | 101             |
| 6,864,508                                   | 1,158                                     |                                |                                           | 206,996                     | 214,044                     | 303,764                 | 90,778                  |                 |
|                                             |                                           |                                |                                           | 27,599                      | 8,294                       | 17,118                  | 9,220                   |                 |
|                                             |                                           | 10,255                         | 2,720                                     |                             | 10,949                      | 127                     |                         |                 |
| 6,864,508                                   | 1,158                                     | 10,255                         | 2,720                                     | 234,595                     | 233,287                     | 383,605                 | 99,998                  | -               |
| 1,607,262                                   | 257                                       | 503                            | 612                                       | 53,386                      | 40,531                      | 86,471                  | 21,338                  |                 |
|                                             |                                           | 15,742                         |                                           | 39,369                      | 28,318                      | 149,785                 | 14,545                  | 101             |
| 8,471,770                                   | 1,415                                     | 26,500                         | 3,332                                     | 327,350                     | 302,136                     | 619,861                 | 135,881                 | 101             |
| -                                           | -                                         | -                              | 13,623                                    | 8,153                       | -                           | -                       | 5,211                   | -               |
| -                                           | -                                         | -                              | (13,623)                                  | (8,153)                     | -                           | -                       | (5,211)                 | -               |
| -                                           | -                                         | -                              | (13,623)                                  | (8,153)                     | -                           | -                       | (5,211)                 | -               |
| -                                           | -                                         | -                              | -                                         | -                           | -                           | -                       | -                       | -               |

# School District No. 57 (Prince George)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2020

**Deferred Revenue, beginning of year**  
Prior period adjustment  
**Deferred Revenue, beginning of year, as restated**

**Add:** Restricted Grants  
Provincial Grants - Ministry of Education  
Other  
Investment Income

**Less:** Allocated to Revenue  
Recovered

**Deferred Revenue, end of year**

**Revenues**  
Provincial Grants - Ministry of Education  
Other Revenue  
Investment Income

**Expenses**  
Salaries  
Teachers  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes

Employee Benefits  
Services and Supplies

**Net Revenue (Expense) before Interfund Transfers**

**Interfund Transfers**  
Tangible Capital Assets Purchased

**Net Revenue (Expense)**

| Community<br>LINK -<br>Other | TOTAL            |
|------------------------------|------------------|
| \$                           | \$               |
|                              | 2,454,258        |
|                              | 115,767          |
| -                            | 2,570,025        |
|                              |                  |
| 56,068                       | 14,230,350       |
|                              | 2,897,854        |
|                              | 24,445           |
| 56,068                       | 17,152,649       |
| 56,068                       | 16,937,503       |
|                              | 162,175          |
| -                            | <b>2,622,996</b> |
|                              |                  |
| 56,068                       | 14,043,722       |
|                              | 2,869,336        |
|                              | 24,445           |
| 56,068                       | 16,937,503       |
|                              |                  |
|                              | 7,783,599        |
|                              | 973,466          |
|                              | 389,918          |
|                              | 1,064,196        |
|                              | 210,576          |
| -                            | 10,421,755       |
|                              | 2,406,526        |
| 56,068                       | 4,064,223        |
| 56,068                       | 16,892,504       |
|                              |                  |
| -                            | 44,999           |
|                              |                  |
|                              | (44,999)         |
| -                            | (44,999)         |
|                              |                  |
| -                            | -                |
|                              |                  |

**School District No. 57 (Prince George)**

Schedule of Capital Operations

Year Ended June 30, 2020

|                                                      | 2020<br>Budget     | 2020 Actual                            |                    |                    | 2019<br>Actual<br>(Recast - Note 21) |
|------------------------------------------------------|--------------------|----------------------------------------|--------------------|--------------------|--------------------------------------|
|                                                      |                    | Invested in Tangible<br>Capital Assets | Local<br>Capital   | Fund<br>Balance    |                                      |
|                                                      | \$                 | \$                                     | \$                 | \$                 | \$                                   |
| <b>Revenues</b>                                      |                    |                                        |                    |                    |                                      |
| Provincial Grants                                    |                    |                                        |                    |                    |                                      |
| Ministry of Education                                | 2,612,576          | 3,522,400                              |                    | 3,522,400          | 2,641,649                            |
| Other                                                |                    | 77,082                                 |                    | 77,082             | 34,143                               |
| Other Revenue                                        |                    | 10,089                                 |                    | 10,089             | 1,880                                |
| Investment Income                                    | 10,000             |                                        | 171                | 171                | 3,970                                |
| Amortization of Deferred Capital Revenue             | 3,480,687          | 3,480,695                              |                    | 3,480,695          | 3,506,528                            |
| <b>Total Revenue</b>                                 | <b>6,103,263</b>   | <b>7,090,266</b>                       | <b>171</b>         | <b>7,090,437</b>   | <b>6,188,170</b>                     |
| <b>Expenses</b>                                      |                    |                                        |                    |                    |                                      |
| Operations and Maintenance                           | 2,612,576          | 3,522,400                              |                    | 3,522,400          | 2,641,649                            |
| Amortization of Tangible Capital Assets              |                    |                                        |                    |                    |                                      |
| Operations and Maintenance                           | 5,387,686          | 5,387,686                              |                    | 5,387,686          | 5,263,373                            |
| <b>Total Expense</b>                                 | <b>8,000,262</b>   | <b>8,910,086</b>                       | <b>-</b>           | <b>8,910,086</b>   | <b>7,905,022</b>                     |
| <b>Capital Surplus (Deficit) for the year</b>        | <b>(1,896,999)</b> | <b>(1,819,820)</b>                     | <b>171</b>         | <b>(1,819,649)</b> | <b>(1,716,852)</b>                   |
| <b>Net Transfers (to) from other funds</b>           |                    |                                        |                    |                    |                                      |
| Tangible Capital Assets Purchased                    | 2,518,791          | 1,424,685                              |                    | 1,424,685          | 108,625                              |
| Local Capital                                        | 1,550,807          |                                        | 2,165,924          | 2,165,924          | 2,880,309                            |
| <b>Total Net Transfers</b>                           | <b>4,069,598</b>   | <b>1,424,685</b>                       | <b>2,165,924</b>   | <b>3,590,609</b>   | <b>2,988,934</b>                     |
| <b>Other Adjustments to Fund Balances</b>            |                    |                                        |                    |                    |                                      |
| Tangible Capital Assets Purchased from Local Capital |                    | 2,217,158                              | (2,217,158)        | -                  |                                      |
| <b>Total Other Adjustments to Fund Balances</b>      |                    | <b>2,217,158</b>                       | <b>(2,217,158)</b> | <b>-</b>           |                                      |
| <b>Total Capital Surplus (Deficit) for the year</b>  | <b>2,172,599</b>   | <b>1,822,023</b>                       | <b>(51,063)</b>    | <b>1,770,960</b>   | <b>1,272,082</b>                     |
| <b>Capital Surplus (Deficit), beginning of year</b>  |                    | <b>32,674,872</b>                      | <b>51,063</b>      | <b>32,725,935</b>  | <b>31,453,853</b>                    |
| <b>Capital Surplus (Deficit), end of year</b>        |                    | <b>34,496,895</b>                      | <b>-</b>           | <b>34,496,895</b>  | <b>32,725,935</b>                    |

# School District No. 57 (Prince George)

Tangible Capital Assets  
Year Ended June 30, 2020

|                                                    | Sites      | Buildings   | Furniture and<br>Equipment | Vehicles | Computer<br>Software | Computer<br>Hardware | Total       |
|----------------------------------------------------|------------|-------------|----------------------------|----------|----------------------|----------------------|-------------|
|                                                    | \$         | \$          | \$                         | \$       | \$                   | \$                   | \$          |
| <b>Cost, beginning of year</b>                     | 16,975,386 | 199,716,011 | 5,835,557                  |          |                      | 4,828,155            | 227,355,109 |
| <b>Changes for the Year</b>                        |            |             |                            |          |                      |                      |             |
| Increase:                                          |            |             |                            |          |                      |                      |             |
| Purchases from:                                    |            |             |                            |          |                      |                      |             |
| Deferred Capital Revenue - Bylaw                   | 77,082     | 2,124,407   | 182,580                    |          |                      |                      | 2,384,069   |
| Deferred Capital Revenue - Other                   | 10,089     |             | 15,960                     |          |                      |                      | 26,049      |
| Operating Fund                                     |            | 89,441      | 755,534                    |          |                      | 534,711              | 1,379,686   |
| Special Purpose Funds                              |            | 18,012      | 13,623                     |          |                      | 13,364               | 44,999      |
| Local Capital                                      |            | 1,147,690   |                            |          |                      | 1,069,468            | 2,217,158   |
|                                                    | 87,171     | 3,379,550   | 967,697                    | -        | -                    | 1,617,543            | 6,051,961   |
| Decrease:                                          |            |             |                            |          |                      |                      |             |
| Deemed Disposals                                   |            |             | 818,109                    |          |                      | 560,726              | 1,378,835   |
|                                                    | -          | -           | 818,109                    | -        | -                    | 560,726              | 1,378,835   |
| <b>Cost, end of year</b>                           | 17,062,557 | 203,095,561 | 5,985,145                  | -        | -                    | 5,884,972            | 232,028,235 |
| <b>Work in Progress, end of year</b>               |            | 33,606,169  |                            |          |                      |                      | 33,606,169  |
| <b>Cost and Work in Progress, end of year</b>      | 17,062,557 | 236,701,730 | 5,985,145                  | -        | -                    | 5,884,972            | 265,634,404 |
| <b>Accumulated Amortization, beginning of year</b> |            | 113,039,700 | 2,484,273                  |          |                      | 1,677,958            | 117,201,931 |
| <b>Changes for the Year</b>                        |            |             |                            |          |                      |                      |             |
| Increase: Amortization for the Year                |            | 3,838,498   | 583,556                    |          |                      | 965,632              | 5,387,686   |
| Decrease:                                          |            |             |                            |          |                      |                      |             |
| Deemed Disposals                                   |            |             | 818,109                    |          |                      | 560,726              | 1,378,835   |
|                                                    | -          | -           | 818,109                    | -        | -                    | 560,726              | 1,378,835   |
| <b>Accumulated Amortization, end of year</b>       |            | 116,878,198 | 2,249,720                  | -        | -                    | 2,082,864            | 121,210,782 |
| <b>Tangible Capital Assets - Net</b>               | 17,062,557 | 119,823,532 | 3,735,425                  | -        | -                    | 3,802,108            | 144,423,622 |

**School District No. 57 (Prince George)**

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2020

|                                            | <b>Buildings</b> | <b>Furniture and<br/>Equipment</b> | <b>Computer<br/>Software</b> | <b>Computer<br/>Hardware</b> | <b>Total</b> |
|--------------------------------------------|------------------|------------------------------------|------------------------------|------------------------------|--------------|
|                                            | \$               | \$                                 | \$                           | \$                           | \$           |
| <b>Work in Progress, beginning of year</b> | 17,861,869       |                                    |                              |                              | 17,861,869   |
| <b>Changes for the Year</b>                |                  |                                    |                              |                              |              |
| Increase:                                  |                  |                                    |                              |                              |              |
| Deferred Capital Revenue - Bylaw           | 15,744,300       |                                    |                              |                              | 15,744,300   |
|                                            | 15,744,300       | -                                  | -                            | -                            | 15,744,300   |
| <b>Net Changes for the Year</b>            | 15,744,300       | -                                  | -                            | -                            | 15,744,300   |
| <b>Work in Progress, end of year</b>       | 33,606,169       | -                                  | -                            | -                            | 33,606,169   |

**School District No. 57 (Prince George)**

Deferred Capital Revenue

Year Ended June 30, 2020

|                                                       | <b>Bylaw<br/>Capital</b> | <b>Other<br/>Provincial</b> | <b>Other<br/>Capital</b> | <b>Total<br/>Capital</b> |
|-------------------------------------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|
|                                                       | <b>\$</b>                | <b>\$</b>                   | <b>\$</b>                | <b>\$</b>                |
| <b>Deferred Capital Revenue, beginning of year</b>    | 72,326,662               | 2,890,077                   | 3,239,194                | 78,455,933               |
| <b>Changes for the Year</b>                           |                          |                             |                          |                          |
| Increase:                                             |                          |                             |                          |                          |
| Transferred from Deferred Revenue - Capital Additions | 2,306,987                | 11,255                      | 4,705                    | 2,322,947                |
|                                                       | 2,306,987                | 11,255                      | 4,705                    | 2,322,947                |
| Decrease:                                             |                          |                             |                          |                          |
| Amortization of Deferred Capital Revenue              | 3,275,078                | 102,021                     | 103,596                  | 3,480,695                |
|                                                       | 3,275,078                | 102,021                     | 103,596                  | 3,480,695                |
| <b>Net Changes for the Year</b>                       | (968,091)                | (90,766)                    | (98,891)                 | (1,157,748)              |
| <b>Deferred Capital Revenue, end of year</b>          | 71,358,571               | 2,799,311                   | 3,140,303                | 77,298,185               |
| <b>Work in Progress, beginning of year</b>            | 16,861,869               | 29,625                      |                          | 16,891,494               |
| <b>Changes for the Year</b>                           |                          |                             |                          |                          |
| Increase                                              |                          |                             |                          |                          |
| Transferred from Deferred Revenue - Work in Progress  | 15,744,300               |                             |                          | 15,744,300               |
|                                                       | 15,744,300               | -                           | -                        | 15,744,300               |
| <b>Net Changes for the Year</b>                       | 15,744,300               | -                           | -                        | 15,744,300               |
| <b>Work in Progress, end of year</b>                  | 32,606,169               | 29,625                      | -                        | 32,635,794               |
| <b>Total Deferred Capital Revenue, end of year</b>    | 103,964,740              | 2,828,936                   | 3,140,303                | 109,933,979              |

# School District No. 57 (Prince George)

Changes in Unspent Deferred Capital Revenue

Year Ended June 30, 2020

Schedule 4D (Unaudited)

