



**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 50 HAIDA GWAII**

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**INFORMATION SHEET**

**TO:** The Board of Education  
**FROM:** Shelley Sansome, Secretary Treasurer  
**DATE:** June 26, 2018  
**SUBJECT:** Secretary Treasurer Report

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During the past month, some of the items I've been involved with are as follows:

- Attendance at a Governance and Operations/SD Telecom Advisory Council meeting; one item of special note is recognition across the province that smaller districts may benefit from partnering with larger districts to develop long term information technology plans;
- Attendance at the BC Association of School Business Officials' Annual General Meeting where I participated in a Trustee & Board Orientation session, a Benefit Plans workshop, an Enterprise Risk Management workshop, business sessions and plenary sessions with Ministry staff;
- Two training sessions with Cayenta for the new electronic attendance management system;
- A Finance & Audit Committee meeting to meet the newly appointed auditor and review the 2018/2019 budget;
- Meeting with CUPE Local 2020 representatives to discuss personnel matters;
- Meetings with the Chief Elections Officer in regards to the upcoming Trustee elections;
- Meetings with the Maintenance & Transportation Supervisor in regards to capital planning;
- Meetings with the Maintenance & Transportation Supervisor and HR Officer regarding recruiting bus drivers and other student transportation planning initiatives;
- Meetings with Principals and the HR Officer regarding staffing matters;
- Submission of the 2018/2019 Classroom Enhancement Fund report;
- Meeting with the Superintendent and IT staff to identify risks and mitigation planning;
- Preparation and distribution of the ALM Custodial tender package;
- Meetings with the Village of Port Clements Chief Administrative Officer to discuss potential to share a custodial contract;
- Attendance at a Principals meeting to review the preliminary budget, rate identified risks, discuss staffing and hear of a number of impressive programs and activities occurring at all schools;
- Renewed the rental agreement with Northwest Community College;
- Worked with School Administrative Assistants to compile the data for the Early Leavers report;
- Preparations for the Trustee Candidate Information sessions;
- Other matters of a confidential nature.

**THE BOARD OF EDUCATION FOR SCHOOL DISTRICT NO. 50  
(HAIDA GWAIL)**

**ACTION SHEET**

**TO:** Haida Gwaii Board of Education  
**DATE:** June 20, 2018  
**SUBJECT:** Maintenance & Transportation Report  
**FROM:** Lao Peerless, Maintenance and Transportation Supervisor

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**Gidgalang Kuuyas Naay Secondary**

- Various work orders
- Allocation planning for funds provided by the Industry Training Association
- Planning summer work

**Sk'aadgaa Naay Elementary**

- Planning summer work
- Various work order

**Agnes L Mathers Elementary Jr Secondary**

- Various work orders
- Worked with Fictorie Construction Management for final walk through
- Met with architect for the final walk through
- Monitoring the budget of the construction of the new school
- Planning summer work

**Port Clements Elementary**

- Planning summer work
- Various work orders

**Tahayghen Elementary**

- Mechanical upgrades
- Various work orders

**Gudangaay Tlats'gaa Naay Secondary**

- Classroom renovations
- Various work orders
- Allocation planning for funds provided by the Industry Training Association
- Planning summer work

**Maintenance & Transportation Supervisor**

- Managed decisions for the new ALM
- Worked closely with various contractors to ensure work complies with building codes and is completed in a timely fashion
- Supervised all custodial and maintenance staff
- Attended the Education Facility Managers Association conference in Penticton
- Developing long-term strategies to improve student transportation services island-wide
- Attended various meetings with Principals, CUPE, Board meetings and various management concerning a multitude of subjects
- Monitored various maintenance contracts
- Worked with the Safety Authority for propane inspections at all sites
- Scheduling summer projects
- Addressing all site safety concerns
- Communicating with the Ministry about upcoming projects
- Organizing upcoming School Enhancement Projects
- My department has closed 74 work orders in the last 30 days
- Finished the 5 Year Capital Plan
- Met with archaeologist about the replacement of the retaining wall in front of GTN

June 20, 2018

(May 15-June 19)  
Joanne Yovanovich  
Principal of Ab.Ed

**Attended:**

- ❖ Phone planning meetings for the NW Zone Ab Ed committee to meet here this weekend
- ❖ UBC Aboriginal Math Symposium
- ❖ Met with Gitksan group visiting Virginia Morgan
- ❖ Organized, prepped & chaired the HEC Meeting
- ❖ Local Food to School/Hazelton Presentation (Kiku & Virginia Morgan): their “back to the land” program started with her bringing food gathering in to her classroom as a teacher, 6 kids at a time learning to survive off the land and connect back to it through food gathering, fishing and hunting, food is used to feed students lunch, started a “student memory garden” to honour lost loved ones, possible exchange between students and each community ie travel to Hazelton and vice versa,
- ❖ Discussions with UNBC re: Practicum students & courses in the fall
- ❖ Meetings/telephone conferences with Kiku re Haida Foods Committee Draft Protocol Agreement with University of Waterloo, CHN, SD 50,
- ❖ Haida Language & Culture Curriculum Implementation Teacher meetings. Completing projects and planning for next year. OM Ocean Food Round near completion and ready to send for printing.
- ❖ Discussions regarding a return visit from Winnipeg group they plan to visit next May, and they will bring students with them. The hope is we could visit Winnipeg with students. Discussions about me going on preliminary trip to Winnipeg in the fall.
- ❖ Haida Foods Committee Meeting @Skidegate Health Centre
- ❖ Working on translations for Haida Ocean Food Seasonal Round
- ❖ Discussions with SNES re: new office space requirements
- ❖ Participated in several staffing interviews.
- ❖ Met with Sara Davidson re: Indigenous Storybook Project. [www.storybooks.ca](http://www.storybooks.ca) to hear Xaayd Kil story with Jaskwaan
- ❖ My new Granddaughter Isabel arrived safe & sound ☺

**Note Worthy Activities:**

- Prepared presentation for PVP/Trustee year end meeting
- Gathering information to create Food Harvesting & Procedures/Guidelines for schools. Also looking at materials harvested, like cedar bark and lumber, it is the hope that the Guidelines will ensure we aren't overharvesting and/or infringing on Haida gathering areas.
- Gathering info to Order Orange T-shirts

“For Indigenous people, the conduit for both learning and healing is the narrated past and the ways that their ancestors’ relations with animals and plants merge into present reality. Everything has a story connected to it that explains what it was before it arrived at the present

moment. Creation stories affirm both the deeds of ancestors and the point of reference to a past that affirms relations between humans and the natural world". (Marker, 2006, 492)

## IT Update

May 1 to June 18

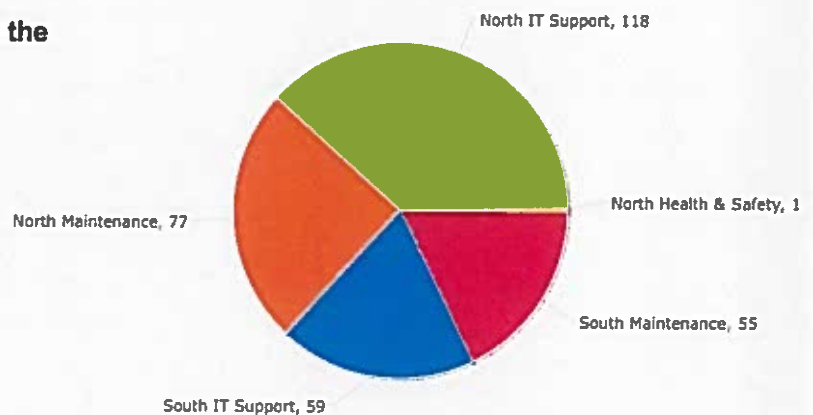


Steve Goffic  
IT Manager

### IT Update

- Ordered supplies for summer work.
- Upgraded operating system
- Installed ConnectedNorth system
- Attended 2 meetings for ConnectedNorth system.
- Attended Risk management meetings.
- Began installing SD50 video conferencing at SNES
- Began installing new video camera system at GTN
- Repaired SNES PA system.
- Order supplies for coding grant
- Research alternatives to xerox
- Rebuild payroll HP copier
- Programmed several iPads for ALM.
- Began programming on new email server.
- Installed new Aruba networking at the district office.
- Worked on GTN Solar Tender.