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|                                                          | Bylaw<br>Capital | ME'd<br>Restricted<br>Capital | Other<br>Provincial<br>Capital | Land<br>Capital | Other<br>Capital | Total          |
|----------------------------------------------------------|------------------|-------------------------------|--------------------------------|-----------------|------------------|----------------|
| <b>Balance, beginning of year</b>                        | \$ 960,099       | \$ -                          | \$ 90,488                      | \$ -            | \$ 133,270       | \$ 1,183,857   |
| <b>Changes for the Year</b>                              |                  |                               |                                |                 |                  |                |
| Increase:                                                |                  |                               |                                |                 |                  |                |
| Provincial Grants - Ministry of Education                | 20,863,881       |                               |                                |                 |                  | 20,863,881     |
| Other                                                    |                  |                               |                                |                 | 6,777            | 6,777          |
| Investment Income                                        | 1,785            |                               |                                |                 | 2,304            | 4,089          |
|                                                          | 20,865,666       | -                             | -                              | -               | 9,081            | 20,874,747     |
| Decrease:                                                |                  |                               |                                |                 |                  |                |
| Transferred to DCR - Capital Additions                   | 2,306,987        |                               | 11,255                         |                 | 4,705            | 2,322,947      |
| Transferred to DCR - Work in Progress                    | 15,744,300       |                               |                                |                 |                  | 15,744,300     |
| Transferred to Revenue - Site Purchases                  | 77,082           |                               |                                |                 | 10,089           | 87,171         |
| Deferred Contribution in Support of Maintenance Expenses | 3,522,400        |                               |                                |                 |                  | 3,522,400      |
|                                                          | 21,650,769       | -                             | 11,255                         | -               | 14,794           | 21,676,818     |
| <b>Net Changes for the Year</b>                          | (785,103)        | -                             | (11,255)                       | -               | (5,713)          | (802,071)      |
| <b>Balance, end of year</b>                              | <b>174,996</b>   | <b>-</b>                      | <b>79,233</b>                  | <b>-</b>        | <b>127,557</b>   | <b>381,786</b> |

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 21, 2020

MEMORANDUM

TO: Board of Education

FROM: Sharel Warrington, Trustee, and Chair  
Management and Finance Committee of the Whole

SUBJECT: **COMMITTEE REPORT – SEPTEMBER 2020**

---

RECOMMENDATION

That the report of the Management and Finance Committee of the Whole Meeting held on September 21, 2020 be received.

\* \* \* \* \*

REPORT:

- 1) The Management and Finance Committee of the Whole met on September 21, 2020.
- 2) The Management and Finance Committee of the Whole meeting's agenda items were:

- a) **2019-20 Financial Statements** - The Secretary Treasurer presented the annual financial statements to the Committee. The Secretary Treasurer responded to the Trustees' questions related to items in the presentation.

Corey Naphtali, KPMG Partner provided a handout and presented the audit findings report to the Committee. Mr. Naphtali answered questions from the committee related to the report and the audit.

The Secretary Treasurer reviewed and discussed the 2019/20 appropriated operating surplus with the committee.

A presentation of the audited financial statements will be made at this evening's public board meeting.

- b) **Minutes of the Previous Meeting** – The minutes of the previous meeting were approved as presented.

- c) **Provincial Safe Return to School Grant - Plan** – The Secretary Treasurer advised that the Provincial Government has provided school district's with a safe return to school grant. Ms. Patterson reviewed the school district's plan for the use of the grant during the 2020/21 school year and responded to questions from the committee.
  - d) **Federal Safe Return to Class Fund - Plan** – The Secretary Treasurer advised that the Federal Government has provided school district's with funding for the safe return to class. Ms. Patterson reviewed the school district's plan for the use of the federal funding during the 2020/21 school year and responded to questions from the committee.
  - e) **Staffing Update** – The Director of Human Resources provided a staffing update and responded to questions from to the Committee.
  - f) **Personnel Update** - The Secretary Treasurer provided an update regarding a personnel matter and responded to questions from the committee.
  - g) **Property Update** - The Secretary Treasurer provided an update regarding a property matter and responded to questions from the committee.
  - h) **Transportation Update** - The Transportation Administrator provided an update regarding the transportation of students from home to school.
  - i) **Analysis of Trustee Travel Expenses** – A report on Trustee Travel Expenses to June 30, 2020 was reviewed.
- 3) The next Management and Finance Committee meeting is scheduled to be held on October 19, 2020

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 14, 2020

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Trustee, Chair  
Education Services Committee

SUBJECT: **COMMITTEE REPORT – SEPTEMBER 2020**

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RECOMMENDATION

That the report of the Education Service Committee meeting held on September 14, 2020 be received.

\* \* \* \* \*

REPORT:

1. The Education Services Committee met on September 14, 2020. The meeting's agenda included the following topics:
  - a. **Minutes of Previous Meeting** – The minutes of the previous meeting were approved as presented.
  - b. **2020 Summer Projects** – Nino Maletta, General Manager, Capital Projects provided the Committee with an overview of the 2020 Summer Projects undertaken by the Facility Services Department.
  - c. **Sha's Ti Kelly Road Secondary School Capital Project** – Nino Maletta, General Manager Capital Projects reported that students and staff have moved into the new building. Mr. Maletta advised that the tender for the demolition of the old building including the new parking lot and landscaping has been issued. He noted that the tender will close on Friday, September 18<sup>th</sup>.

The committee was advised that the Brink Group of Companies has put together a virtual 3D tour of the old building and can be viewed on the from page of the school district's website at [www.sd57.bc.ca](http://www.sd57.bc.ca)

- d. **Transportation – Update** - The Secretary Treasurer reported that the existing contract with Diversified Transportation for the transportation of students home and school that was due to expire on July 31, 2020 has been extended to July 31, 2021.

Kap Manhas, Assistant Superintendent provided the committee with an overview of the safety measures for school busses related to the COVID-19 pandemic.

- e. **Purchase Orders over \$25,000 to June 30, 2020** - The Committee received the report of Purchase Orders in excess of \$25,000 for the period from April 1 to June 30, 2020.
- 2. The next Education Services Committee meeting is scheduled for October 5, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Betty Bekkering, Chair  
Policy and Governance Committee

SUBJECT: **COMMITTEE REPORT – SEPTEMBER 2020**

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RECOMMENDATION

That the report of the Policy and Governance Committee meeting held on September 15, 2020 be received.

\* \* \* \* \*

REPORT:

- 1) The Policy and Governance Committee met on September 15, 2020.
- 2) The meeting's agenda items were:
  - a) Approval of the minutes of the previous meeting held.
  - b) Policy 8310 Policy and Policy Development - The Deputy Superintendent reviewed Policy 8310 Policy and Policy Development for clarification of the Policy and the Definitions.
  - c) All other items appear on this evening's agenda.
  - d) Policies being Reviewed or Revised by Staff – The committee reviewed the list of Policies for revision for upcoming meetings.
- 3) The next Policy and Governance Committee meeting will be held on October 6, 2020.

/jc

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 15, 2020

MEMORANDUM

TO: Board of Education  
FROM: Policy and Governance Committee  
SUBJECT: **POLICY 5131.1 BUS CONDUCT**

---

RECOMMENDATION

That the proposed minor revisions to the regulations of Policy 5131.1 Bus Conduct be approved.

\* \* \* \* \*

RATIONALE

1. Once students board a school bus they become the responsibility of the District. Therefore, the District regards a school bus as an extension of the classroom and all students are required to conduct themselves in accordance with the same standards of behaviour that have been established for the classroom.
2. Students must follow the established school and District codes of conduct while being transported under the jurisdiction of the District.
3. The revisions to Policy 5131.1 Bus Conduct are in accordance with Policy 5131 District Code of Student Conduct.



**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# POLICY 5131.1

## BUS CONDUCT

APPROVED: 1978.06.20

REVISED: 1993.06.01  
 1999.01.26  
 2001.06.05  
 2002.11.26  
 2003.05.27  
 2016.05.31  
 2020.XX.XX

## POLICY

While being transported for extra-curricular travel, co-curricular travel, curricular travel or travel to and from school, students shall conform to the school district's Code of Conduct for Bus Students.

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Responsibility Centre: Secretary-Treasurer  
 References: *School Act*, Sections 6 and 85  
 Policy 5131 District Code of Student Conduct

BUS CONDUCT

***PREAMBLE***

Students must follow the established school and district codes of conduct while being transported under the jurisdiction of the school district.

---

Approved: 1978.06.20



**REGULATIONS:**

1. Students shall abide by the district's Code of Conduct for Bus Students. A copy of the code will be given annually to all students who travel on school buses. A copy of the code shall be available on each bus and will be reviewed by the driver with the students at the beginning of each school year.
2. The bus driver is responsible for the discipline supervision of students while the students are loading, unloading and in the school bus, and will report inappropriate conduct to the school Principal or the SD57 Transportation Administrator.
  - ~~2.1 The bus driver, through the Transportation Administrator, may suspend a student from future travel to and from school. The principal of the school will be advised of all bus conduct suspensions.~~
  - 2.1 The school Principal or the SD57 Transportation Administrator will determine the appropriate intervention for a student who has exhibited inappropriate conduct after investigating the reported misconduct. The school Principal or the SD57 Transportation Administrator will issue conduct notices to parents.
  - 2.2 Students suspended for bus misconduct are expected to attend school.
  - 2.3 Discipline processes will be reviewed annually by the SD57 Transportation Administrator and the bus contractor.
3. A full recovery of costs will be undertaken when students vandalize a bus or district property while en route, loading or unloading.
4. Persons wishing to appeal a decision made by an employee of the Board under this policy should refer to Bylaw No. 4, Appeals to the Board.

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Approved: 1978.06.20

Revised: 1993.06.01, 2002.11.26, 2016.05.31, 2020.XX.XX



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **POLICY 5131.1 BUS CONDUCT – ADMINISTRATIVE  
PROCEDURES AND APPENDIX**

---

RECOMMENDATION

That the revised administrative procedures and appendix Code of Conduct for Bus Students attached to Policy 5131.1 Bus Conduct be received.

\* \* \* \* \*

RATIONALE

1. The administrative procedures and appendix attached to Policy 5131.1 Bus Conduct required revisions to align with the Policy 5131 District Code of Student Conduct and to reflect school district practice.
2. The policy statement of Policy 8310 Policy and Policy Development states that *administrative procedures including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.*
3. As defined in Policy 8310 *“administrative procedures” set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.*
4. In accordance with Policy 8310 *revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.*

AR/dln

**ADMINISTRATIVE PROCEDURES:**

1. ~~Bus drivers will advise students of the Code of Conduct for Bus Students (see Appendix) and disciplinary procedures at the beginning of each school year and as required during the year. Bus rules will be posted on all buses.~~
2. ~~Generally, the regular bus suspension policy will be followed as outlined in the district's transportation information brochure and school bus suspension notice:~~
  - 2.1 ~~First offence: one oral warning;~~
  - 2.2 ~~Second offence: one written warning;~~
  - 2.3 ~~Third offence: bus suspension for two school days;~~
  - 2.4 ~~Fourth offence: bus suspension for five school days;~~
  - 2.5 ~~Additional offences: undetermined bus suspension.~~
3. ~~Normally, the driver will issue a suspension at the time of the incident or before the student disembarks from the bus.~~
4. ~~Students who have been notified of their suspension from the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension has been received by them. However, in extreme circumstances, where student safety or damage to the bus is involved, the bus driver has ultimate responsibility for the safety of the students and has the authority to refuse any student access to the bus.~~
5. ~~When a written warning has been issued, the Transportation Administrator will contact the parents in writing, outlining the bus code of conduct and suspension procedures.~~
6. ~~Indefinite suspensions may also be issued without following the regular suspension process as a result of a serious infraction such as:~~
  - 6.1 ~~Striking another student or the driver;~~
  - 6.2 ~~Flagrant disregard for the bus driver;~~
  - 6.3 ~~Fighting;~~
  - 6.4 ~~Willful damage to the bus;~~
  - 6.5 ~~Possession of drugs, alcohol or weapons on the bus;~~
  - 6.6 ~~Any behaviour that places the safety of the driver and other passengers at risk.~~
7. ~~Indefinite suspensions require an interview with the parent(s), student, the Transportation Administrator and a representative of the bus contractor as requested by the Transportation Administrator to review the incident and to~~

## APPENDIX

## POLICY 5131.1

- determine the duration of the suspension, before a student can be reinstated on the bus.
8. ~~An appeal of a suspension of more than two days should be made within five days of the suspension notice date to the Transportation Administrator, who, in consultation with the contractor and the school principal, shall decide on the merits of the case.~~
9. ~~In the event that students cause the bus to become unsafe due to their behavior, or if there is a suspicion or confirmation of drugs or alcohol consumption, the bus may be returned to the school of origin and students may be dropped off in the care of a school district administrator.~~
10. ~~Behaviour strategies that may be used by a driver before the suspension process is begun include:~~
- ~~10.1 Discussion with a school administrator and parents;~~
  - ~~10.2 Seat assignments;~~
  - ~~10.3 Oral warnings to the student;~~
  - ~~10.4 Private discussion between driver and student;~~
  - ~~10.5 Contractor and school district reserving the right to reassign a student to an alternate bus.~~
11. ~~The objective of the district is to provide safe transportation for students. Every opportunity is taken to educate students of the Code of Conduct for Bus Students and the consequences of inappropriate behaviour.~~

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Approved: 1978.06.20

Revised: 1993.06.01, 1999.01.26, 2001.06.05, 2002.11.26, 2016.05.31

## BUS CONDUCT

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### **ADMINISTRATIVE PROCEDURES**

#### **Background**

Once students board a school bus they become the responsibility of the District. Therefore, the District regards a school bus as an extension of the classroom, and all students are required to conduct themselves in accordance with the same standards of behaviour that have been established for the classroom.

Students must follow the established school and District codes of conduct while being transported under the jurisdiction of the District.

#### **Procedures**

1. Students shall abide by the Appendix – Code of Conduct for Bus Students. A copy of the code will be given annually to all students who travel on school buses. A copy of the code shall be available on each bus.
2. At the beginning of each school year and as required during the year, bus drivers will advise students of the Appendix - Code of Conduct for Bus Students and the consequences for failing to follow the code.
3. Schools will review the information provided in the code of conduct for bus students with students each year.
4. Generally, intervention for bus misconduct will be determined by the school Principal and may be of escalating severity up to and including permanent suspension from riding the bus for continued inappropriate conduct.
5. Normally, the driver will notify the school and the SD57 Transportation Administrator of the misconduct at the time of the incident when the student disembarks from the bus.
6. Students who have been notified of a suspension from the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension has been received by them. However, in extreme circumstances, where student safety or damage to the bus is involved, the bus driver has ultimate responsibility for the safety of the students and has the authority to refuse any student access to the bus.
7. When a conduct notice has been issued, the school Principal or the SD57 Transportation Administrator will contact the parents in writing, outlining the bus code of conduct and the determined intervention.



## BUS CONDUCT

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8. Indefinite suspensions may be issued without following the regular conduct process as a result of a serious infraction such as:
  - 8.1 Striking another student or the driver;
  - 8.2 Flagrant disregard for the bus driver;
  - 8.3 Fighting;
  - 8.4 Willful damage to the bus;
  - 8.5 Possession of drugs, alcohol or weapons on the bus;
  - 8.6 Any behaviour that places the safety of the driver and other passengers at risk.
9. Indefinite suspensions require an interview with the parent(s), student, the school Principal or the SD57 Transportation Administrator and a representative of the bus contractor as requested by the SD57 Transportation Administrator to review the incident and to determine the duration of the suspension, before a student can be reinstated on the bus.
10. An appeal of a suspension of more than two days is to be made within five days of the suspension notice date to the SD57 Transportation Administrator, who, in consultation with the contractor and the school Principal, shall decide on the merits of the case.
11. In the event that students cause the bus to become unsafe due to their behavior, or if there is a suspicion or confirmation of drugs or alcohol consumption, the bus may be returned to the school of origin and students may be dropped off in the care of a school Principal or Vice Principal.
12. Behaviour strategies that may be used by a driver for misconduct on the bus include:
  - 12.1 Discussion with a school Principal or Vice Principal and parents;
  - 12.2 Seat assignments;
  - 12.3 Oral warnings to the student;
  - 12.4 Contractor and District reserving the right to reassign a student to an alternate bus.
13. The objective of the District is to provide safe transportation for students. Every opportunity is taken to educate students of the Code of Conduct for Bus Students and the consequences of inappropriate behaviour.

Approved: 1978.06.20

Revised: 1993.06.01, 1999.01.26, 2001.06.05, 2002.11.26, 2016.05.31, 2020.09.29



## CODE OF CONDUCT FOR BUS STUDENTS

1. The SD57 Transportation Administrator and the District are committed to school transportation that respects three core values: SAFETY, RESPECT and RESPONSIBILITY.
  - 1.1. Students are responsible to:
    - 1.1.1. Follow the driver's directions the FIRST time they are given.
    - 1.1.2. Keep their hands, feet and objects to themselves.
    - 1.1.3. Stay in their seats unless directed to do otherwise.
    - 1.1.4. Talk quietly, using only appropriate language.
    - 1.1.5. Be at the bus stop five minutes before scheduled leave time.
    - 1.1.6. Not eat or drink on the bus, without prior approval from the bus driver.
    - 1.1.7. Not bully or intimidate others.
    - 1.1.8. Not smoke, vape, take drugs or alcohol on the bus or at the bus stop.
  - 1.2. Non-registered riders MUST provide a note from their parent, signed by the Principal, in order to ride on a school bus.
  - 1.3. Students wanting to disembark at a stop other than their designated stop must provide a permission slip, signed by the Principal.
2. Student behaviour that contravenes the above values or whose actions distract the driver, cause or have the potential to cause harm or discomfort to themselves or others, is subject to consequences, which includes the following:
  - 2.1. Verbal warning from the bus driver (initially, in routine situations).
  - 2.2. Issue of a School Bus Conduct Notice by the School Principal or the SD57 Transportation Administrator outlining the misconduct and determined intervention.
    - ~~2.2.1. One written warning (bus privileges suspended until notice signed by parent and returned by student to the bus driver).~~
    - ~~2.2.2. Suspension of bus privileges for two school days.~~
    - ~~2.2.3. Suspension of bus privileges for five school days.~~
    - ~~2.2.4. Service suspended for an undetermined length of time (issued for repeated offences or for striking another person, fighting, vandalism, spitting, throwing objects out bus windows, lighting matches or other flammable objects, possession/use of laser pointer, unauthorized use of emergency equipment, unauthorized exit through rear emergency door and other serious contraventions of the bus rules.). When a student receives this type of suspension, parents are required to arrange an interview with transportation staff. The length of the suspension period will be determined during the interview. Please phone 561-6802 to arrange appointments.~~

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 15, 2020

MEMORANDUM

TO: Board of Education  
FROM: Policy and Governance Committee  
SUBJECT: **POLICY 3541.35 WINTER WEATHER**

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RECOMMENDATION

That the proposed minor revisions to the regulations of Policy 3541.35 Winter Weather be approved.

\* \* \* \* \*

RATIONALE

1. As defined in Policy 8310 “regulations” are specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized; “administrative procedures” set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.
2. The proposed revisions to Policy 3541.35 Winter Weather are required to correctly align the regulations and administrative procedures.

AR/dln



**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# POLICY 3541.35

## WINTER WEATHER

APPROVED: 1982.12.14

REVISED: 1991.10.29

1994.12.06

1996.06.11

1999.01.26

2008.09.23

2020.xx.xx

## POLICY

Student safety shall be the primary concern that determines actions taken as a result of cold or inclement winter weather.

Responsibility Centre: ~~Assistant Superintendents~~ Office of the Superintendent  
 References: *School Act*, Sections 73 and 85



WINTER WEATHER

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***PREAMBLE***

School operational procedures and expectations regarding staff and student attendance during severe winter weather must be clarified.

---

Approved: 1999.01.26



WINTER WEATHER**REGULATIONS:**

1. Schools shall not be closed because of cold or inclement weather.
2. ~~On days when student attendance is reduced substantially because of cold or inclement weather conditions or because travel is considered treacherous, regular scheduled instruction may be modified for those students who attend school. The administrative procedures of this policy provide assistance to the principal and teachers in determining the educational program that will be offered. The decision to keep a student at home for the day because of winter weather conditions shall be made by the parents.~~
3. School bus service will not be cancelled because of cold weather.
  - Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.
4. ~~Individual bus runs may be cancelled for the day (morning and afternoon runs) because of dangerous road conditions. Cancellations will be announced on local radio as soon as possible after the decision to cancel a run is made.~~
5. ~~The decision to keep a student at home for the day because of winter weather conditions shall be made by the parents.~~
6. ~~Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.~~
7. Notwithstanding Regulation 1, school closures may be required for reasons other than winter weather. See Policy 6114 (Emergency Situations in Schools).
8. ~~School staff are expected to attend school on their scheduled work days. However, if a staff member is unable to travel to work because of weather or road conditions, a discretionary day, vacation or leave without pay will be granted, as applicable, in accordance with the relevant collective agreement. Staff are expected to make every reasonable effort to travel to work, but should not place themselves at undue risk in attempting to do so.~~
9. ~~Staff members who are unable to travel to school because of road conditions must inform their principal at the earliest time possible.~~
10. ~~Principals will ensure that parents are informed about Regulations 1 through 6 each fall and periodically through the winter months.~~

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Approved: 1982.12.14

Revised: 1991.10.29, 1994.12.06, 1996.06.11, 2008.09.23, 2020.xx.xx



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **POLICY 3541.35 WINTER WEATHER – ADMINISTRATIVE PROCEDURES**

---

RECOMMENDATION

That the revised administrative procedures attached to Policy 3541.35 Winter Weather be received.

\* \* \* \* \*

RATIONALE

1. The administrative procedures attached to Policy 3541.35 Winter Weather required revisions to align with school district practice.
2. The policy statement of Policy 8310 Policy and Policy Development states that *administrative procedures including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.*
3. As defined in Policy 8310 “*administrative procedures*” *set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.*
4. In accordance with Policy 8310 *revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.*

AR/dln

## POLICY 3541.35

WINTER WEATHER

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**ADMINISTRATIVE PROCEDURES:**

1. ~~On days when student attendance is reduced because of weather conditions, schools should consider the following options:~~
  - 1.1. ~~Regular instruction.~~
  - 1.2. ~~Modified instruction.~~
  - 1.3. ~~Review sessions.~~
  - 1.4. ~~Work completion sessions.~~
  - 1.5. ~~Individual or small group instruction.~~
  - 1.6. ~~Special research projects.~~
  - 1.7. ~~Directed study sessions.~~
  - 1.8. ~~Multi-age grouping for instruction.~~
  - 1.9. ~~Student tutorials.~~
  - 1.10. ~~Supervised study and/or activity sessions.~~
  - 1.11. ~~Some combination of the above.~~
2. ~~In advance of the cold weather months, schools should consult with parents and clearly communicate to parents what educational alternatives the school will offer in the event of low attendance caused by excessively cold weather.~~
  1. On days when student attendance is reduced substantially because of cold or inclement weather conditions or because travel is considered treacherous, regular scheduled instruction may be modified for those students who attend school.
  2. In advance of the cold weather months, schools should consult with parents and clearly communicate to parents what educational alternatives the school will offer in the event of low attendance caused by excessively cold weather.
  3. Temperature alone does not warrant an "in day" although the guideline that has been used for quite some time has been (-20). Taking into consideration the many factors of inclement weather such as wind, rain, particulate matter, snow and temperature, the Principal shall make the decision as to keeping the students indoors. Safety of the students is always a priority.

## WINTER WEATHER

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4. Individual bus runs may be cancelled for the day (morning and afternoon runs) because of dangerous road conditions. Cancellations will be announced on local radio and posted on My School Bus Monitor as soon as possible after the decision to cancel a run is made.
5. Employees will report to their worksite as scheduled. Employees that are unable to attend their worksite must contact their principal or supervisor for further instructions.
6. Principals will ensure that parents are informed about Regulations 1 through 3 each fall and periodically through the winter months.

Approved:1991.10.29

Revised: 1984.12.06, 1996.06.11, 2020.09.29

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 15, 2020

MEMORANDUM

TO: Board of Education  
FROM: Policy and Governance Committee  
SUBJECT: **DRAFT POLICY 5131.4 STUDENT ATTENDANCE**

---

RECOMMENDATION

That the proposed minor revisions to the  
regulations of Policy 5131.4 Student Attendance  
be approved.

\* \* \* \* \*

RATIONALE

1. As defined in Policy 8310 “*regulations*” are *specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized*; “*administrative procedures*” set out the *specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented*.
2. The proposed revisions to Policy 5131.4 Student Attendance – Secondary Schools are required to correctly align the regulations and administrative procedures.

AR/dln



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY 5131.4

## STUDENT ATTENDANCE – ~~SECONDARY SCHOOLS~~

APPROVED: 1997.02.04

REVISED: 2004.04.27

2020.xx.xx

### ***POLICY***

It is the responsibility of all students to attend every day all programs and classes in which they are registered.

Responsibility Centre: ~~Assistant Superintendents~~ Office of the Superintendent

References: School Act, Sections 6, 26 and 85  
Policy 5131 District Code of Student Conduct



STUDENT ATTENDANCE – SECONDARY SCHOOLS**PREAMBLE**

This policy provides a consistent framework for secondary schools address student attendance.

Regular attendance by students in all their programs and classes enhances their performance and contributes substantially to their rate of progress. While students have the right to access educational programs, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. At all school levels, there will be well-publicized procedures for student attendance, and these procedures shall be made clear to students and their parents.

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Approved: 2004.04.27  
2020.xx.xx



STUDENT ATTENDANCE – SECONDARY SCHOOLS**REGULATIONS:**

1. Students will attend all educational programs and classes classes for the courses in which they are registered.
2. Attendance and the application of this policy will be considered on a program or course-by-course basis.
3. Teachers are responsible for monitoring attendance in their classes.
4. Specific provisions for regulating the attendance of students shall be developed in consultation with students, staff members and parents' advisory councils, as appropriate.
5. ~~Students who fail to attend a class and who are unable to provide written notice from the parent/guardian that indicates awareness and approval of the absence or students whose parent/guardian did not give the school advance notice of an absence will be considered to be absent without excuse. Such students shall be subject to the following process of progressive discipline:~~

~~5.1 Upon the first offence:~~

- ~~5.1.1 The parent/guardian shall be informed by telephone contact by the classroom teacher or, in those cases where telephone contact cannot be made, in writing by the school. A record of all dates of contact will be kept by the teacher and the school. A Saturday School or similar consequence may be assigned at this stage. A copy of the attendance policy shall be provided to the student and to the parent/guardian.~~

~~5.2 Upon the second offence:~~

- ~~5.2.1 The administration shall inform the student and the parent/guardian that the student has been absent without excuse for a second time~~
- ~~5.2.2 The principal or vice-principal will meet with the student to emphasize the seriousness of continued truancy. The parent/guardian will be notified that this meeting has occurred.~~
- ~~5.2.3 One or more Saturday Schools or a similar consequence may be assigned at this stage.~~



STUDENT ATTENDANCE – SECONDARY SCHOOLS

- 5.3 Upon the third offence:
- 5.3.1 ~~The administration will suspend the student for a maximum of two days or until the parent/guardian can attend a meeting with the student and the principal or vice-principal to review school and district attendance policies, whichever comes first.~~
  - 5.3.2 ~~The administration will provide the student and the parent/guardian with formal notice that any subsequent offence will result in the student being withdrawn from the course from which the absence is occurring and any adjacent courses under the provisions of Regulation 4.4.2. In those cases where the school district provides transportation to the student, the notification will inform the parent/guardian that they or the student will be responsible for mid-day transportation.~~
- 5.4 Upon the fourth offence:
- 5.4.1 ~~The administration shall withdraw the student from the course from which the student was absent without excuse.~~
  - 5.4.2 ~~The administration shall withdraw the student from the course or courses adjacent to the course referred to in 4.4.1, such that the student attends school for only the morning (if withdrawn from the afternoon courses) or the afternoon (if withdrawn from the morning courses).~~
  - 5.4.3 ~~The administration shall notify the parent/guardian in writing of the courses from which the student has been withdrawn. In those cases where the district provides transportation to the student, the notification will inform the parent/guardian that they or the student is now responsible for mid-day transportation.~~
  - 5.4.4 ~~Any student withdrawn under Regulation 4.4.2 is not to be on the school property during these periods without the prior permission of the principal.~~
  - 5.4.5 ~~The parent will be informed of the above actions by telephone and in writing.~~
- 5.5 ~~School principals and vice-principals may apply to the Superintendent of Schools for reconsideration of the actions required under this section when circumstances justify such reconsideration.~~



STUDENT ATTENDANCE – SECONDARY SCHOOLS

6. ~~Students who are involved in organized school events or groups such as athletic teams, band, etc. shall not be considered absent without excuse when they are participating in these activities; however, in advance of every such absence, the student must provide notice to the course teacher(s) and written permission to participate from the parent/guardian. Posting a list of participants, team members, etc., does not constitute notice to the course teacher(s).~~
7. ~~When, in the opinion of the teacher, the planned absence will have a negative impact on the student's academic performance, the student and the parent/guardian should be so advised.~~
8. ~~Students are responsible for all course work and assignments missed during any absence from class. Where prior notice has been given to a course teacher that a student will be absent from class, or where the student is absent as a result of illness, injury or family emergency, the teacher will provide a brief outline of course work to assist the student in his/her studies during this absence. In the case of a student being absent without excuse, the course teacher may provide a brief outline of course work but is not obligated to do so.~~
9. ~~This policy shall apply to all students attending secondary school in School District No. 57, except those students for which attendance is part of an individual education plan (IEP).~~

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Approved: 1997.02.04  
Revised: 2004.04.27, 2020.XX.XX



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **POLICY 5131.4 STUDENT ATTENDANCE –  
ADMINISTRATIVE PROCEDURES**

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RECOMMENDATION

That the revised administrative procedures  
attached to Policy 5131.4 Student Attendance  
be received.