Below are the work orders completed in the time between May 1 to June 18



Department	COUNT(tickets.ticketmaskid)
North Health & Safety	1
North IT Support	118
North Maintenance	77
South IT Support	59
South Maintenance	55

TRUSTEE EXPENDITURE REPORT AS OF May 31, 2018						
		May	Year-To-Date	Amended Budget	Available	% Spent
4-40-19000	GOV HONORARIUM	4,587.77	49,753.61	54,136.00	4,382.39	92%
4-40-20000	GOV BENEFITS	91.91	972.59	1,250.00	277.41	78%
4-40-34000	GOV TRAVEL, MEALS, MILEAGE	3,059.82	34,224.99	35,014.00	789.01	98%
4-40-37000	GOV DUES & FEES	2,319.02	9,369.45	8,822.00	(547.45)	106%
4-40-39000	INSURANCE		1,135.00	1,135.00	-	100%
4-40-42000	OTHER CONTRACTS		9,326.92	-	(9,326.92)	0%
4-40-42005	ELECTIONS		0.00	-	-	0%
4-40-51000	GOV SUPPLIES	207.52	2,261.19	803.00	(1,458.19)	282%
4-40-59000	COMPUTER EQUIPMENT		1,878.77	4,109.00	2,230.23	46%
Total		10,266.04	108,922.52	105,269.00	-3,653.52	103%

-801

5000

-2415

511

132945

## **POLICY G.6 Transportation of students - School busses**

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Date Amended:**

### **Preamble:**

Transportation to and from school is the responsibility of parents/guardians. However, the Haida Gwaii School District #50 may provide transportation for students to attend school and other school related functions under certain circumstances as permitted by Sections 83 and 85 of the BC School Act.

### **Definitions:**

- i. Eligible Rider: A student who is registered to be bussed to school on a daily basis
- ii. Courtesy Rider: a student who may ride the bus on occasion with prior approval

### **1.0 Provisions of Transportation School Busses:**

1.1 Where there are sufficient students to justify the service and where road conditions are suitable for school buses, school bus transportation may be provided for students who:

- i. reside within the School District boundary;
- ii. live a considerable distance from the nearest school.

1.2 If the Board determines that school bus transportation is not practical, transportation assistance may be available as per SD 50 Policy D.3 *Transportation Assistance*.

### **1.2 Rider Eligibility:**

- i. A student must be registered annually as an eligible or courtesy rider in order to ride a school bus.
- ii. A student may be considered to be eligible for transportation to and from school if his or her home address is at least 2.3 km from the school.



iii. Chaperones (with cleared Vulnerable Sector Checks), for school related special events or field trips are also eligible to ride the bus under the direction of the Principal.

#### 1.2.1 Students with Special Needs

Students with special needs, are eligible for transportation or transportation assistance regardless of eligibility as approved by the Transportation Supervisor.

### 2.0 Administrative Procedures

#### 2.1 The Superintendent:

- i. is responsible for all matters pertaining to the transportation of students on busses in our district.
- ii. may place video surveillance equipment and other monitoring devices on busses pending required consultation.
- iii. may reduce the limit in 1.2
- ii. limit where special circumstances apply.
- iii. will inform the board in matters that involve:
  - a. a permanent change to the ridership in the amount of the lowest ridership on a single route,
  - b. a change in the number of busses/routes available
  - c. Board level suspensions of riders

#### 2.2 Courtesy Riders:

- i. Requests for courtesy rider transportation must be made in writing to the Transportation Supervisor
- ii. The criteria for approving courtesy rider requests will be based on:
  - a. Available space
  - b. Age of student
  - c. Distance from the school
  - d. Safety

In the event of long term ill health or temporary handicap, the Transportation Supervisor may determine that the student is eligible to become a regular rider on the bus.

iii. Bus schedules, routes, and pick up/drop off locations will not be adjusted for courtesy riders.

iv. Courtesy ridership is subject to cancellation at any time.

## 2.3 Bus Routes

### 2.3.1 Transportation Supervisor:

i. Is responsible for setting Bus routes

ii. will review all school bus routes annually to ensure the continued application of the conditions stipulated by this Policy.

iii. may deem it necessary to change school bus routes during the current school year. Parents or guardians of students who would be affected by the change shall be notified in writing at least two (2) weeks prior to any such change taking effect.

iv. reviews written applications from parents/guardians who wish to seek an adjustment or an addition to a route based on the following criteria:

a. Safety of the students affected

b. Cost of providing the service

c. The number of students directly affected must be more than four (4)

d. Space limitations of the particular bus route

e. Implications for other students on the affected route

f. Road conditions of proposed route or extension, and,

g. Younger students or students with health problems will be given preference over other students

### 2.3.1 Bus Stops

i. Except for extra-curricular trips, boarding and disembarking in locations other than a designated bus stop is not permitted.

## 2.4 Bus Cancellations, Delays or Emergency Situations

The decision to cancel or delay school bus service for reasons such as adverse weather or safety matters, will be made by the Transportation Supervisor or delegate unless there is immediate risk to riders, in which case the driver will act accordingly.

- ii. The Transportation Supervisor will ensure that the Principal of affected schools is notified.
- iii. The Principal will be responsible for notifying parents or student emergency contacts.

2.4.1. In situations where the bus breaks down or where travel during trips becomes unsafe, the following procedures will apply:

- i. The driver will make every effort to ensure the immediate safety of all riders
- ii. The driver will notify the school principal and/or dispatcher
- iii. The principal or designate will notify parents/guardians
- iv. Unless directed otherwise by the driver or emergency responder, students will remain on the bus until such time as it is deemed safe for students to leave the bus.

2.4.2 This information will be included in parent/student handbooks or information packages.

## 2.5 Rider Conduct

- i. All riders are expected to follow the direction of the driver, as well as District and School Codes of Conduct at all times.
- ii. School Principals or their designates are responsible for addressing any disciplinary issues or investigations into conduct of student riders.
- iii. School Principals may implement disciplinary measures up to and including suspension of riding privileges.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Policy A.2 Governance**

**Date Passed: November 24, 1998**

**Date Revised: May 26, 2015**

#### **Preamble**

**Haida Gwaii School District #50 receives authorization from the BC School Act and local Education Agreements.**

The citizens of Haida Gwaii elect five representatives as a Board of Education for the purpose of governing School District No. 50 on their behalf.

Section 67(5) of the School Act requires boards to establish procedures governing the conduct of its meetings.

This policy will cover those procedures not already set out in the School Act.

#### **1.0 Haida Gwaii School District Governance**

- i. The Haida Gwaii School Board has collectively established Aims that will be used to direct the collective governance of the District.
- ii. Edits or changes to the Aims policy can only occur with unanimous consent of the board.
- iii. HG SD 50 Recognizes the two official languages of Haida Gwaii, Haida and English.
- iv. HG SD 50 Recognizes the National Anthem of Haida Gwaii, the Lyell Island Song.
- v. HG SD 50 Recognizes that the School District operates on the territory of the Haida Nation.

#### **1.1 The Board's prime responsibilities are:**

- i. to address the expectations of the community within the legal and financial parameters set by the province.
- ii. to cooperatively govern the School District as set out in Haida Gwaii School Board Aims Policy A.1.
- iii. to establish policies in accordance with the BC School act, Local Education Agreements and the Haida Gwaii School Board Aims Policy.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### 2.0 Trustees

- i. While it is recognized that each trustee is elected by their respective areas, the SD 50 board recognizes that working as a whole for the benefit of all Haida Gwaii is the main objective.

#### 2.1 Oath of Office –

- i. In addition to the oath process outlined in the School act, SD 50 may take oath in presence of Elder and/or Chief of the area they are representing

#### 2.2 Trustee Orientation

- i. Orientation package that includes:
  - a. most up to date policy manual;
  - b. First Nations handbook;
  - c. Trustee Handbook;
  - d. relevant forms
  - e. Constitution of Haida Nation
  - f. Haida Nation Youth Declaration
  - g. Checklist: who to meet etc. school visits
  - h. Administrative requirements: calendar; time expectation;
  - i. The option of attending a trustee academy

### 3.0 Board Meetings

- i. The Board has meetings in order to carry out legislated responsibilities and to engage the public in the district.
- ii. Roberts rules of order are the accepted and legal way of conducting meetings, however, SD 50 recognizes our ability to conduct meetings according to agreed upon practices that recognize Haida Law.
- iii. Board meeting schedules are set annually and approved through motion of the Board.
- iv. The board will make attempts to have a meeting in each community that has appropriate facilities for public meetings.
- v. The board recognizes the intergenerational effects of residential school, that schools are not always the most welcoming location for engaging the community, in this respect, the board will seek to have meetings outside of schools in community meeting spaces.
- vi. Board meetings often occur during dinner-time. If the Board decides to provide dinner, first priority for catering will be to support student fundraising groups. No student fundraising group will cater more than 1 Board meeting in a school year.
- vii. In recognition of Haida practice, in the spirit of reconciliation, the Board will provide food for community attendees at meetings.
- viii. The Board reserves the right to delay or to refrain from making a decision.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### 3.1. Notice of meetings

- i. The agenda and notice of meetings shall be prepared by the Secretary Treasurer, or person designated by the board, with approval of the Chairperson.
- ii. Written notice and agenda will be sent to identified representatives

### 3.2. Meeting Agenda and package

- i. The order of business at all regular meetings will be decided upon during agenda setting and can be changed to accommodate the needs of the public and trustees
- ii. Meeting packages will be provided to the board within 1 week of the scheduled meeting.