\* \* \* \* \*

RATIONALE

1. The administrative procedures attached to Policy 5131.4 Student Attendance – Secondary Schools required revisions to align with school district practice.
2. The policy statement of Policy 8310 Policy and Policy Development states that *administrative procedures including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.*
3. As defined in Policy 8310 “*administrative procedures*” *set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.*
4. In accordance with Policy 8310 *revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.*

AR/dln

STUDENT ATTENDANCE – SECONDARY SCHOOLS**ADMINISTRATIVE PROCEDURES:**

1. ~~School administrators shall communicate this policy to students, parents/guardians and staff.~~
  2. ~~School administrators shall develop policies and practices within their schools to ensure effective implementation of this policy.~~
  3. ~~Assistant Superintendents will review the implementation of this policy with each school's administration and staff and monitor the effectiveness of this policy.~~
1. An accurate daily record of attendance shall be kept for each student.
  2. Principals are expected to have an established system for verifying on a daily basis reasons for non-attendance.
    - 2.1. ~~For all grades, unexplained~~ All absences will be entered into the Student Information System (SIS);
    - 2.2. All unexplained student absences during the school day shall be reported to the school office immediately after any such absence becomes apparent. All reasonable efforts must be made immediately to determine the whereabouts of students who are reported absent.
    - 2.3. In elementary schools, a system shall be in place to contact parents in a timely manner regarding unexplained student absences.
    - 2.4. In District secondary schools, attendance shall be taken during each period. All reasonable efforts must be made to determine the whereabouts of students who are reported absent.
    - 2.5. Principals, in setting procedures for student absences and reasons for non-attendance, will accept students' absences as excused if they are for necessary, important reasons.
  3. Teachers shall assist in maintaining an accurate attendance record for each student.
  4. Because Principals are often asked to document student absences and attendance, it is strongly recommended that any student absence be explained by absent students' parents.
  5. Parents are to be encouraged to take the initiative in advising the school when their child is ~~students are~~ absent.

STUDENT ATTENDANCE – SECONDARY SCHOOLS

6. In cases of unexplained or excessive absences and/or suspected trancies, parents shall be contacted as soon as a pattern of such absences and/or trancies becomes evident, as determined by the school's attendance procedures.
7. Initial investigation of reasons for extended non-attendance shall be the responsibility of the Principal.
8. The Principal shall establish the following remediation procedures regarding students who are absent without reason:
  - 8.1. Work directly with students to resolve issues of non-attendance;
  - 8.2. Establish ongoing supports to help students attend and be successful;
  - 8.3. Establish ongoing communication and consultation with parents regarding non-attendance;
  - 8.4. Implement progressively more supports and consequences for students who persist in being absent without reason; and,
  - 8.5. After all possible remediation efforts have been exhausted at the school level, refer matters of subsequent absences without excuse to the Office of the Superintendent.

Approved: 1997.02.04

Revised: 2004.04.27, 2020.09.29

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **HOUSEKEEPING – VARIOUS POLICIES –**

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Minor housekeeping revisions were required to the following policies and is provided to the Board for information purposes only.

- Bylaw No. 1
- Policy 1120 Access to the Board
- Policy 6145 Student Transportation and Travel
- Policy 8310 Policy and Policy Development

AR/dln



**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# BYLAW NO. 1

## BYLAW NO.1

### “A bylaw to provide for the organization and operation of the Board”

#### 1. BOARD MEETINGS

- 1.1 The Board will publish a calendar of regular meeting dates at the beginning of each school year. Regular meetings shall be scheduled not less than once each month while district schools are in session.
- 1.2 One regular Board meeting per year shall be held outside the city of Prince George, within the geographic region of School District No. 57.
- 1.3 In all meetings of the Board of Trustees, procedures shall be guided by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail. Details regarding meeting procedures are outlined in the School Board Meeting Handbook.
- 1.4 The Chairperson may enter into debate and vote as any other Trustee.
- 1.5 A special meeting of the Board may be called by:
  - 1.5.1 The Chairperson.
  - 1.5.2 The Secretary Treasurer, upon written request of a majority of the Trustees holding office.
  - 1.5.3 A majority of the Board at a meeting of the Board.
- 1.6 No business other than that for which the meeting was called shall be conducted at a special meeting.
- 1.7 The Board shall provide an opportunity at regular and special public meetings for formal public presentations and informal community input.
- 1.8 Prior to a decision being made on an issue, a Trustee may make a motion requesting that a public hearing, forum, focus group, task force, survey or poll or an ad hoc committee be formed to address the specific issue.

**BYLAW NO.1**

- 1.9 Forty-eight hours' notice in writing shall be given of each special meeting of the Board, which notice must be given to each Trustee by delivery of the same at the place designated by him or her for notice, or failing any such designated place, then at the Trustee's address as set out in the Trustee's nomination paper.
- 1.10 Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that not less than the number of Trustees required to make a quorum agree to the waiving of the written notice.
- 1.11 A quorum shall be a majority of Trustees holding office at the time of the meeting. No decision may be made in the absence of a quorum except to adjourn or recess the meeting or to take steps to establish a quorum.
- 1.12 A Trustee may participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 1.13 All matters coming before the Board shall be considered in public sessions except the following:
  - 1.13.1 Personnel matters
    - a) Salary claims and negotiations
    - b) Efficiency, discipline or retirement of employees
    - c) Employee promotion or termination
  - 1.13.2 Legal matters
    - a) Accident claims
    - b) Legal actions brought by or against the Board
    - c) Legal opinions respecting any matters which are to be considered in private session
  - 1.13.3 Student matters
    - a) Indigent students
    - b) Student discipline



## BYLAW NO.1

## 1.13.4 Property matters

- a) Negotiations regarding purchase, lease or sale of property
- b) Future site planning and designation

## 1.13.5 Investigations regarding possible school closures

## 1.13.6 Auditors' management letter

## 1.13.7 Medical matters respecting individual students or employees

## 1.13.8 Other matters that the Chairperson considers appropriate for initial discussion in camera

## 1.13.9 Such matters as the Board may determine

1.14 No Trustee shall disclose to the public the proceedings of an in camera meeting unless a motion has been passed at the meeting to allow such disclosure.

1.15 A Trustee may make a motion to place an in camera item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favour of the motion shall be sufficient cause to move the item into the public session.

1.16 Subject to appropriate sections of the *School Act*, its attendant regulations, and existing contracts, the Board may exclude from attendance at an in camera meeting an employee under consideration by the Board relative to the employee's salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.

## 2. INAUGURAL AND ANNUAL MEETINGS

2.1 The inaugural meeting of the Board shall be held in November of each year at the time, place and date determined by the previous Board. In the event that the board shall not so determine ~~has not determined a time, place and date~~, then such meeting shall be held at the hour of 8:00 6:00 p.m. in the board room of the administration building on the first Tuesday after the first Monday following in November. In an election year, the inaugural meeting shall be held on the Tuesday following the first Monday after November 1, in accordance with Sections 49 and 67 of the *School Act*.



## BYLAW NO.1

- 2.2 In a non-election year, an ~~inaugural~~ **annual** meeting shall be held in November each year on the first Tuesday after the first Monday following November 1, and may be followed by a regular public meeting.
- 2.3 The Superintendent of Schools or, in the Superintendent's absence, the Secretary Treasurer, shall call the meeting to order and shall preside at such meeting until a Chairperson shall have been elected. ~~If the inaugural meeting takes place.~~ In an election year, the presiding official shall proceed to read to the Board the results of the election as certified by the Returning Officer or City Clerk, and shall then report whether or not the Trustees-elect have completed the declarations required by the *School Act*.
- 2.4 A Trustee-elect shall become a Trustee upon the signing of the Declaration with respect to qualifications to hold office and the Trustees' Code of Ethics attached hereto as Appendix "A".
- 2.5 The presiding official shall then conduct the election of a Chairperson according to the rules provided herein.
- 2.6 Nominees for all positions will have up to three minutes each to comment on their reasons for accepting the nominations.
- 2.7 Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson, the B.C.S.T.A. Provincial Councillor, B.C.S.T.A. Provincial Alternate Councillor, representative to the B.C. Public School Employer's Association and an alternate representative to the B.C. Public School Employer's Association.
- 2.8 Prior to the next regularly scheduled board meeting following the inaugural or annual meeting, the Chairperson, Vice-Chairperson and Superintendent of Schools shall meet to appoint one Trustee to serve as Chairperson and two Trustees to serve as members of each of the Board's standing committees and shall name the Board's appointees to liaison schools and other boards and organizations as are required. The appointments shall be made by the Chairperson only after Trustees have had an opportunity to make their preferences known.
- 2.8.1 In order to assist the Chairperson, Vice-Chairperson and Superintendent of Schools in making the appointments required under Part 2, Section 6 above, Trustees will be provided with a list of the standing committees and other appointments and asked to notify the Chairperson of their preferences for these appointments.



**BYLAW NO.1**

2.8.2 A Trustee shall not be appointed as liaison to a school attended by his or her child or a child in his or her care or at which an immediate family member is employed.

2.9 The announcement of the appointments made by the Chairperson, Vice-Chairperson and Superintendent of Schools shall be subject to the approval of the Board at the next regularly scheduled board meeting following the inaugural ~~or annual~~ meeting.

2.10 The procedure for election of Chairperson, Vice-Chairperson, B.C.S.T.A. Provincial Councillor and representative to the B.C. Public School Employers' Association, and such other Board officer as may be required from time to time, shall be as follows:

2.10.1 Any other Trustee may nominate any Trustee and no seconder shall be required.

2.10.2 Nominations shall be called three times.

2.10.3 All voting shall be by ballots.

2.10.4 Should more than two nominations be received, balloting shall continue until one Trustee receives a clear majority of the votes. The name of the Trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two Trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall be dropped.

### 3. STANDING COMMITTEES

3.1 The standing committees of the Board shall be as follows:

3.1.1 The Education Programs and Planning Committee

3.1.2 The Education Services Committee

3.1.3 The Management and Finance Committee

3.1.4 The Policy and Governance Committee

3.2 Trustees are appointed to standing committees as outlined in Clause 2.8 above.



3.3 The Education Programs and Planning Committee shall meet with the Superintendent of Schools or designate, other members of senior administration as required, one representative from each ~~educational partner group~~ **Rightsholder and Stakeholder group**, and other appropriate persons to receive information, review and make recommendations to the Board on any issue relating to the development of, review of, or change to an education program or policy, and specifically on the following:

- 3.3.1 Student learning initiatives
- 3.3.2 Curriculum implementation and program requirements
- 3.3.3 School learning resources and supplies
- 3.3.4 ~~Aboriginal~~ **Indigenous** Education
- 3.3.5 ~~Special~~ **Inclusive** Education
- 3.3.6 Assessment, evaluation and reporting
- 3.3.7 Career preparation programs
- 3.3.8 District ~~Resource~~ **Learning** Centre
- 3.3.9 Career Technical Centre
- 3.3.10 Continuing Education
- 3.3.11 ~~Distance Education~~ **Distributed Learning**
- 3.3.12 Locally developed and Board authorized courses
- 3.3.13 Other matters referred by the Board.

3.4 The Education Services Committee shall meet with the Secretary Treasurer, other members of senior administration as required, one representative from each ~~educational partner~~ **Rightsholder and Stakeholder group**, and other appropriate persons to receive information, review, and make recommendations to the Board on any issue relating to services that support an education program, or to the implementation of a policy, and specifically on the following:

- 3.4.1 Facilities, planning and utilization
- 3.4.2 Capital planning
- 3.4.3 Enrolment
- 3.4.4 School boundaries
- 3.4.5 Accommodation
- 3.4.6 Student transportation and district administrative services



## BYLAW NO.1

- 3.4.7 Property maintenance services
  - 3.4.8 Technology
  - 3.4.9 Other matters referred by the Board.
- 3.5 The Management and Finance Committee shall meet with the Superintendent of Schools and the Secretary Treasurer, and other members of senior administration as required, to receive information, review and make recommendations to the Board in the following areas:
- 3.5.1 Personnel
  - 3.5.2 Labour relations
  - 3.5.3 Legal and audit
  - 3.5.4 Corporate sponsorships, donations and partnerships
  - 3.5.5 Office of the Superintendent
  - 3.5.6 Office of the Secretary Treasurer
  - 3.5.7 Budget review
  - 3.5.8 Liaison with other levels of government
  - 3.5.9 Other matters as referred by the Board.
- 3.6 The Policy and Governance Committee shall meet with the Superintendent of Schools or designate, one representative from each educational partner Rightsholder and Stakeholder group, and other appropriate persons to receive information, review and make recommendations as directed by the Board in the following governance areas:
- 3.6.1 Bylaw revision
  - 3.6.2 Policy revision
  - 3.6.3 Upon request, the Policy and Governance Committee may also assist the other standing committees in the development of new policies or the revision of current policies that are within the jurisdiction of that standing committee.
  - 3.6.4 Other matters as referred by the Board.
  - 3.6.5 Notwithstanding Clause 3.6, at the discretion of the chair of the committee, or as per Section 69 (2) of the *School Act*, partner group representatives and/or other persons may be excluded from meetings when issues related to personnel matters or other in camera or sensitive items, as listed in Clause 1.12, are discussed.



**BYLAW NO.1**

- 3.7 Standing committees shall meet as required.
- 3.8 Standing committees may not exercise any of the rights, duties or powers of the Board.
- 3.9 For all standing committees, a quorum shall consist of a majority of the Trustee members of the committee.
  - 3.9.1 The Board Chairperson, or in the Board Chairperson's absence, the Board Vice-Chairperson, may be called upon and counted along with Trustee members of a committee in forming a quorum, except on committees on which they are appointed members.
- 3.10 Trustees may attend meetings of any standing committee of the Board as observers and may ask questions and provide input to the committee members on the topics being considered.
- 3.11 A meeting of any standing committee shall be called by the Chairperson of the committee, but any two Trustees on a committee may request that the Chairperson call a meeting.
- 3.12 After two hours have passed, any standing committee meeting may be continued, with the agreement of the Trustees present.
- 3.13 The procedures applying to Board meetings shall be observed in standing committee meetings so far as they are applicable.
- 3.14 Should a vacancy occur on any standing committee, the Chairperson of the Board shall appoint a successor.
- 3.15 All standing committee Chairpersons shall report to the Board on a regular basis.
- 3.16 Standing committees shall consider and make recommendations to the Board in matters assigned to them or in other matters within their jurisdiction. No action shall be taken on the report of any committee until the Board has formally approved the report.
- 3.17 The Superintendent of Schools and/or the Secretary Treasurer and/or the Assistant Deputy Superintendent shall confer with and keep all Chairpersons of standing committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.
- 3.18 No Trustee shall serve as Chairperson of more than one standing committee. The Chairperson of the Board may not be the chair of any standing committee.



**BYLAW NO.1**

- 3.19 Each Trustee except the Board Chairperson must be appointed to no more than two standing committees, except in extraordinary circumstances. The Board Chairperson may be appointed to no more than one standing committee, except in extraordinary circumstances.
- 3.20 Opportunities may be provided for ~~education partners~~ **Rightsholders, Stakeholders** and members of the community to place items on the agendas of the Board's standing committees.
- 3.21 An opportunity shall be provided, at the beginning of each standing committee meeting, for committee members to comment on or question items considered by the Board.
- 3.22 At the discretion of the Board Chairperson, policies, major presentations and significant reports may be referred directly to the Board without discussion at committee level.

#### 4. AD HOC COMMITTEES

- 4.1 Ad hoc committees may be appointed for any purpose by the Board.
- 4.2 The mandate and membership of each ad hoc committee will be determined by the Board and announced at a public meeting.
- 4.3 When an ad hoc committee has been appointed by the Board, all information pertaining to the issue before that committee shall be directed to the committee Chairperson.
- 4.4 No business other than that for which an ad hoc committee was appointed shall be conducted by that committee.
- 4.5 The final report of an ad hoc committee will be received by the Board at a public meeting, unless the subject matter of the report is such that it may not be made public.

#### 5. FORUMS

- 5.1 The Board may schedule a forum to receive information on a specific issue.
- 5.2 Forums may be public or by invitation.
- 5.3 Notice of public forums will be given in the form of advertisements in the local media.



## 6. CONFLICT OF INTEREST

- 6.1 The Board considers conflict of interest to include:
  - 6.1.1 Pecuniary interest –a matter that could monetarily affect a Trustee.
  - 6.1.2 Indirect pecuniary interest – where the Trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter. ~~Indirect pecuniary interest – where the Trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter.~~
  - 6.1.3 Deemed pecuniary interest – a matter in which the Trustee knows that his spouse, parent or child has a pecuniary interest.
- 6.2 A Trustee with a conflict of interest in a matter, who is present at a Board or committee meeting at which the matter is to be considered, must, at that meeting:
  - 6.2.1 disclose the general nature of the interest;
  - 6.2.2 refrain from any discussion or vote on the matter;
  - 6.2.3 not attempt in any way, before, during or after the meeting, to influence any vote relating to the matter.
- 6.3 If the meeting at which a Trustee discloses a conflict of interest is an in camera meeting, the Trustee, in addition to the requirements of 6.2 above must leave the meeting during the Board's consideration of the matter.
- 6.4 If a Trustee's conflict of interest is not disclosed at a meeting because the Trustee is not in attendance at the meeting, the Trustee shall disclose the interest at the next Board meeting and also comply with 6.2.2 and 6.2.3 above.
- 6.5 The duty to disclose a pecuniary, deemed pecuniary or indirect pecuniary interest does not apply where the interest is of a general, widespread or insignificant nature.
- 6.6 A Trustee with a direct or indirect pecuniary interest in teacher or support staff collective bargaining shall not participate or represent the Board in those activities.

(Reference: *School Act*, Sections 55-59)



**BYLAW NO.1****7. PASSAGE OF BYLAWS**

7.1 Bylaws will be read in accordance with Section 68 of the *School Act*.

7.2 The first reading of a bylaw is not debatable.

**8. AMENDMENT OF BYLAWS**

8.1 Bylaws may be amended by a two-thirds vote of the Trustees present at any regular meeting of the Board, provided the amendment was submitted in writing at the previous regular meeting.

8.2 Insubstantial amendments to a bylaw or to an amendment to a bylaw may be made by a majority vote of the Trustees present.

8.3 Notwithstanding Section 1, a substantial amendment to a bylaw shall be permitted, provided written notice of proposed amendments is waived by a two-thirds vote of the Trustees present and provided the amendment is approved by a majority of the Trustees constituting the Board.

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This Bylaw may be cited for all purposes as "School District No. 57 (Prince George) Bylaw No. 1 - a Bylaw to provide for the organization and operation of the Board" and is in all respects in accordance with the provisions of the *School Act*.

Read a first time the 10th day of July, 1984.

Read a second time the 10th day of July, 1984.

Read a third time the 10th day of July, 1984.

Reconsidered, finally passed and adopted the 10th day of July, 1984.

Amended by Bylaw No. 10 the 5th day of November, 1985.

Amended by Bylaw No. 11 the 8th day of November, 1988.

Further amended by the Board on the eighth day of November, 1988.

Further amended by the Board on the 20th day of November, 1990.

Further amended by the Board on the 15th day of December, 1992.

Further amended by the Board on the 22nd day of September, 1998.

Further amended by the Board on the fifth day of December, 2000.

Further amended by the Board on the 15th day of May, 2001.

Further amended by the Board on the 25th day of June, 2002.

Further amended by the Board on the 26th day of November, 2002.

Further amended by the Board on the 24th day of February, 2004.

Further amended by the Board on the 29th day of June, 2004.

Further amended by the Board on the 15th day of March, 2005.

Further amended by the Board on the 28th day of November, 2006.

Further amended by the Board on the 29<sup>th</sup> day of March, 2011.

Further amended by the Board on the 24th day of April, 2012.

Further amended by the Board on the 27th day of November, 2012.

Further amended by the Board on the 29<sup>th</sup> day of May, 2018

Further amended by the Board on the 4th day of December, 2018

Further amended by the Board on 2020.xx.xx





**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# POLICY 1120

## ACCESS TO THE BOARD

APPROVED: 1981.11.18

REVISED: 1995.09.12

1999.01.26

2001.11.27

2002.11.26

2003.09.30

2012.10.30

2020.XX.XX

## POLICY

Opportunities will be provided for public access to the Board of Education.

### DEFINITIONS:

**“Ad hoc committees”** are appointed by the Board to conduct research into specific issues.

**“Education partner groups Rightsholder and Stakeholder groups”** are:

- ~~Aberoriginal~~ Indigenous Education Advisory Committee Board
- CUPE Local 3742
- CUPE Local 4991
- District Parent Advisory Council
- District Student Advisory Council
- Prince George District Teachers' Association
- Prince George Principals' and Vice-Principals' Association
- Professional Employees' Association
- Lheidli T'enneh First Nation
- McLeod Lake Band
- Simpcw First Nation

**“Formal presentations”** are oral or written submissions arranged in advance and presented to Board or committee meetings.

**“Regular meetings”** are regularly scheduled public Board meetings.



**“Special meetings”** are Board meetings called to deal with specific items.

**“Standing committees”** are regular committees of the Board, which are generally comprised of three Trustees, appointed annually, who meet with staff and representatives of ~~education partner groups~~ **Rightsholders and Stakeholders** groups to receive information, review and make recommendations to the Board as per Bylaw No. 1

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Responsibility Centre: Superintendent of Schools & Secretary Treasurer  
References: *School Act*, Section 85, Bylaw No. 1



***PREAMBLE***

Practices and procedures need to be in place to facilitate effective public access to the Board.

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Approved: 1999.01.26



**REGULATIONS:**1. Formal Presentations

- 1.1. Individuals or groups may make presentations to the Board or its committees
- 1.2. The Board Chairperson, in consultation with trustees, may direct any formal presentation to one of the Board's committees.
- 1.3. The Board Chairperson, or the chairperson of a committee, in consultation with trustees, reserves the right to decline any request to make a formal presentation.
- 1.4. Generally, the Board will defer any decision on a presentation until trustees have had sufficient time for study and discussion. Presenters will be informed by the office of the Secretary Treasurer when the topic will be placed on a future Board meeting agenda.

2. Informal Presentations

- 2.1. One half hour at the beginning of any regular or special public Board meeting, except an inaugural meeting, will be set aside to receive informal public input. In compliance with the *School Act*, in camera items such as land, legal, contractual and personnel issues, and those defined by Bylaw No. 1, Section 1.3, must not be addressed during this time period.
- 2.2. Time will be set aside to receive informal input from education partner groups during or immediately following the public input session. In compliance with the *School Act*, in camera items such as land, legal, contractual and personnel issues and those defined in Bylaw No. 1, Section 1.3, must not be addressed during this time period.

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*Approved: 1981.11.16*

*Revised: 1995.09.12, 2001.11.27, 2002.11.26, 2003.09.30, 2020.XX.XX*



ACCESS TO THE BOARD***ADMINISTRATIVE PROCEDURES:*****1. Formal Presentations**

- 1.1. Individuals or groups wishing to make a formal presentation to the Board of Education must contact the Secretary Treasurer's office.
- 1.2. Individuals or groups wishing to make a formal presentation to one of the Board's standing committees must contact the chair of the committee.
- 1.3. Presenters shall make themselves known by name.
- 1.4. The Secretary Treasurer's office will notify the individual or groups of their inclusion on a Board agenda.
- 1.5. The committee Chairperson, or designate, will notify the individual or group of their inclusion on a committee agenda.
- 1.6. An individual or group making a presentation to the Board or a committee may do so in writing, although a written submission is not required.
- 1.7. Once the presentation is completed and Trustees have had an opportunity for questions, it is in order for the group to remain or leave the meeting.

**2. Informal Presentations**

- 2.1. Individuals or groups wishing to make an informal presentation to the Board at the beginning of a regular or special Board meeting must identify themselves and the issue(s) to be presented on a speakers' list posted 15 minutes prior to the Board meeting.
- 2.2. Each speaker from the public will be allowed five minutes to make comments, to a maximum of 30 minutes. At the discretion of the Chairperson, additional time may be allotted.
- 2.3. One representative from each ~~education partner group~~ **Rightsholders and Stakeholders** group will also be allowed five minutes to make comments.

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Approved: 1981.11.16

Revised: 1995.09.12, 2001.11.27, 2002.11.26, 2003.09.30, **2020.09.29**





**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# POLICY 6145

## STUDENT TRANSPORTATION AND TRAVEL

APPROVED: 2001.09.25

REVISED: 2001.10.23

2004.01.27

2006.11.28

2007.03.27

2007.09.25

2011.11.22

2017.04.04

2019.06.18

2020.xx.xx

### **POLICY**

The Board of Education will approve travel and, where applicable, transportation for student travel in matters related to curricular and extracurricular activities.

### **DEFINITIONS:**

**"Approved booster seat"** is a CSA-approved safety seat

**"Competitive event"** means an endeavour that involves competition between individuals and/or teams, i.e., basketball tournaments, volleyball games, chess tournaments, debating matches, etc.

**"Curricular field trip"** involves teachers and students in a direct extension of the curriculum outside of the school setting. It stimulates students' interest and inquiry and provides opportunities for intellectual, cultural and social development.

**"Extended student travel"** is school-related travel by individual students, groups of students, teams, classes, clubs or schools beyond British Columbia.

**"Extracurricular activity"** is a student and teacher endeavour that takes place outside the school setting, encompassing normally not more than two school days within a school year. An extracurricular activity emanates from the operations of a club or from an activity that takes place outside of regular instructional hours. It may have an indirect relationship to the curriculum and should provide experiences that enrich the student's life rather than the content of a particular course. Students from several class and age groupings may be involved. An extracurricular activity, therefore, provides for the development of interpersonal relationships skills as well as improvements in student-teacher relationships.