### 3.3. Meeting minutes

- i. minutes of School board meetings are set out in the school Act
- ii. In the event the Board requires an alternate form of minute taking this will be done through consensus.
- iii. Draft meetings minutes will be sent to the Board chair for a 5 day review period within 2 days of the meeting. The Chair will approve draft minutes for a 5 day Board review period prior to including in meeting packages.

### 3.4 Special Meetings (s):

- i. A Special Meeting of the Board may be called by the Chairperson or, upon written request of a majority of the trustees or SI/ST.
- ii. No business other than that for which the meeting was called shall be conducted at the meeting.
- iii. Written notice of a special meeting and an agenda shall be given to each trustee at least forty-eight (48) hours in advance of the meeting.
- iv. Delivery of a written notice and the agenda may be waived by a majority vote, providing all reasonable steps have been taken to notify all trustees of the meeting.

### 3.5 Closed meeting (In Camera)

- i. The Board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature can be discussed.
- ii. No trustees shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- iii. Matters of a confidential nature include Student, Personnel and Property Matters.

### 3.6 Delegates to board meetings

- i. The board welcomes engagement through delegation procedures.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- ii. Requests to present to a Board meeting can be sent to the Chair. The Chair will notify the delegation of their approval on the agenda.

### 3.7 Board Chair(s)

- i. The Chairperson and the co- Chairperson shall be elected for a term of one (1) year in December of each year.
- ii. Chair Responsibilities:
  - a. conduct meetings according to agreed meeting rules
  - b. represent the Board to outside parties,
  - c. act as the Board's spokesperson.
  - d. set board meeting agendas and review requests for delegations.
  - e. Make decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies.
- iii. Has no individual authority to make decisions beyond policy created by the Board

### 4.0 By-laws and resolutions:

- i. All decisions are made through resolution or bylaw.
- ii. A resolution shall have only one reading but a bylaw has three readings.
- iii. All resolutions of the board will be filed in a binder at the District office.
- iv. for those resolutions that require it, updates will be provided at each Board meeting.

#### 4.1 The following matters are resolved by bylaw:

- (a) Amendments to bylaws;
  - (b) Appeal procedure;
  - (c) Acquisition or disposal of property owned or administered by the Board (School Act Section 96);
  - (d) Where required by the School Act.
- i Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading.
  - ii. Every bylaw shall be dealt with in the following stages:
    - (a) First reading - no debate or amendment;
    - (b) Second reading - discussion of the principle of the bylaw;
    - (c) Third reading - adoption of the bylaw.
  - iii. Every bylaw shall receive three (3) readings on different days. A bylaw may be advanced two (2) or more stages in one day by a unanimous consent under urgent or extraordinary circumstances, the determination of which shall be by the Chairperson.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

iv. The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed.

### 5.0 Policy

- i. Haida Gwaii School District 50 policy forms a framework that:
  - a. the duties of the District Superintendent can be executed;
  - b. the priorities of the Aims policy are implemented in the district
  - c. fulfill the mandate of the Ministry and carry out legislated duties
  - d. are representative of Haida Gwaii
- ii. the revision, deletion or creation of policy will require a 30-day public review process.
  - a. draft policy change(s) are presented at a meeting of the board
  - b. the policy is made available for public review for 30 days
  - c. policy amendments are taken into consideration at the following board meeting

#### 5.1. Policy Review/Evaluation

- i. during the strategic planning process, as outlined in the Aims policy, the board will establish a policy review/evaluation schedule that will be carried out by the Policy committee.

#### 5.2 Policy creation

- i. other than legislated policy, the board may create policy for the governance of the district
- ii. new policy will be evaluated using the Aims policy.

#### 5.3 Policy deletion

- i. the board recognizes that there is no need for policy that already exists through school act, and provincial and federal law.

### 6.0 Committees

- i. the Board may create specialized committees to focus on individual issues as required.
- ii. committees will report out to the board at each meeting
- iii. The board may choose to appoint a trustee to a committee for their entire term in order to provide consistency

BOARD CHAIRPERSON	
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# SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Co- CHAIRPERSON		
TRUSTEE REPRESENTATIVES		
COMMITTEE	REPRESENTATIVE	ALTERNATE
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>Cultural, District Sports</li> <li>Professional Development</li> </ul>	1.  2.	1.  2.
<b>ABORIGINAL EDUCATION</b> <ul style="list-style-type: none"> <li>Local Education Committee</li> <li>Haida Education Council</li> <li>Haida Language Committee</li> <li>Enhancement Agreement Working Committee</li> <li>Reconciliation Committee</li> </ul>	1.  2.	1.  2.
<b>FINANCE AND PERSONNEL</b> <ul style="list-style-type: none"> <li>BC Public Schools Employers' Association (BCPSEA)</li> <li>Labour Management</li> <li>Finance</li> </ul>	1. 2.	1. 2.
<b>COMMUNITY RELATIONS</b> <ul style="list-style-type: none"> <li>BC Trustees Association (BCSTA)</li> </ul>	1.	1.
Policy Committee	1. 2.	1. 2.
Strategic Planning Committee	1. 2.	1. 2.
Evaluation Committee	1. 2. 3.	1. 2. 3.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Policy B.16**

**Policy Subject:** FINANCE AND AUDIT COMMITTEE

**Date Recommended:** February 2018

### **Policy:** FINANCE AND AUDIT COMMITTEE

The Finance and Audit Committee is a standing committee of the Board of Education. The Board has a duty to govern the district in a fiscally responsible and cost effective manner, while carrying out the strategies required to achieve its goals. The purpose of the Finance and Audit Committee of the Board of Education is to help oversee the budget, monitor financial management and reporting, and provide a more focused and on-going discussion of District financial accountability, risk assessment and mitigation strategies, the budget process, controls, monitoring and reporting.

### **Composition**

#### Voting Members

Two Trustees appointed by the full Board of Education, with one trustee appointed Committee Chairperson at the Board's December regular meeting, in addition to the Superintendent of Schools.

#### Non-Voting Members

The Secretary Treasurer in addition to one representative from each partner group for purposes of providing input. The Superintendent will work with secondary school principals to ensure there is student representation at budget planning meetings.

In terms of partner group representatives, it is recommended that they select a member with a financial background and/or experience where possible. Members appointed to the role will be selected for a period of one year, which will run from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **Duties and Responsibilities**

#### General Responsibilities:

- The Committee will meet at least four (4) times per year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require;
- Appoints a Secretary who shall record the proceedings of all meetings.

#### General Financial Oversight:

- Advises on financial policy issues;
- Makes financial recommendations to the Board of Education;



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- Complies with statutory requirements and any other relevant government regulations

### Audit Committee:

At least twice annually, the Committee will convene as an Audit Committee with the following duties:

- Approve the auditor terms of engagement;
- Review the auditor's proposed audit scope and approach;
- Meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the Audit Committee or the auditors believe should be discussed.
- Review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
- Report financial statements to the Board of Education.
- Review financial procedures and ensure compliance.
- Report annually to the Board of Education on the outcome of the financial audit.

### Budgeting:

The Committee will carry out the following responsibilities:

- Preparation of the Preliminary Budget
  - Review plans for public consultation into the budget planning process;
  - Review enrolment and staffing projections;
  - Review preliminary budget documents;
  - Provide input to the Board of Education on the Board's preliminary annual budget.
- Budget monitoring
  - Review quarterly financial statements relative to the annual budget;
  - Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget;
  - Provide input to the Board of Education on the amended annual budget.