STUDENT TRANSPORTATION AND TRAVEL

**"Gender Identity"** is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.

**"Highway safety kit"** means a district-approved kit that includes a fire extinguisher, flares and a first aid kit. These kits can be borrowed through the District Learning Commons or purchased through the Purchasing Department.

**"Professional driver"** means (1) a driver supplied by a district-approved vendor, or (2) a volunteer driver who makes his or her livelihood as a driver of a public or charter bus/coach.

**"Qualified volunteer driver"** means a driver of at least 21 years of age who is not a secondary school student, is in good health, has submitted a volunteer driver application form to the school, has successfully completed a criminal record check, has three years of driving experience and has the appropriate driver's licence for the vehicle to be used, as follows:

- Class 5 – Private passenger vehicle with occupant capacity of ten (including the driver)
- Class 4 – Private passenger vehicle or school bus with capacity of up to 25 occupants (including the driver)
- Class 2 – School bus with a capacity greater than 25 occupants

**"Student driver"** is a holder of a valid Class 7 or Class 5 British Columbia driver's licence who is registered as a student in School District No. 57 (Prince George).

**"Van with a valid school bus permit"** refers to a regular passenger vehicle with a capacity of ten or fewer occupants that has a valid school bus permit. The vehicle does not have to be painted the conventional yellow and black, but school bus signs are required.

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Responsibility Centre: Superintendent of Schools

References: *School Act*, Sections 6 and 85  
Policy 5131 District Code of Student Conduct  
Policy 5131.1 Bus Conduct



STUDENT TRANSPORTATION AND TRAVEL**PREAMBLE**

This policy is created to assist schools in the planning and implementation of student travel and transportation for the wide range of curricular and extracurricular activities afforded to students through the school district.

For purposes of clarity, the regulations are in two sections: Student Travel and Student Transportation.

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Approved: 2001.09.25



## **REGULATIONS:**

### **PART I: STUDENT TRAVEL**

1. Principals have the authority to approve travel for curricular field trips, extracurricular activities and competitive events the province of British Columbia. ~~within 300 km.~~
2. ~~The Superintendent or Assistant Superintendent~~ **Office of the Superintendent** has the authority to approve travel for field trips, extracurricular activities, competitive events and extended student travel ~~beyond 300 km and/or~~ outside British Columbia.
3. In all cases, approval must be obtained prior to the commencement of detailed planning or fundraising. Before proceeding travel of an unusual nature or duration must be discussed with the ~~Assistant Superintendent~~ **Office of the Superintendent**.
4. In seeking approval from any of the above authorities, a written description of the proposed travel arrangements must be submitted on **Appendix 1 Student Travel Safety Form** ~~appropriate school district form (appendix 1).~~
  - 4.1 The teacher/sponsor accompanying the student(s) shall complete the appropriate form and submit it to ~~his/her~~ the principal for approval or endorsement. The principal shall then submit the form to the appropriate authority if necessary, as referenced in Regulation 2.
5. Where a student is unable to meet the costs of the travel, Policy 5101 Financial Hardship will be followed.
6. Where the sponsor/chaperone's costs will be borne in whole or in part by the students, this arrangement must be made known to parents and students before any monies are collected.
7. Parents or guardians must be notified of the supervisory arrangements in place. Parental approval must be obtained prior to travel.
8. For overnight travel, adult chaperones, sponsors or coaches of the same gender identity as the students must accompany the group. Each must have successfully completed a criminal ~~reference~~ **record** check.
9. Any one trip will not normally involve more than ten school days.
10. Students shall conform to the District Code of Student Conduct and the School Code of Student Conduct while on the trip.
11. The Superintendent will inform the Board of unusual student travel circumstances.
12. Student travel must comply with the student transportation regulations of this policy.
13. For extended student travel, **an Appendix 5 - Parent Acceptance of Risk Associated with Student Travel** form must be signed before any travel money is paid, or the trip commences, whichever occurs first.
14. The decision to cancel a trip ~~within 300 km~~ **the Province** will be made by the school principal. The decision to cancel a trip ~~beyond 300 km~~ **out of the Province** will be



made by the school principal in consultation with the Assistant Superintendent or Superintendent Office of the Superintendent.

## PART II: STUDENT TRANSPORTATION

1. All applications for student transportation must relate to student travel as outlined in Part I of these regulations.
2. Student transportation arrangements must comply with the rules as outlined in Appendix 2 - ~~Extracurricular and Field Trip Travel~~ Motor Vehicle Act – Vehicle and Licence Requirements matrix. These rules have been established to encourage the use of school buses for all trips exceeding 100 km, but they recognize there will be cases where private vehicles would be appropriate.
3. Rental, Lease, Charter or Hire of Vehicles
  - 3.1 With the exception of passenger vans with up to a 15-seat capacity and rental cars, all vehicles must be permitted school buses, licensed taxis or licensed highway coaches.
4. All vehicles must be equipped with district-approved highway safety kits if the length of a trip is 100 km or more.
5. Seat belts must be used in all cases except where regular school buses or highway coaches are used.
6. Private vehicles and taxis must be equipped with a CSA-approved booster seat for each student who is younger than nine years of age and less than 145 cm (4 feet, 9 inches) in height.
7. All volunteer drivers must complete volunteer driver application forms and must have criminal record checks. A driver's abstract may also be required. The school will retain the applications of all current volunteer drivers.
8. A list of passengers and their phone numbers must be on file at the school each time a trip is taken.
9. ~~Administrators~~ Principals, Teachers, Parents or Volunteers, when transporting students in their vehicles on school business, will automatically be covered by the school district's insurance policy, with up to \$1 million excess third-party liability insurance, provided that the drivers have basic liability coverage on their vehicles.
10. Students Driving Their Own Vehicles While Under the Jurisdiction of the School
  - 10.1 Students may drive their own vehicles to and from an event if they have parental approval in writing and the approval of the sponsoring teacher or administrator.
  - 10.2 Students who have permission to drive their own vehicles may not transport other students.
  - 10.3 Student drivers are restricted to travel as follows:



10.3.1 Students in Prince George to the Prince George area.

10.3.2 Students in Mackenzie schools to the Mackenzie area.

10.3.3 Students in Robson Valley schools to the Robson Valley area

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Approved: 2001.09.25

Revised: 2004.01.27, 2006.11.28, 2007.03.27, 2007.09.25, 2011.11.22, 2017.04.04, 2019.06.18,  
2020.xx.xx



## Student Travel Safety Form

|              |                          |
|--------------|--------------------------|
| School Name: | Sponsor Teacher(s) Name: |
|--------------|--------------------------|

|                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Departure From:                                                                                                                                                                                                                                                                                                                                    | Date:                                                                                                                                                                                                                     |
| Destination:                                                                                                                                                                                                                                                                                                                                       | Time of Departure:      Time of Arrival:                                                                                                                                                                                  |
| Returning From:                                                                                                                                                                                                                                                                                                                                    | Date:                                                                                                                                                                                                                     |
| Destination:                                                                                                                                                                                                                                                                                                                                       | Time of Departure:      Time of Arrival:                                                                                                                                                                                  |
| Grade Level of Students Travelling                                                                                                                                                                                                                                                                                                                 | Number of students Travelling:                                                                                                                                                                                            |
| <b>Length of Trip one way:</b><br><input type="checkbox"/> Under 100 km _____<br><input type="checkbox"/> Out of Province _____<br><input type="checkbox"/> Out of Country _____                                                                                                                                                                   | <b>Reason for the Travel:</b><br><input type="checkbox"/> Curricular Field Trip<br><input type="checkbox"/> Extra- Curricular Field Trip<br><input type="checkbox"/> Sports Event<br><input type="checkbox"/> Other _____ |
| <b>Mode of Transportation:</b> <input type="checkbox"/> Private or Rented Vehicle (up to 8 occupants)<br><input type="checkbox"/> Private or Rented Van (up to 15 occupants)<br><input type="checkbox"/> School bus or Charter Bus<br><input type="checkbox"/> Taxi, city transit or common carrier<br><input type="checkbox"/> Air Transportation |                                                                                                                                                                                                                           |

|                                     |                 |                                                                                                                                                                                                                                                                                              |
|-------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name(s) of Volunteer Drivers</b> |                 | All vehicle and license requirements are met <input type="checkbox"/> YES<br>All Volunteer Driver forms are on file or attached <input type="checkbox"/> YES<br>A Highway Safety Kit required (over 100 km) <input type="checkbox"/> YES<br>A trip log required <input type="checkbox"/> YES |
| Name                                | # of passengers |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |
|                                     |                 |                                                                                                                                                                                                                                                                                              |

|                  |                                                                                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------|
| Student Drivers: | Parent Approval on file <input type="checkbox"/> YES<br>Sponsor Teacher Approval on file <input type="checkbox"/> YES |
|------------------|-----------------------------------------------------------------------------------------------------------------------|

## APPENDIX 1

## POLICY 6145

|                                  |                                                                             |
|----------------------------------|-----------------------------------------------------------------------------|
| <b>Accommodations</b>            |                                                                             |
| Name:                            | Pool <input type="checkbox"/> YES                                           |
| Address:                         | Hot tub or Spa <input type="checkbox"/> YES                                 |
| Phone Number:                    | Life Guard on Duty <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Names of School Staff travelling | Names of volunteer adults travelling                                        |

|                                                                          |                              |
|--------------------------------------------------------------------------|------------------------------|
| All Criminal Record checks and Volunteer Forms are on file?              | <input type="checkbox"/> YES |
| This trip will require the approval of the Office of the Superintendent? | <input type="checkbox"/> YES |
| Full Itinerary attached                                                  | <input type="checkbox"/> YES |
| Adult Supervision Details attached                                       | <input type="checkbox"/> YES |
| Information on funding and sources of funding attached                   | <input type="checkbox"/> YES |
| Review of Safety Hazards and proposed Precautions attached               | <input type="checkbox"/> YES |
| Parental Approval Forms attached                                         | <input type="checkbox"/> YES |
| Trip Objectives attached                                                 | <input type="checkbox"/> YES |
| Commercial Tour information attached                                     | <input type="checkbox"/> YES |

I (We) are aware of the requirements of Policy 6145 and its regulations and certify that this trip will be conducted accordingly. Prior to departure I (We) will leave a sample parent permission letter used for this trip and an updated list of all participants and their phone numbers at the school office.

|              |                   |      |
|--------------|-------------------|------|
| Teacher Name | Teacher Signature | Date |
| Teacher Name | Teacher Signature | Date |

|                                        |      |
|----------------------------------------|------|
| Principal Signature                    | Date |
| Office of Superintendent (If Required) | Date |

STUDENT TRANSPORTATION AND TRAVELMOTOR VEHICLE ACT – VEHICLE AND LICENCE REQUIREMENTS

| OPTION                                                                                                                                 | LENGTH OF TRIP (ONE WAY)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                        | UNDER 100 KM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 100 TO 300 KM<br>(Includes from Prince George to Houston, Williams Lake, Valemount and Chetwynd)                                                                                                                                                             | OVER 300 KM                                                                                                                                                                                                                                                                 |
| Private or rented vehicle, up to 8 occupants                                                                                           | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of school administrator).<br>Vehicle must carry a district-approved highway safety kit.                                                         | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent).<br>Vehicle must carry a district-approved highway safety kit.                                                  |
|                                                                                                                                        | Class 5 licence.<br>Age 21 or over; not a secondary school student; good health; three years' driving experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |
| Private or rented van (up to 15 occupants) with or without school bus certification                                                    | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver OR professional driver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of school administrator) OR professional driver.<br>Vehicle must carry a district-approved highway safety kit.<br>Pre-trip inspection required. | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver.<br>Vehicle must carry a district-approved highway safety kit.                           |
|                                                                                                                                        | Class 5 licence up to 10 occupants (including driver);<br>Unrestricted class 4 licence up to 15 occupants (not including driver).<br>Age 21 or over; not a secondary school student; good health; three years' driving experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |
| Van with a valid school bus permit (rented or leased), up to 10 occupants including driver. (Currently not available in Prince George) | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver OR professional driver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver.<br>Pre-trip inspection required.                                         | Number of occupants limited by number of seat belts.<br>Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver. |
|                                                                                                                                        | Class 4 licence.<br>Age 21 or over; not a secondary school student; good health; three years' driving experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |
| School bus                                                                                                                             | Qualified volunteer driver OR professional driver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | One or two qualified volunteer drivers (only with prior approval of superintendent or assistant superintendent) OR professional driver.                                                                                                                      | Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver.                                                         |
|                                                                                                                                        | Class 4 licence up to 25 occupants; class 2 licence over 25 occupants; age 21 or over; not a secondary school student; good health; three years' driving experience; known by school personnel.<br>If the driver is not employed by the owner of the vehicle, he/she they must complete and sign pre-trip vehicle inspection reports (as per Appendix 4) for each day the vehicle is in service as outlined in the Motor Vehicle Act, Part 4 - Trip Inspection, Pre-Trip and Post-Trip Inspections (37.22) and the school must establish, and retain for one school year, driver files containing a current copy of the driver's abstract (driving record, available at no charge to the driver from the Motor Vehicle Branch) and copies of all vehicle inspections and related documentation. |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                             |
| Taxi/City Transit                                                                                                                      | Professional driver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NO                                                                                                                                                                                                                                                           | NO                                                                                                                                                                                                                                                                          |

Scheduled or chartered highway coaches, scheduled aircraft and passenger trains are approved for student travel where feasible and/or practical.

Limitation of on-duty time: A carrier shall not permit a driver to drive, and a driver shall not drive, after the first to occur of (a) 13 hours of driving or (b) 15 hours of on-duty time, unless the driver takes at least 8 consecutive hours of off-duty time before driving again.