### Risk Assessment and Internal Controls

- Monitor key risks that could impact the achievement of District objectives.
- Considers the effectiveness of the District's internal financial controls including information technology security and control.
- Ensuring that the District keeps proper financial records of its fixed assets, equipment and property.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Accountability**

The Finance and Audit Committee will report its deliberations to the Board of Education at its next regular meeting.

The Finance and Audit Committee will review these Terms of Reference at its final meeting in each year and recommend changes to the Board of Education.

### **Operations of the Committee**

In order to discharge its responsibilities, the Finance and Audit Committee shall each year establish a schedule of meetings. Additional meetings may be scheduled as required.

The Secretary-Treasurer shall be responsible for establishing the agendas for meetings of the Committee in consultation with the Chair. Trustees can also request agenda items which will be reviewed by the Chair. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting.

Minutes for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The minutes shall be circulated in draft form to all Committee members to ensure an accurate final record, shall be approved at a subsequent meeting of the Committee and shall be distributed to the Board of Education.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Policy B.15**

**Policy Subject:** EXTERNAL FUNDING THROUGH DONATIONS OR PARTNERSHIPS

**Date Recommended:** February 2018

**Policy:** EXTERNAL FUNDING THROUGH DONATIONS OR PARTNERSHIPS

### **Preamble**

The Board of Education believes that public education should be funded from Provincial Government grants. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the Board may seek or accept external funding through donations or partnerships. The Board is prepared to accept donations from donors or foundations, or consider partnerships with private or public sector enterprises. The Board is also willing to consider a limited business presence within schools or the district in keeping with the provisions of the policy.

### **Guiding Principles**

The following guiding principles will govern the acceptance by the district of external funding through donations or partnerships:

1. The external funding through donations or partnerships (as defined in Appendix 1) must support the development of the district as a learning community.
2. Altruistic donations are encouraged, meaning that they are for the sole benefit of students, schools or the district and not for the benefit of the donor.
3. External funding through donations or partnerships must not impair the rights of the Board and the educational professionals in the district to determine the nature of the educational program to be offered to students, or the way in which it is delivered.
4. Any arrangements for external funding through donations or partnerships shall not require students to observe, listen to, or read commercial advertising.
5. Education resources that are offered to the school or district through a donation or partnership shall be considered under the provisions of this policy.
6. Agreements to provide educational resources must not limit or require teachers to use these resources in their classes.
7. External funding through donations or partnerships must not result in an opportunity for the province to reduce operating or special purpose grants.
8. Any agreements that provide external funding through donations or partnerships will include a specific expiry date.
9. Individuals or businesses must satisfy all equity considerations, and safety, health and environmental regulations related to their form of business.
10. External funding through donations or partnerships must not involve the district in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

11. Businesses (as defined in Appendix 1) may only have a visible presence in the school if it occurs in the natural course of business (for example, names and logos on computers, office supplies or food products) or if it occurs through a donation or partnership in accordance with the provisions of this policy.
12. Recognition of the donor, partner or business will only be through expressions of thanks on a website or in a program or newsletter, or through a posting that lasts for the duration of a time limited event such as a tournament, a performance or a season. Any proposal for ongoing recognition or advertising must be approved by the Board.
13. Any recognition of external funding through donations or partnerships will take into account students' ages and their vulnerability to commercial values and messages, in accordance with community standards as interpreted by the Board.

### Administrative Procedures

1. Decisions in regard to external funding or support in amounts less than \$500 will be made by principals in accordance with the provisions of this policy following consultation with the staff and PAC. If the proposal includes ongoing recognition of the donor then the Board will review the proposal.
2. All proposals for external funding or support in excess of \$500 through donations or partnerships will be submitted to the Secretary Treasurer of the school district for review. Such proposals will indicate clearly:
  - what the individual or business is contributing
  - a best estimate of the value of the contribution
  - the forms of recognition or opportunities requested of the district in return for the contribution.

The Secretary Treasurer will review each proposal, consulting with the Principal as appropriate, and determine whether or not to take it to the Board for consideration of approval.

Evaluation criteria for proposals will include:

- consistency with the Guiding Principles in this policy
- the amount of the benefits being provided to the district
- the quality of the product or service
- the reputation of the individual or company
- the ability, capacity and skill of the individual or corporation to fulfill the contract
- the form of recognition, if any, for the contribution being made



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Appendix 1 Explanation of Terms**

This appendix provides the meanings of the terms below, as used in this policy.

#### **1. Donations - Donors**

Individuals, groups or foundations are encouraged to make donations of goods, services, or cash to the district. The school district is a charitable organization under the Income Tax Act. A donation may qualify for a tax receipt. Donations may be made for specific purposes.

Businesses may make donations to the district of goods or services, or funds that enhance the regular operating expenditures of the district. Business donors will not involve themselves in the operations of the district but may have expectations that their donation is recognized in accordance with this policy.

#### **2. Partnerships - Partners**

A partnership is formed through an agreement between the Board and an individual, group, or business intended to generate revenue for, or provide goods and services to the District.

#### **3. Definition of Business:**

A person, partnership, or corporation engaged in commerce, manufacturing, or a service; a profit-seeking enterprise or concern.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

### **Policy B.14**

**Policy Subject:** FUND RAISING IN SCHOOLS

**Date Recommended:** February 2018

### **Policy: FUND RAISING IN SCHOOLS**

Schools raise funds in order to add to the school's resources or to carry out established programs or initiatives that are not supported by the district budget. Fund raising activities are initiated most often by staff, students and/or parents and guardians. Businesses, community groups and individuals are sometimes requested to make donations of goods or services to support school activities.

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
  - sales to members of the community including parents, staff and students
  - the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.

### **Policy Statement**

The Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district. The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is inappropriate. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.

### **Guiding Principles**

1. For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:
  - a) sales to members of the community other than parents, staff and students either in the school or in the community.
  - b) the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.
2. Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.





## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

3. All fund raising activities conducted in the school or outside the school, using the name of the school in any way, must have the approval of the principal. Such approvals may be reviewed by the Board as deemed necessary.
4. In considering fund raising plans, prior to their approval, school administrators will consider factors including:
  - a) the safety of students, staff members and volunteers
  - b) the voluntary nature of the planned activities
  - c) plans that have a minimum effect on regular instructional time
  - d) the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour
  - e) an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator
  - f) how contributors will be made aware of the purposes for which funds are being raised
5. A fund raising activity must benefit the school and school community and be consistent with school policies and with the overall direction of the school as a positive learning community.
6. A fund raising activity may not interfere with the nature or delivery of the school's educational program.
7. Business relationships must not engage the school in what would appear to be a contentious political, moral, or social issue.
8. Any fund raising that involves donations or partnerships, including those that are connected in any way to businesses or corporations, must be in accordance with Policy B.15 (External funding through Donations or Partnerships).

### **Administrative Procedures**

1. Schools are encouraged to communicate with each other regarding planned fund raising activities in order to avoid conflicts regarding timing, the type of fund raising or target groups.
2. Sponsors of fund raising activities will ensure that:
  - the parents/guardians of the students of the class or of the school are in support of the proposed activities and of the proposed dates for the venture
  - there is clear understanding in advance of any contract or agreement as to what form of recognition, if any, donors or contractors may receive; such recognition will be in accordance with the provisions of Policy B.15 (Guiding Principle 14).
  - the scope of the fund raising is proportional to the planned activity
  - plans are shared regarding the disbursement of any funds that are surplus to the cost of the activity.
3. A fund raising form (attached) must be utilized for all fund raising activities covered by this policy, signed by a principal and retained in the school office. A copy of each fund raising form will be provided to the Parents' Advisory Council.



## **SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL**

4. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations. Casino-style or similar gambling events are not considered appropriate fund raising activities for schools.
5. Students involved in any "door to door" solicitation, whether on behalf of the school or any other agency should:
  - carry school identification,
  - solicit in pairs or groups, never alone,
  - present a school handout clearly articulating the purpose of the fund raising.
6. Any proposal for fund raising through a partnership with a business is to be considered within the provisions of Policy B.15 (External Funding through Donations or Partnerships).
7. Where a Parent Advisory Council wishes to raise funds for the school, using the school name, staff, or students in the process, it must follow the terms of this policy.