Approval date: 1988.06.21 Revised: 1992.06.09, 1994.01.28, 2001.09.25, 2001.10.23, 2004.01.27, 2017.04.04

## APPENDIX 3

POLICY 6145

School

**VOLUNTEER DRIVER APPLICATION**

Driver's Name

Phone Number

Email

Address

**Applications may be approved only when the driver possesses a valid, appropriate driver's license and is able to respond *No* to questions concerning convictions and suspensions over the last three years.**

Driver's License Number

Class

Expiry Date (yyyy/mm/dd)

Has your driver's license been suspended in the last three years? ☐ Yes ☐ No

If Yes, please provide date of reinstatement:

Have you been convicted of an offence under the *Highway Traffic Act*, or for any motor vehicle-related offence under the *Criminal Code of Canada* during the last three years? ☐ Yes ☐ No

If Yes, please identify the offence(s) here:

Were you found responsible/partly responsible for any motor vehicle accident(s) over the last three years? ☐ Yes ☐ No

**Insurance Related Considerations:**

1. The board requires that the vehicle owner maintain, at all times, valid automobile **Third Party Liability Insurance** as required under provincial legislation in respect of liability for injury or death of any participants who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies **before** that of the organization board.
3. Additional automobile liability insurance protection is provided under the organization board's comprehensive general liability insurance policy for authorized drivers transporting participants in privately-owned vehicles on an approved organization activity. This insurance is **only** for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. **Damage to any vehicle**, including the owner's, is the responsibility of the volunteer driver and not the organization board.

**Vehicle**

Make

Model

License Plate No.

Seating Capacity (including driver)

Owner's Name

Owner's Address

## APPENDIX 3

POLICY 6145

Day Phone No.

Evening Phone No.

Cell

Insurance Company

Insurance Policy No

**COMMITMENTS**

By submitting this application to become a volunteer driver for the board:

1. I undertake to ensure that the vehicle used to transport participants is in safe operating condition and appropriately equipped for the season/conditions.
  - a) Passengers who are younger than nine years of age and weigh 18-36 kg (40-80 lbs) and are less than 145 cm (4 feet, 9 inches) in height must be seated in a CSA-approved booster seat.
  - b) Passengers under 13 years of age must not be transported in the front passenger seat if the vehicle is equipped with an airbag.
  - c) Volunteer drivers must have full privilege drivers' licenses, be at least 21 years of age and be in good health. They must have three years' driving experience. They cannot be secondary school students.
  - d) Volunteer drivers are not to allow smoking by any occupant in their vehicle while transporting students.
  - e) A volunteer driver must act as a prudent parent with respect to passengers.
  - f) The school district does not assume responsibility for damage caused by students to the volunteer driver's vehicle.
2. I agree
  - a) to operate the automobile referred to herein in a safe manner
  - b) to abide by all applicable laws at all times while I am transporting participants
  - c) to limit the number of passengers to the number of useable seat belts
  - d) to require proper use of occupant restraint systems (i.e. seatbelts, head restraints, airbags, seat position, CSA-approved booster seat), and
  - e) to comply with the directions of leaders or agents of the organization board.
3. I undertake to report to the board or designate all accidents and any suspension of my license or change in my insurance status that may occur after the date of this authorization while it remains in force.
4. I undertake to maintain, at all times, appropriate personal liability and indemnity insurance.
5. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Signature of Driver

Date (yyyy/mm/dd)

Signature of Vehicle Owner

Date (yyyy/mm/dd)

**FOR OFFICE USE ONLY**

The above-named driver is authorized to assist the district during the current program year.

Name of Approval Administrator

Signature

Date (yyyy/mm/dd)

Personal information contained on this form is collected under the authority of the School Act for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.

*For editable form, see  
School Operations  
Handbook*

### VEHICLE PRE-TRIP INSPECTION REPORT

|                |                 |
|----------------|-----------------|
| Unit No.       | Driver:         |
| Starting Time: | Finishing Time: |

#### **OUTSIDE VEHICLE**

|                          |  |
|--------------------------|--|
| Headlights               |  |
| Warning lights           |  |
| Clearance lights         |  |
| Licence plates/decals    |  |
| Tires and wheels         |  |
| Wheel lugs and nuts      |  |
| Signal lights            |  |
| Tail lights              |  |
| Brake lights             |  |
| Front hubs (oil leakage) |  |

#### **ENGINE COMPARTMENT**

|                            |  |
|----------------------------|--|
| Oil level                  |  |
| Coolant level              |  |
| Brake fluid level          |  |
| Power steering level       |  |
| Belts (cracks/adjustments) |  |
| Battery                    |  |
| Hoses                      |  |
| Washer fluid level         |  |

#### **BUS**

|                                      |  |
|--------------------------------------|--|
| Alternate yellow/red flashing lights |  |
| Stop sign                            |  |
| Seats (cuts and security)            |  |
| Emergency door and window            |  |

#### **AIR BRAKES**

|                                |  |
|--------------------------------|--|
| Reservoirs                     |  |
| Drive belts (under hood check) |  |
| Low pressure warning devices   |  |
| Leakage test                   |  |
| Build-up time                  |  |
| Governor operation             |  |
| Stack adjustment               |  |
| Emergency system operation     |  |

#### **INSIDE VEHICLE**

|                         |  |
|-------------------------|--|
| Adjust seat and mirrors |  |
| Start engine and check: |  |
| Oil pressure            |  |
| Charging rate           |  |
| All gauges              |  |
| Parking brake           |  |
| Full brake operations   |  |
| Windshield wipers       |  |
| Windshield washer test  |  |
| Windshield condition    |  |
| Defrosters              |  |
| Heater                  |  |
| Horn                    |  |
| Glass                   |  |
| Interior light          |  |
| Stairwell light         |  |
| Safety equipment:       |  |
| Fire extinguisher       |  |
| Fire axe                |  |
| First aid kit           |  |
| Flares/reflectors       |  |
| Seat belts              |  |

#### **MISCELLANEOUS**

|                       |  |
|-----------------------|--|
| Registration /permits |  |
| Complete coach card:  |  |
| Odometer reading      |  |
| Body damage           |  |
| Mileage in/out        |  |

Pre-trip inspections are to be carried out before the departure of the vehicle from the yard at the beginning of each day. Any defects discovered during the pre-trip inspection shall be marked appropriately on the coach card, or, if the defect is of a nature that may jeopardize the vehicle's safe operation, the vehicle shall not be used.

This report must be kept on file at the school for six months. If a trip exceeds 160 km, a daily log must be used and kept for six months. See Transportation Department for sample form.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date of Pre-Trip Inspection

STUDENT TRANSPORTATION AND TRAVEL*For editable form, see  
School Operations  
Handbook***PARENT ACCEPTANCE OF RISK ASSOCIATED WITH STUDENT TRAVEL**

1. This form is required for all student travel outside of B.C.
2. The sponsor completes all parts of the "Trip Information Summary" and attaches trip details and the school-generated "Parent Permission Form for Student Travel."
3. Completed forms for all potential participants must accompany the school's application to an Assistant Superintendent, Office of the Superintendent for field trip travel approval.

**Trip Summary Information:**

School: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Group Name: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

*Attach full trip background material to this form.*

**A Message to Parents about the Risks of Student Travel Outside of B.C.**

~~On September 11, 2001, the terrorist events that occurred in New York and Washington significantly changed the factors that parents need to consider when giving permission for their children to travel. In the spring of 2003, SARS concerns also affected travel considerations.~~ In addition to one's understanding of the risks as of the date you are reading this form, there is the added complication that the volatility of world events could significantly change the risk factors at any time. Please be advised that the Superintendent of Schools Office of the Superintendent may withdraw permission at any time for any "pre-approved field trip" or may direct a trip in progress to modify its planned itinerary. These or other related circumstances may result in loss of deposit monies or greater travel costs. If you sign this form, you are agreeing to assume all financial responsibility for such costs, as the school district, school and sponsors associated with the trip will not offer refunds or reimbursements in whole or in part.

My signature below indicates that I have:

- Read the attached field trip information provided by the school.
- Considered the risks and have signed the attached "Parent Permission Form for Student Travel."
- Read the cautionary information above and agree that should the trip be cancelled or modified in any way, all financial implications will be borne by me. I understand that the school district, school, or sponsors will not be liable for any refunds or financial compensation.
- Considered the inherent risks involved in the trip and request that my child be allowed to participate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (please print): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Student's Name (please print): \_\_\_\_\_



**BOARD OF EDUCATION**  
**School District No. 57**  
 2100 Ferry Avenue  
 Prince George, B.C. V2L 4R5  
 (250) 561-6800

# POLICY

## 8310

### POLICY AND POLICY DEVELOPMENT

APPROVED: 1981.10.26

|            |            |
|------------|------------|
| REVISED:   | 2001.10.30 |
| 1983.12.20 | 2002.10.01 |
| 1985.09.03 | 2011.11.22 |
| 1991.03.12 | 2013.10.29 |
| 1998.04.14 | 2020.XX.XX |

### POLICY

The governance and management of public education that is within the jurisdiction of the school district is directed and guided by the policies of the Board of Education.

The Board has the sole authority to approve new policies, to make changes to existing policies and to rescind policies.

Administrative procedures, including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.

Employees have the responsibility to implement and to adhere to the policies of the Board. Students, parent and the public have the responsibility to adhere to the policies of the Board while on school district property and/or while under school district jurisdiction.

### DEFINITIONS:

**“Administrative procedures”** set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.

**“Minor updates”** are factual changes, including district information and titles of individuals, organizations or legislation, etc. that do not change the intent of the policy.



POLICY AND POLICY DEVELOPMENT

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**“Policy”** is the statement of the beliefs and /or intents of the Board relative to specific topics, issues, concerns or problems as expressed through a policy statement and attendant regulations and administrative procedures (if applicable).

**“Preamble”** is short explanation of the reason(s) for the development of the policy.

**“References”** include, but are not limited to, responsibility centre, approval and revision dates, legal citations and other references, collective agreement provisions, district publications and cross-references to other policies.

**“Regulations”** are specific statements of actions required to ensure that the beliefs and/or intents of the policy are realized.

**“Responsibility centre”** is the administrative position responsible for the implementation of and adherence to the policy.

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Responsibility Centre: Superintendent of Schools  
References: *School Act*, Section 81, Collective agreements



POLICY AND POLICY DEVELOPMENT

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***PREAMBLE***

The responsibilities and obligations of this school district to provide educational and support services to students and to manage the schools and the school district are set out in relevant legislation such as the *School Act* and attendance attendant regulations, Ministerial Orders and other federal, provincial and municipal legislation.

Policy statements, regulations and administrative procedures are also aspects of the Board's governmental authority.

Policies are developed as statements of principle and rules of action for the school district. Policies should govern and direct decision-making in all areas of jurisdiction.

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Approved: 1998.04.14



POLICY AND POLICY DEVELOPMENT**REGULATIONS:**

1. All policies must conform to a template consisting of the policy statement, definitions, a preamble, references and, if applicable, regulations, administrative procedures and appendices.
2. All policies and bylaws must be posted on the district website.
3. Suggestions for new policies or revisions to existing policies may be brought forward by employees, ~~partner~~ Rightsholders groups, Stakeholder groups the general public or Trustees. Such requests, with accompanying rationale, should be submitted in writing to the chair of the Policy and Governance Committee. At the discretion of the chair, the request may be placed on an agenda of a Policy and Governance Committee meeting or may be forwarded to the appropriate standing committee or to the Superintendent of Schools.
4. When a new policy is developed, a review must be done to ensure that it is not in conflict with existing policies, legislation or collective agreements.
5. A new policy or major revisions to an existing policy must be reviewed by senior administration, by the appropriate committee of the Board, if applicable, and by the Policy and Governance Committee before being presented to the Board [in draft] for consideration.
6. Once a new policy or a major revision to an existing policy has been approved by the board for consideration, it must be distributed for a 60-day public consultation period prior to final approval by the Board. During this period, the policy must be posted on the district website and distributed to trustees, ~~partner~~ Rightsholder and Stakeholder groups, schools and ~~administrators~~ Principals in order for them to provide input. The policy may be distributed to other applicable standing committees, organizations or individuals for input at the discretion of the Superintendent of Schools or the Board.
7. The 60-day consultation period for a draft policy shall not include the summer break.
8. By separate motion, the Board may, if it deems necessary, approve a policy in principle, for implementation while the input process occurs. In these circumstances, the policy may be amended and must be approved by the Board following the conclusion of the consultation period.
9. If, after receiving input regarding a draft policy, the Board makes changes to a draft policy, the Board may seek further input before final approval of the policy.