**SCHOOL DISTRICT NO. 50 HAIDA GWAI  
BOARD POLICY MANUAL**

**FUND RAISING FORM**

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nature of Activity: Sale of goods or services by the school (complete Section A)

Accepting donation of funds, goods or services (complete Section B)

Contracting with an outside agency (complete Section B and attach contract)

**Section A:**

Activity Schedule: Begins on \_\_\_\_\_ Ends on \_\_\_\_\_

Students involved in fund raising: Yes No

Product or services to be sold:

\_\_\_\_\_  
\_\_\_\_\_

**Section B:**

Name of individual, corporation or agency providing funds, goods or services:

\_\_\_\_\_  
\_\_\_\_\_

Recognition to be provided, if any:

\_\_\_\_\_  
\_\_\_\_\_

**In each case:**

- Expected value of funds to be raised, or donated goods and services to be received  
Approximately \$ \_\_\_\_\_
- Purposes for which funds, goods, or services are to be used:

\_\_\_\_\_  
\_\_\_\_\_

- Plans for disbursement of any surplus funds:

\_\_\_\_\_  
\_\_\_\_\_

copy: PAC President

THIS FORM WILL BE PRESENTED FOR REVIEW AT THE PAC MEETING OF \_\_\_\_\_ (DATE)

I support this fund raising activity and certify that the planning abides by all policies.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRUSTEE ELECTIONS BYLAW NO. 501819-TE  
BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**

**TRUSTEE ELECTIONS**

**BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 50 (Haida Gwaii)**

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

**Preamble:**

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

In School District No. 50 (Haida Gwaii), trustee elections are held in the following trustee electoral areas:

<b>TEA #</b>	<b>Trustee electoral area description:</b>	<b># of trustees</b>
Area 1	<b>Old Masset</b> (Includes Old Massett and New Town)	One
Area 2	<b>North Graham Island</b> (Includes Village of Masset, Nadu Road, and Tow Hill)	One
Area 3	<b>Central Island</b> (Includes Village of Port Clements, Tiell, and Lawn Hill)	One
Area 4	<b>Skidegate</b>	One
Area 5	<b>South Island</b> (Includes the Village of Queen Charlotte, Miller Creek, and Moresby Island)	One

The Board of Education of School District No. 50 (Haida Gwaii) wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education of School District No. 50 (Haida Gwaii) in an open meeting of the Board, enacts as follows:

**I. Definitions**

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

“Board” means the Board of Education of School District No. 50 (Haida Gwaii).

“By-election” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“Chief Election Officer” means the person appointed by the school board for each general election or by-election.

“Election” means a trustee election.

"General voting day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

"Minister" means the Minister of Education.

## **2. Application**

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

## **3. CHIEF ELECTION OFFICER**

### **3.1 Appointment**

- (a) The Board shall appoint a Chief Election Officer in sufficient time to comply with Election requirements.
- (b) The Chief Election Officer has jurisdiction over all local Trustee Electoral Areas.
- (c) In the event a By-Election is required, the Board shall appoint a Chief Election Officer in sufficient time to comply with By-Election requirements.

### **3.2 Election By-Law Advice**

The Chief Election Officer shall advise the Board as soon as practicable of any modifications to this bylaw that are required or advisable by change in statute or circumstance.

## **4. Number of Nominators**

- (a) The minimum number of qualified nominators for a trustee candidate is two.
- (b) The Board does not adopt any local government bylaw to change the minimum number of nominators set by this election bylaw.

## **5. Required Advance Voting**

Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day, and no other advance voting opportunity will be held.

## **6. Additional General Voting Opportunities**

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

## **7. Special voting opportunities**

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the Chief Election Officer is authorized to establish the location, date and voting hours, within the limits set out in the *Local Government Act*, for each special voting opportunity.
- (b) The Chief Election Officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

## **8. Order of Names on the Ballot**

The order of names of candidates on the ballot will be determined by lot, in accordance with the *School Act* and *Local Government Act*.

## **9. Resolution of Tie Vote after Judicial Recount**

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

## **10. Application to Elections Conducted by Other Authorities**

The Board authorizes the Secretary-Treasurer to enter into an agreement with a local government under section 38(4) of the *School Act*, under which the local government conducts all or part of a trustee election for the school board, or conducts all or part of a trustee election in conjunction with a local government election. However, the Board does not adopt any local government bylaw to change the minimum number of nominators set by this election bylaw.

## **11. Public Access to Election Documents**

### **11.1 Candidate Nomination Documents**

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

### **11.2 Campaign Financing Disclosure Statements**

- (a) In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, a copy of the trustee candidates' campaign financing disclosure statements and supplementary reports by internet access until five (5) years after general voting day for the election to which the trustee's campaign financial disclosure statements and supplementary reports relate.
- (b) If an individual wishes to access, inspect or obtain a copy or other record of information under this section during the regular office hours at the Board's head office, a school district official may, before providing this service, require the individual to
  - (1) satisfy the official that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act*, and
  - (2) provide a signed statement that the individual, and if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record, will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.
  - (3) Document copying fee

The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section 11.2 for a fee of ten (10) cents per page.

**12. Title**

This bylaw may be cited as 'School District No. 50 Trustee Elections Bylaw No. 501819-TE.'

Date of first reading: June 26, 2018

Date of second reading: June 26, 2018

Date of third reading and adoption: June 26, 2018

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Chairperson of the Board

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Secretary-Treasurer

## FINANCE VOUCHER

REGULAR BOARD MEETING

### BOARD MEETING:

June 26, 2018

### AGENDA ITEM:

#### Finance Voucher      May 31, 2018

The list of accounts payable is attached for your information. The following is a summary of accounts.

A/P Cheques Computer Generated	May 31, 2018	\$83,916.09	
ePayments	May 31, 2018	\$392,955.88	
Quick Pays	May 31, 2018	\$360,318.63	
<b>TOTAL Accounts Payable.....</b>	<b>May 31, 2018</b>		<b>\$837,190.60</b>
Teachers	15-May	\$93,850.00	
AO/Exempt	15-May	\$32,950.00	
Teachers	31-May	\$114,373.14	
AO/Exempt	31-May	\$42,705.56	\$283,878.70
CUPE	12-May	\$56,487.78	
Casuals	12-May	\$9,775.37	
TOC's	12-May	\$13,241.24	
CUPE	26-May	\$57,308.65	
Casuals	26-May	\$11,579.68	
TOC's	26-May	\$13,253.22	
			\$161,645.94
<b>TOTAL Payroll.....</b>	<b>May 31, 2018</b>		<b>\$445,524.64</b>
<b>TOTAL A/P and Payroll</b>			<b>\$1,282,715.24</b>

### RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling \$1,282,715.24 for the month of May



**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF MAY 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
57808	5/1/2018	Jen Bailey	\$ 100.00
57809	5/1/2018	Ben Davidson	\$ 100.00
57810	5/1/2018	Sid Dickens	\$ 100.00
57811	5/1/2018	Literacy Haida Gwaii	\$ 1,400.00
57812	5/1/2018	Jamie McDonald	\$ 100.00
57813	5/1/2018	Jacob Olson	\$ 110.00
57814	5/1/2018	Peter Sloan	\$ 100.00
57815	5/1/2018	Jane Smith	\$ 1,623.95
57816	5/1/2018	Staples Desjardins Card Service	\$ 738.94
57817	5/1/2018	Telus Commuications Company	\$ 48.31
57818	5/4/2018	NHA - Corporate	\$ 4,700.00
57819	5/9/2018	Canada Revenue Agency	\$ 856.21
57820	5/9/2018	Receiver General	\$ 2,461.34
57821	5/9/2018	Great-West Life	\$ 794.98
57822	5/9/2018	Great West Life	\$ 1,347.15
57823	5/9/2018	Isabel Creek Store	\$ 174.69
57824	5/9/2018	London Life Insurance Company	\$ 1,212.55
57825	5/9/2018	Masset Services	\$ 549.00
57826	5/9/2018	SSQ INSURANCE COMPANY	\$ 48.00
57827	5/9/2018	Sarah Stevenson	\$ 262.14
57828	5/9/2018	Super Valu Store No. 43	\$ 767.98
57829	5/9/2018	Telus Commuications Company	\$ 48.31
57830	5/9/2018	Westpoint Automotive	\$ 49.68
57831	5/9/2018	Petty Cash	\$ 181.05
57832	5/17/2018	BC Hydro & Power Authority	\$ 14,732.90
57833	5/17/2018	City Centre Stores LTD.	\$ 1,597.44
57834	5/17/2018	Old Massett Village Council	\$ 120.00
57835	5/17/2018	Funk It	\$ 89.21
57836	5/17/2018	Stan Hansen	\$ 750.00
57837	5/17/2018	Kay Bistro	\$ 2,250.00
57838	5/17/2018	N.A.R. Developments	\$ 500.00
57839	5/17/2018	Softchoice Corporation	\$ 3,520.54
57840	5/17/2018	Staples Desjardins Card Service	\$ 697.76
57841	5/17/2018	Super Valu Store No. 43	\$ 1,118.61
57842	5/17/2018	Telus Commuications Company	\$ 48.31
57843	5/17/2018	The Masset Rollergirls	\$ 50.00
57844	5/17/2018	University of Waterloo	\$ 47.00
57845	5/23/2018	CFTRE	\$ 27,987.35
57846	5/23/2018	N.A.R. Developments	\$ 1,780.00
57847	5/23/2018	Staples Desjardins Card Service	\$ 240.85
57848	5/24/2018	L.I.G Foods Ltd-dba Causeway M	\$ 176.82
57849	5/24/2018	Meredith Mainguy	\$ 179.33
57850	5/24/2018	NHA - Corporate	\$ 4,700.00