POLICY AND POLICY DEVELOPMENT

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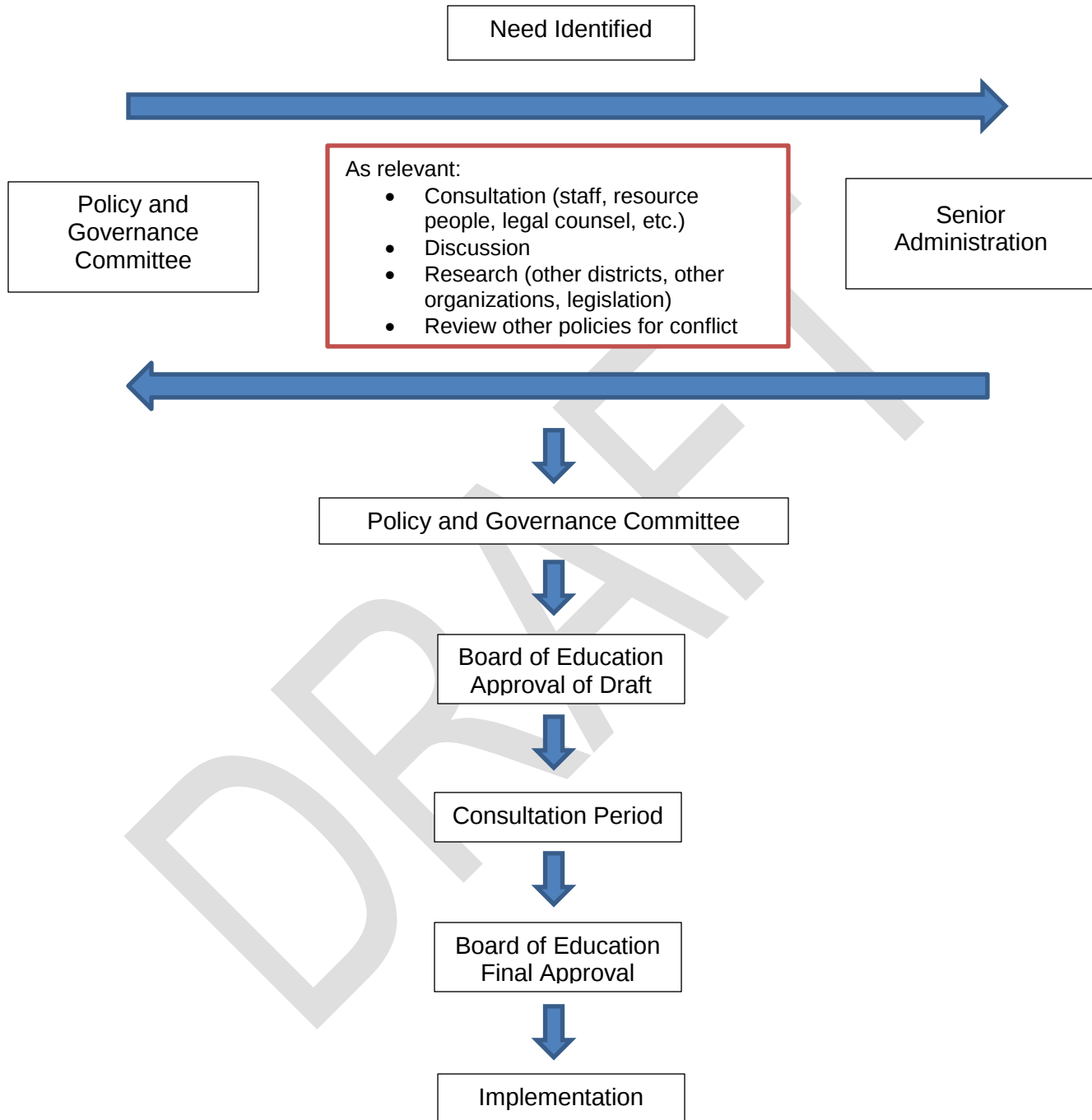
10. At its discretion, the Board may engage in consultation prior to approving revisions to a policy.
11. Revisions to administrative procedures that are approved by senior administration must be reported to the Board at a public meeting.
12. Minor updates to policies may be presented directly to the Board for immediate approval.
13. Policies will be reviewed by the Policy and Governance Committee on a seven-year cycle.
14. A report will be made annually to the Board regarding the status of policy development and revision.

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Approved: 1981.10.26

Revised: 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2002.10.01, 2011.11.22, 2013.10.29, 2020.xx.xx



POLICY AND POLICY DEVELOPMENT**POLICY DEVELOPMENT AND REVISION PROCESS**

Approved: 1981.10.26

Revised: 1983.12.20, 1985.09.03, 1991.03.12, 1998.04.14, 2001.10.30, 2011.11.22, 2013.10.29





SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

## 2020 - 2021 SCHOOL CALENDAR

### AUGUST

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

August 3: BC Day

### SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

September 7: Labour Day  
September 10: First day of school  
September 23: First full day of Kindergarten  
September 25: Non Instructional Day

### OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

October 12: Thanksgiving  
October 23: Non Instructional Day

### NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

November 11: Remembrance Day  
November 20: Non Instructional Day

### DECEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

Dec. 21 - Jan. 1: Winter Break  
December 25: Christmas Day  
December 28: Boxing day stat

### JANUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

January 1: New Years Day  
January 4: Back to school

### FEBRUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

February 5: Non Instructional Day  
February 15: Family Day

### MARCH

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

March 22- April 1: Spring Break

### APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

April 2: Good Friday  
April 5: Easter Monday  
April 23: Non Instructional Day

### MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

May 24: Victoria Day

### JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

June 4: Non Instructional Day  
June 25: Last day of school  
June 28: Administrative day

### JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

July 1: Canada Day

### LEGEND:

School/Statutory Holiday

Non Instructional Day

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 29, 2020

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **DISTRICT STUDENT ADVISORY COUNCIL, SEPTEMBER 2020**

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REPORT:

Over the past 2 years, SD 57 has been working closely with DSAC to support, encourage and promote “student voice” in our district.

The District Student Advisory Committee under the leadership of PGSS Vice Principal Katie Marren are planning another busy year.

Their first task of the new year is a book study of “The Decision Playbook”! The goal is to learn how to be part of decisions and be active participants in the district meetings they attend.

In order for all Trustees to see the good work the at DSAC is doing, we have decided that Trustees will attend meetings on a rotating basis.

RP/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

September 25, 2020

TO: Board of Education

FROM: Trustee Derrick

SUBJECT: **INDIGENOUS EDUCATION ADVISORY COMMITTEE**

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The Indigenous Education Advisory Committee held its meeting on September 21, 2020, the topics and discussions included:

- A moment of silence for the loss of Elder Louise Framst.
- Updated committee assignments
- Audit Binders – keep information in each school on what Indigenous Education program does in each school.
- Reviewed the Organization Chart for the Indigenous Education Department
- Reviewed final draft of Terms of Reference for the Indigenous Education Committee
- Draft Local Education Agreement for Lheidli T'enneh First Nation
- Honorarium for Elders; looking at increase to match their education of the land.
- Call for Parent and Student representatives on Indigenous Education Advisory Committee
- Update on Dr. Louie and the equity scan.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

September 25, 2020

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **TRUSTEE REPORT – SEPTEMBER 2020**

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Wednesday, August 26<sup>th</sup>

Tour of Shas Ti Kelly Road Secondary School with Lheidli T'enneh First Nation and meeting with Chief and council following the tour.

Thursday, August 27<sup>th</sup>

Tour of Shas Ti Kelly Road Secondary School with Mayor, Council and local Members of the Legislative Assembly

Thursday, September 3<sup>rd</sup>

Board of Education Virtual Town Hall meeting

Tuesday, September 8<sup>th</sup>

Trustee/Senior Administration meeting

Saturday, September 12<sup>th</sup>

Virtual BCSTA Northern Interior Branch business meeting

Monday, September 14<sup>th</sup>

Chaired the Education Services Committee meeting

Tuesday, September 15<sup>th</sup>

Policy and Governance Committee meeting

Monday, September 21<sup>st</sup>

Management and Finance Committee of the Whole meeting

Wednesday, September 23<sup>rd</sup>

Virtual meeting with Eli Mina, Meeting Mentor, Registered Parliamentarian

Friday September 25<sup>th</sup>

Indigenous Day of Learning - Virtual Workshops



**Lheidli T'enneh**

LHEIDLIT'ENNEH - MAIN BAND OFFICE

1041 Whenu Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954  
www.lheidli.ca

June 5 2020

Ms. Jennifer McCrea  
Assistant Deputy Minister responsible for Indigenous Education  
Ministry of Education  
Rm. 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Ms. McCrea:

Hadih. We respectfully request to meet with you at your earliest convenience. Our request follows receipt of a letter from Minister Rob Fleming, dated November 4, 2019 (Ref: 214203) in which he responds to several issues we included in a letter to him, dated July 25, 2019. We were unable to meet with you last fall as Minister Fleming had suggested. However, now that Covid-19 constraints are allowing our nation and other British Columbians to resume more regular business, we would like to schedule a meeting with you to discuss the following issues.

1. Increased support for Lheidli and other indigenous students in School District No. 57 (SD57). Through the existing LEA (Local Education Agreement) we've seen some improvement in student support for Lheidli and other indigenous students. However, there is more that can and should be done for these students. For example, we believe that SD57 requires a Career Counsellor and a Family Therapist to support students and parents.
2. Funding to transport Lheidli students from our Northside and Southside neighbourhoods to attend extra-curricular activities in Prince George. Examples include; attendance at the Prince George Library, attendance at programs offered by the YMCA and other agencies and to participate in sports and recreation programs. These neighbourhoods are approximately 25 kilometers from Prince George and not all parents have the means to provide transportation to their children for after-school activities.
3. We would also like to discuss SD57 providing annual assessments of our students to provide more accurate and regular feedback about student's progress. An annual assessment would provide input toward development of the individual education plan. We as other indigenous communities have found that the current student assessment processes do not provide timely and accurate feedback as to how each student is doing.

Sincerely,

Chief Clay Pountney  
Lheidli T'enneh Nation

Cc: Tim Bennett, Chair, SD57 Board of Education  
Anita Richardson, Superintendent, SD57

RECEIVED  
BY THE BOARD  
JUN 29 2020

D.N.



Lheidli T'enneh

LHEIDLII T'ENNEH - MAIN BAND OFFICE

1041 Whenun Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954  
www.lheidli.ca

June 16, 2020

Chair Tim Bennett and SD57 Board of Education  
2100 Ferry Avenue  
Prince George, BC V2L 4R5

Dear Chair Bennett:

This correspondence is in response to a letter we received (you were copied on) from Minister Fleming dated November 4, 2019. In the Minister's letter he states that currently the *School Act* does not provide him with the power to appoint Trustees as they are all elected positions. However, the Minister states that there is nothing preventing the Board of Education for SD57 from having a Lheidli T'enneh member sit at the table during public board meetings on the understanding that they would not have the ability to vote.

We hereby request that the Board of Education for SD57 appoint two Indigenous Advisory Board positions. The first would be for a Lheidli T'enneh representative. The second would be for a McLeod Lake Indian Band representative. We will continue to work with the Board of Education for SD57 and the Minister to amend the *School Act* to make these permanent, voting positions, or, to create two Indigenous Ward Trustee positions similar to those for the Robson Valley and Mackenzie..

We also request immediate action on the motion of May 2019, to create an UNDRIP Committee to update all policies and procedures to ensure implementation of Bill 41 (UNDRIP) within SD57.

We also request receipt of all information, questionnaires and public correspondence related to the Public Engagement process to name the new secondary school in the Hart area.

Finally, Lheidli requests a meeting between Chief and Council and the Board of Education to finalize the government-to-government governance system between SD57 and the Lheidli T'enneh Nation. We believe this meeting is crucial to sustaining the relationship between our nation and SD57 especially in light of the recent public focus on discrimination of minorities including indigenous people.

Sincerely,

Dayi Clay Pountney  
On behalf of Lheidli T'enneh Council

RECEIVED  
BY THE BOARD  
JUN 29 2020

D.N.



Prince George Principals' and Vice Principals' Association

RECEIVED  
BY THE BOARD  
SEP - 8 2020

D.N.

July 2, 2020

Dear Tim Bennett, School District 57 Board of Trustees Chairperson,

I want to start this letter by acknowledging the positive relationship I believe Principals and Vice Principals have with the Board of Education. Thank you for always putting students first and for allowing us to serve our students the best that we possibly can through your thoughtful deliberations and decisions on issues critical to our students, schools and school communities.

I am writing to you today on behalf of the Principals and Vice Principals in our School District in regards to the board meeting in June and the motion which was passed that sent the draft Administrative Procedures to an Ad Hoc committee. This decision will impair our ability to organize and operate our schools in a way that aligns with our values and current priorities. The discussion around this decision implied that the group did not consider and prioritize equity, UNDRIP, and the calls to action of the Truth and Reconciliation Report. As a participant in the process, and as an elected representative of our Principals and Vice Principals, I find this disheartening.

One of the things that has become abundantly clear in this current pandemic is our need as a system to be flexible and agile enough to make quick systemic changes to our school operations. Principals and Vice Principals were eagerly looking forward to having our Administrative Procedures moved out of policy so that they could adapt to changing conditions quickly and always provide the best for our students. We have been limited as school and district-based administrators under the current system where administrative procedures are contained within policy and not easily or quickly adaptable to the needs of our students. Unfortunately, in some instances our current board policies reflect previously held beliefs about what was best for our students and our community. We watched with admiration as your board put an amazing amount of thought and consideration into taking a new approach to policy and procedure development and maintenance.

After your board did the work to develop a concise and modern collection of policies, a number of Principals and Vice Principals participated with our Senior Team and consultants to create our Administrative Procedures Manual in draft. The working groups that developed our draft procedures was diverse and reflected all aspects of our organization. I know that each time we undertook the collaborative development of an administrative procedure, equity and diversity were at the forefront of our conversations. We were excited about this work as these procedures will provide the basis for our daily work. We worked very hard to ensure the administrative procedures reflected our practice and our values around supporting equity, diversity and student-centered decision making.

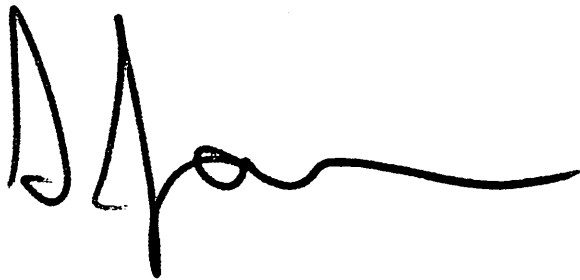
Some of the current Board policies that guide our work are outdated and punitive in nature and therefore detrimental to student success. Policy 5131.4 provides an example of a policy on student attendance that is outdated, and application of the policy would result in severe punitive action against students rather than a compassionate and

restorative approach to student attendance. Our new framework would have allowed for ongoing reflection and refinement to ensure that our practice was always aligned to our values and beliefs, facilitating an agile response ensuring that a humane and considerate approach of scaffolded supports rather than prescriptive directions for punitive action.

The members of the Prince George Principals and Vice Principals Association strongly value equity and diversity. We are working diligently to implement the calls to action of the TRC and UNDRIP, and to learn more about ensuring we have equitable practices for all. We support continuing to review and refine this lens on all of the newly developed administrative procedures.

It is imperative that we have practices and procedures that are reflective of our values and beliefs. Many of the policies we have in use are outdated and don't reflect our current realities. A lot of thought and reflection was put into developing procedures that are compassionate and equitable in nature and reflect our current practice. The work to further review Administrative Procedures with a lens of the calls to action of the Truth and Reconciliation Committee and the United Nations Declaration of the Rights of Indigenous People should not hinder the Board's decision to adopt the current draft of Administrative Procedures. I am hopeful that the Board will reconsider their decision and allow us to move forward with the proposed Administrative Procedures.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sid Jawanda', with a long horizontal flourish extending to the right.

Sid Jawanda  
President – Prince George Principals and Vice Principals Association