**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF MAY 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
57851	5/24/2018	Petty Cash	\$ 475.42
57852	5/24/2018	Telus Commuications Company	\$ 48.31
57853	5/24/2018	Terry Wallace	\$ 120.00
57854	5/24/2018	WC Learning Network	\$ 3,675.00
57855	5/24/2018	Gudangaay Tlaats'gaa Naay Petty Cash	\$ 440.41
57856	5/30/2018	Isabel Creek Store	\$ 172.00
57857	5/30/2018	Minister Of Finance	\$ 80.00
57858	5/30/2018	Pitneyworks	\$ 227.25
57859	5/30/2018	Toby Sanmiya	\$ 121.90
57860	5/30/2018	Celina Suillvan	\$ 95.40
TOTAL			\$ 83,916.09

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF MAY 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
5/1/2018	Bandstra Transportation	11553	\$ 233.11	8036
5/1/2018	Harmonie Blais	11554	\$ 2,000.00	8036
5/1/2018	Butler Workplace Solutions	11555	\$ 11,174.80	8036
5/1/2018	Alicia Embree	11556	\$ 2,550.00	8036
5/1/2018	EMCO Corporation	11557	\$ 46.85	8036
5/1/2018	Haida Gwaii Consumers Co-operative	11558	\$ 1,230.33	8036
5/1/2018	Hecate 'Junk It'	11559	\$ 502.69	8036
5/1/2018	North Coast Regional District	11560	\$ 50.00	8036
5/1/2018	Office Essentials	11561	\$ 716.80	8036
5/1/2018	Skyline Athletics	11562	\$ 580.76	8036
5/1/2018	Tlc Automotive Services LTD.	11563	\$ 82.91	8036
5/1/2018	Xerox Canada Ltd.	11564	\$ 105.70	8036
5/1/2018	Catherine Baran	11565	\$ 100.00	8036
5/1/2018	Colleen Bradley	11566	\$ 111.63	8036
5/1/2018	Bobbi-Lee Chatelaine	11567	\$ 500.00	8036
5/1/2018	Alexis Forbes	11568	\$ 100.00	8036
5/1/2018	Steven Goffic	11569	\$ 304.15	8036
5/1/2018	Marylynn A. Hunt	11570	\$ 35.00	8036
5/1/2018	Jane Kinegal	11571	\$ 100.00	8036
5/1/2018	Allison Kozak	11572	\$ 95.40	8036
5/1/2018	Vanessa Marie	11573	\$ 205.64	8036
5/1/2018	Warren McIntyre	11574	\$ 50.88	8036
5/1/2018	Lindsey Quaas	11575	\$ 78.44	8036
5/1/2018	Sk'aadgaa Naay Elementary School PIT	11576	\$ 375.00	8036
5/1/2018	Tahayghen Principal's IN Trust	11577	\$ 735.00	8036
5/4/2018	Air Liquide Canada Inc.	11578	\$ 50.96	8042
5/4/2018	Atwell Family Foods	11579	\$ 305.00	8042
5/4/2018	Haida Gwaii Consumers Co-operative	11580	\$ 1,393.20	8042
5/4/2018	North Coast Occupational Therapy	11581	\$ 1,111.00	8042
5/4/2018	Pacific Leather & Fur Dressers Inc	11582	\$ 472.50	8042
5/4/2018	Pebt, IN Trust	11583	\$ 8,700.82	8042
5/4/2018	Scholastic Canada LTD	11584	\$ 1,359.72	8042
5/4/2018	Sportfactor Inc.	11585	\$ 63.63	8042
5/4/2018	Xerox Canada Ltd.	11586	\$ 1,821.12	8042
5/4/2018	Talia Campos	11587	\$ 16.52	8042
5/4/2018	Russell S. Herkes	11588	\$ 19.86	8042
5/4/2018	Marylynn A. Hunt	11589	\$ 20.00	8042
5/4/2018	Vicki D. Ives	11590	\$ 99.58	8042
5/4/2018	Sophie Peerless	11591	\$ 52.50	8042
5/9/2018	Aaron-Mark Services	11592	\$ 3,240.80	8046
5/9/2018	Apple Canada Inc. C3120	11593	\$ 3,973.55	8046
5/9/2018	Atwell Family Foods	11594	\$ 59.87	8046
5/9/2018	BC Principals & Vice Principals' Association	11595	\$ 755.44	8046
5/9/2018	BC Teachers' Federation	11596	\$ 6,832.34	8046

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF MAY 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
5/9/2018	BC Teachers' Federation	11597	\$ 6,439.49	8046
5/9/2018	Big Red Enterprises LTD.	11598	\$ 2,065.61	8046
5/9/2018	Black Press Ltd.	11599	\$ 214.46	8046
5/9/2018	N. Harris Computer Corporation	11600	\$ 29,266.65	8046
5/9/2018	Charlotte Island Tires LTD.	11601	\$ 407.57	8046
5/9/2018	Coastal Propane Inc.	11602	\$ 12,118.98	8046
5/9/2018	CUPE - Local 2020	11603	\$ 3,976.73	8046
5/9/2018	CUPE Local 2020 Pro D	11604	\$ 3,971.91	8046
5/9/2018	Eagle Transit LTD.	11605	\$ 1,606.50	8046
5/9/2018	FirstCanada ULC	11606	\$ 56,753.95	8046
5/9/2018	Family Services Of Greater Vancouver	11607	\$ 4,124.66	8046
5/9/2018	Graydon Security Systems	11608	\$ 314.48	8046
5/9/2018	Haida Gwaii Consumers Co-operative	11610	\$ 1,719.50	8046
5/9/2018	Haida Gwaii Teachers' Association	11611	\$ 2,578.50	8046
5/9/2018	Haida Gwaii Trader.com	11612	\$ 84.00	8046
5/9/2018	Haida Gwaii PVPA Association	11613	\$ 246.49	8046
5/9/2018	Industrial Alliance	11614	\$ 79.62	8046
5/9/2018	Insight Canada Inc.	11615	\$ 2,264.67	8046
5/9/2018	Minister of Finance	11616	\$ 5,680.00	8046
5/9/2018	Morneau Shepell Ltd.	11617	\$ 1,441.32	8046
5/9/2018	North Coast Regional District	11618	\$ 41.00	8046
5/9/2018	North Coast Supply Co. LTD.	11619	\$ 109.54	8046
5/9/2018	Northern Industrial Sales	11620	\$ 379.01	8046
5/9/2018	Richelieu	11621	\$ 303.93	8046
5/9/2018	Rocky's Equipment Sales LTD.	11622	\$ 73.87	8046
5/9/2018	Rootham Services Group Incl	11623	\$ 882.00	8046
5/9/2018	Tammy Ryland	11624	\$ 60.42	8046
5/9/2018	Terrace Totem ford Sales	11625	\$ 49,441.72	8046
5/9/2018	The Learning Partnership	11626	\$ 624.00	8046
5/9/2018	Tlc Automotive Services LTD.	11627	\$ 300.40	8046
5/9/2018	Village Of Masset	11628	\$ 400.00	8046
5/9/2018	Xerox Canada Ltd.	11629	\$ 2,553.81	8046
5/9/2018	Administrative Officers Pro D	11630	\$ 1,400.00	8046
5/9/2018	Chris Bellamy	11631	\$ 108.12	8046
5/9/2018	Maureen Benoit	11632	\$ 239.56	8046
5/9/2018	Josina Davis	11634	\$ 30.44	8046
5/9/2018	Dawna Day	11635	\$ 839.98	8046
5/9/2018	Jessie Fletcher	11636	\$ 60.42	8046
5/9/2018	J. Kim Goetzinger	11637	\$ 56.35	8046
5/9/2018	Jonathan Halle	11638	\$ 47.70	8046
5/9/2018	Maryllynn A. Hunt	11639	\$ 25.00	8046
5/9/2018	Joint Professional Development	11640	\$ 3,150.38	8046
5/9/2018	Ian J. Keir	11641	\$ 81.06	8046
5/9/2018	Allison Kozak	11642	\$ 60.42	8046

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF MAY 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
5/9/2018	Bernadette Marie	11643	\$ 196.03	8046
5/9/2018	Trisha Nalleweg	11644	\$ 26.99	8046
5/9/2018	Emily O'Gorman	11645	\$ 210.00	8046
5/9/2018	Lao Peerless	11646	\$ 348.42	8046
5/9/2018	GidGalang Kuuyas Naay PIT	11647	\$ 475.00	8046
5/9/2018	Shelley Sansome	11648	\$ 408.49	8046
5/9/2018	Tahayghen Principal's IN Trust	11649	\$ 500.00	8046
5/9/2018	Paula Varnell	11650	\$ 60.42	8046
5/9/2018	Lisa Ann Waring	11651	\$ 95.40	8046
5/9/2018	Susan V. Wright	11652	\$ 60.42	8046
5/17/2018	Artstarts IN Schools	11653	\$ 5,910.00	8053
5/17/2018	BC Air Filter LTD.	11654	\$ 1,160.85	8053
5/17/2018	BC School Trustees Association	11655	\$ 2,659.12	8053
5/17/2018	Coastal Propane Inc.	11656	\$ 26,855.71	8053
5/17/2018	Alicia Embree	11657	\$ 900.00	8053
5/17/2018	Fictorie Construction Management Ltd	11658	\$ 25,946.77	8053
5/17/2018	Haida Gwaii Consumers Co-operative	11659	\$ 851.36	8053
5/17/2018	Opus Framing & Art Supplies	11660	\$ 393.75	8053
5/17/2018	Qay'llnagaay Heritage Centre	11661	\$ 564.41	8053
5/17/2018	Rootham Services Group Incl	11662	\$ 616.81	8053
5/17/2018	Sandspit Community Society	11663	\$ 3,311.25	8053
5/17/2018	Schoolhouse Publications Inc.	11664	\$ 70.68	8053
5/17/2018	Soper's Supply Ltd.	11665	\$ 2,437.29	8053
5/17/2018	George Stein	11666	\$ 1,430.00	8053
5/17/2018	Telus Communications (Bc) Inc.	11667	\$ 1,865.36	8053
5/17/2018	Tlc Automotive Services LTD.	11668	\$ 16.86	8053
5/17/2018	Village Of Port Clements	11669	\$ 501.00	8053
5/17/2018	Xerox Canada Ltd.	11670	\$ 76.45	8053
5/17/2018	Dennis S. Baran	11671	\$ 147.81	8053
5/17/2018	Ryan Brown	11672	\$ 905.06	8053
5/17/2018	Elizabeth A. Condrotte	11673	\$ 1,951.97	8053
5/17/2018	Tawni-Marie Davidson	11674	\$ 292.68	8053
5/17/2018	Lisa M Gyorgy	11675	\$ 181.35	8053
5/17/2018	Marylynn A. Hunt	11676	\$ 30.00	8053
5/17/2018	Warren McIntyre	11677	\$ 441.97	8053
5/17/2018	Trisha Nalleweg	11678	\$ 66.90	8053
5/17/2018	Tara Sjolund	11679	\$ 225.79	8053
5/17/2018	Marcia Watkins	11680	\$ 59.28	8053
5/17/2018	Harmony Williams	11681	\$ 122.04	8053
5/23/2018	Andre Johnstone	11682	\$ 405.00	8057
5/23/2018	Craven Huston Powers Architects	11683	\$ 283.50	8057
5/23/2018	Eecol Electric Company	11684	\$ 576.33	8057
5/23/2018	FirstCanada ULC	11685	\$ 614.25	8057
5/23/2018	Insight Canada Inc.	11686	\$ 392.84	8057

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF MAY 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
5/23/2018	North Arm Transportation LTD.	11687	\$ 2,935.37	8057
5/23/2018	Pebt, IN Trust	11688	\$ 9,181.22	8057
5/23/2018	Tlc Automotive Services LTD.	11689	\$ 286.59	8057
5/23/2018	Xerox Canada Ltd.	11690	\$ 22.32	8057
5/23/2018	Dennis S. Baran	11691	\$ 306.60	8057
5/23/2018	Talia Campos	11692	\$ 964.31	8057
5/23/2018	Tawni-Marie Davidson	11693	\$ 281.88	8057
5/23/2018	Josina Davis	11694	\$ 19.80	8057
5/23/2018	Denise Husband	11695	\$ 190.32	8057
5/23/2018	Vicki D. Ives	11696	\$ 665.71	8057
5/23/2018	Allison Kozak	11697	\$ 35.13	8057
5/23/2018	Vanessa Marie	11698	\$ 1,083.99	8057
5/23/2018	Joanne Yovanovich	11699	\$ 464.23	8057
5/24/2018	Air Liquide Canada Inc.	11700	\$ 47.04	8058
5/24/2018	Climate Action Secretariat	11701	\$ 15,592.50	8058
5/24/2018	FirstCanada ULC	11702	\$ 756.00	8058
5/24/2018	Haida Gwaii Consumers Co-operative	11703	\$ 1,617.71	8058
5/24/2018	Haida Gwaii Trader.com	11704	\$ 84.00	8058
5/24/2018	Harris & Company	11705	\$ 1,495.20	8058
5/24/2018	Insight Canada Inc.	11706	\$ 375.19	8058
5/24/2018	Kms Tools And Equipment	11707	\$ 57.00	8058
5/24/2018	North Coast Supply Co. LTD.	11708	\$ 6.22	8058
5/24/2018	Skyline Athletics	11709	\$ 243.81	8058
5/24/2018	Xerox Canada Ltd.	11710	\$ 520.30	8058
5/24/2018	Gudangaay Tlaats'gaa Naay IN Trust	11711	\$ 113.00	8058
5/24/2018	Marylynn A. Hunt	11712	\$ 20.00	8058
5/24/2018	GidGalang Kuuyas Naay PIT	11713	\$ 113.00	8058
5/24/2018	Sk'aadgaa Naay Elementary School PIT	11714	\$ 2,150.00	8058
5/24/2018	Misty Surtees	11715	\$ 112.34	8058
5/30/2018	Andre Johnstone	11716	\$ 405.00	8062
5/30/2018	Apple Canada Inc. C3120	11717	\$ 2,654.13	8062
5/30/2018	Butler Workplace Solutions	11718	\$ 4,622.80	8062
5/30/2018	April Chapman	11719	\$ 2,000.00	8062
5/30/2018	Alicia Embree	11720	\$ 175.00	8062
5/30/2018	Make a Future	11721	\$ 1,657.16	8062
5/30/2018	Port Air Cargo	11722	\$ 147.00	8062
5/30/2018	Tlc Automotive Services LTD.	11723	\$ 166.50	8062
5/30/2018	Colleen J. Beachy	11724	\$ 135.00	8062
5/30/2018	Colleen Bradley	11725	\$ 57.24	8062
5/30/2018	Jessie Fletcher	11726	\$ 332.85	8062
5/30/2018	Verena Gibbs	11727	\$ 78.51	8062
5/30/2018	Marylynn A. Hunt	11728	\$ 20.00	8062
5/30/2018	Allison Kozak	11729	\$ 253.02	8062
5/30/2018	Lao Peerless	11730	\$ 880.20	8062

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF MAY 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
5/30/2018	Port Clements School Principal's In Trust	11731	\$ 218.23	8062
5/30/2018	Tricia Querengesser	11732	\$ 142.10	8062
5/30/2018	Leighann Rodger	11733	\$ 149.92	8062
5/30/2018	Shelley Sansome	11734	\$ 189.73	8062
5/30/2018	Jennifer White	11735	\$ 17.20	8062
5/30/2018	Nadine Whittle	11736	\$ 234.15	8062
5/31/2018	Judy Hadcock	11609	\$ 2,625.00	8046
5/31/2018	Ryan Brown	11633	\$ 2,371.03	8046
TOTAL			\$ 392,955.88	

**SCHOOL DISTRICT NO. 50**  
**QUICK PAY REGISTER AS OF May 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
257549	5/3/2018	Municipal Pension Plan	\$ 14,415.41
257553	5/3/2018	Teachers' Pension Plan	\$ 1,884.50
625247	5/8/2018	Canada Customs And Revenue	\$ 21,449.87
636317	5/9/2018	Canada Customs And Revenue	\$ 76,850.58
636775	5/9/2018	Canada Customs And Revenue	\$ 12,140.56
325568	5/11/2018	Canada Customs And Revenue	\$ 3,531.34
636445	5/14/2018	Canada Customs And Revenue	\$ 703.78
636573	5/14/2018	Canada Customs And Revenue	\$ 390.70
258345	5/14/2018	Municipal Pension Plan	\$ 5,983.94
258346	5/14/2018	Teachers' Pension Plan	\$ 113,559.67
82452	5/16/2018	MINISTER OF FINANCE	\$ 2,325.00
619028	5/16/2018	MINISTER OF FINANCE	\$ 3,187.50
619582	5/17/2018	Pacific Blue Cross	\$ 11,500.18
619210	5/17/2018	Pacific Blue Cross	\$ 3,800.34
258768	5/18/2018	Municipal Pension Plan	\$ 14,619.83
258769	5/18/2018	Teachers' Pension Plan	\$ 1,637.64
603927	5/24/2018	Canada Customs And Revenue	\$ 45,420.00
602736	5/24/2018	Canada Customs And Revenue	\$ 19,752.22
603428	5/24/2018	Canada Customs And Revenue	\$ 5,300.00
630821	5/25/2018	Telus	\$ 1,383.57
612595	5/31/2018	Yvette Marie Emerson	\$ 482.00
<b>TOTAL</b>			<b>\$ 360,318.63</b>



# MEMORANDUM

SCHOOL  
DISTRICT NO. 50  
Haïda Gwaii

TO           **Shelley Sansome**  
              Secretary-Treasurer

FROM       **Maira Dubasov**  
              Assistant Secretary-Treasurer

SUBJECT:   **Teachers Payroll for..... May**

DATE        20-Jun-18

Period Ending	Pay Period	Payroll Group	Net Amount
15-May	PP#1-5Adv	Teachers	\$ 93,850.00
15-May	PP#1-5Adv	AO/Exempt	\$ 32,950.00
31-May	PP#1-5	Teachers	\$ 114,373.14
31-May	PP#1-5	AO/Exempt	\$ 42,705.56
Total Net Pay			\$283,878.70

# MEMORANDUM

SCHOOL  
DISTRICT NO. 50  
Haida Gwaii

TO           **Shelley Sansome**  
              Secretary-Treasurer

FROM       **Moira Dubasov**  
              Assistant Secretary-Treasurer

SUBJECT:   **Non-Teachers Payroll for...   May**

DATE           20-Jun-18

Period Ending	Pay Period	Payroll Group	Net Amount
12-May	PP #2-10	CUPE	\$ 56,487.78
12-May	PP #2-10	Casuals	\$ 9,775.37
12-May	PP #2-10	TOC's	\$ 13,241.24
26-May	PP #2-11	CUPE	\$ 57,308.65
26-May	PP #2-11	Casuals	\$ 11,579.68
26-May	PP #2-11	TOC's	\$ 13,253.22
Total Net Pay			\$ 161,645.94

# Gudangaay Tlaats'gaa Naay Secondary School

## Solar project

May 27



Steve Goffic  
IT Manager

### Solar Tender Recommendation

School District 50 has received \$138,053.00 from the carbon neutral fund and will be using \$22,000 from the 17/18 AFG for battery generators for a total of \$160,053.00 of available funds. I have evaluated the bids received on Friday, May 25 at 3:00pm for the Gudangaay Tlaats'gaa Naay Secondary School Solar project which consists of the procurement and installation of one 50 kW solar array and the installation of 2 Tesla powerwalls.

**Note PST Exempt:** Solar photovoltaic collector panels, and wiring, controllers, and devices that convert direct current into alternating current, if they are sold with, and as part of, a system that includes solar photovoltaic collector panels. Outlined on page 10 of the Provincial Sales Tax (PST) Bulletin.

### 7 Bids were received as shown below.

L&A Energy Consulting Ltd	\$190,470.00 GST included
Shift Energy Group Inc	\$145,608.44 GST included
Suntech Solar	\$226,800.00 GST included
Dynamic Microgrids Corp	\$250,000.00 GST included
Terratek Energy Solutions Inc	\$160,480.00 GST included
Hakai Energy Solutions	\$206,850.00 GST included
Alternative Power Systems. (Solar Only)	\$164,948.76 GST included

### Recommendation

The low bid was submitted by Shift Energy Group Inc. in the amount of \$145,608.44 and after evaluation, their proposal indicates that they are capable of completing the work required. Additionally, I have contacted the four references provided by Shift Energy Group Inc. and all four references were favourable. Therefore, I recommend the award of a contract for construction of the Gudangaay Tlaats'gaa Naay Secondary School Solar project to Shift Energy Group Inc. in the amount of \$145,608.44.

Steve Goffic  
IT Manager



# CLEAN AND COST-EFFECTIVE ENERGY WITHIN REACH

GUDANGAAY TLAATS'GAA NAA Y SCHOOL

Solar Electric Grid Tie System with Tesla Battery Backup

1647 Cook Street, Masset, BC

## A Customized Proposal For

School District No. 50 (Haida Gwaii)

Attn: Steve Goffic, IT Manager

[steve@sd50.bc.ca](mailto:steve@sd50.bc.ca)

## Created By

Tim Grandjean

Project Design & Coordination

on May 24th, 2018

## Primary Contact

Colyn Strong

(250) 778-960-7828

[colyn@shiftenergygroup.com](mailto:colyn@shiftenergygroup.com)



# Why Shift Energy Group Inc ?

## WE'RE HERE TO MAKE AN IMPACT

Since 2008 we've helped clients save enough energy to power roughly 3,000 homes annually. This translates into millions of dollars in recurring savings and we've only just begun! With your help we can continue to make an impact on climate change and provide a prosperous future for generations to come.

## WE BELIEVE IN QUALITY

A quality installation will generate clean energy for 35+ years. We only source material from industry leading brands, complementing our exceptionally high standards in workmanship. This statement is backed by our industry leading warranty

## WE'RE NOT YOUR TYPICAL SOLAR COMPANY

We're much more. We're energy efficiency consultants, LED lighting specialists and Electric Vehicle charging enthusiasts. Our staff are happy to provide energy savings tips to augment the benefits of the solar systems we install.

Are you in the market for an electric vehicle? Ask us about our home charging stations! Oh, and we'll also set you up with a solar production monitoring system, so you can view your system's performance in real-time.



# Your Custom System



**PROPOSED SYSTEM SIZE**      50.37 kW

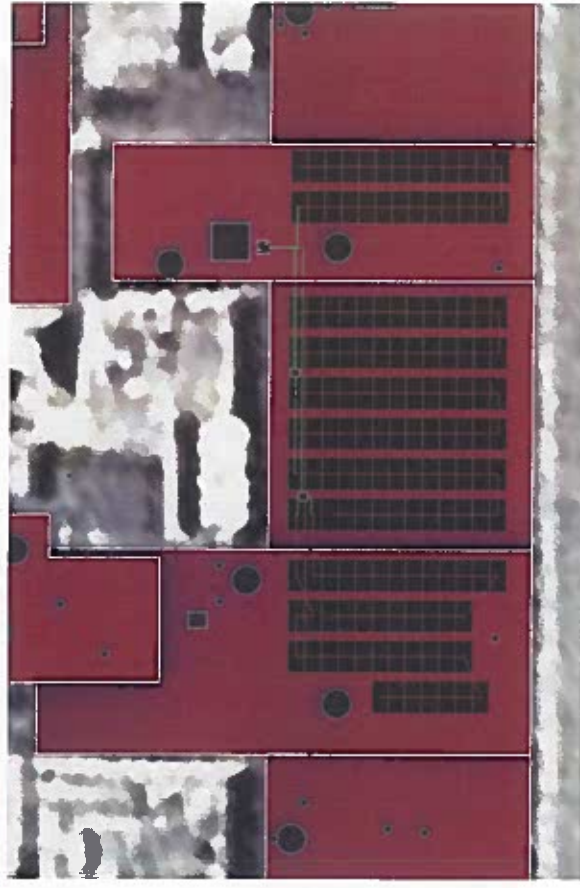
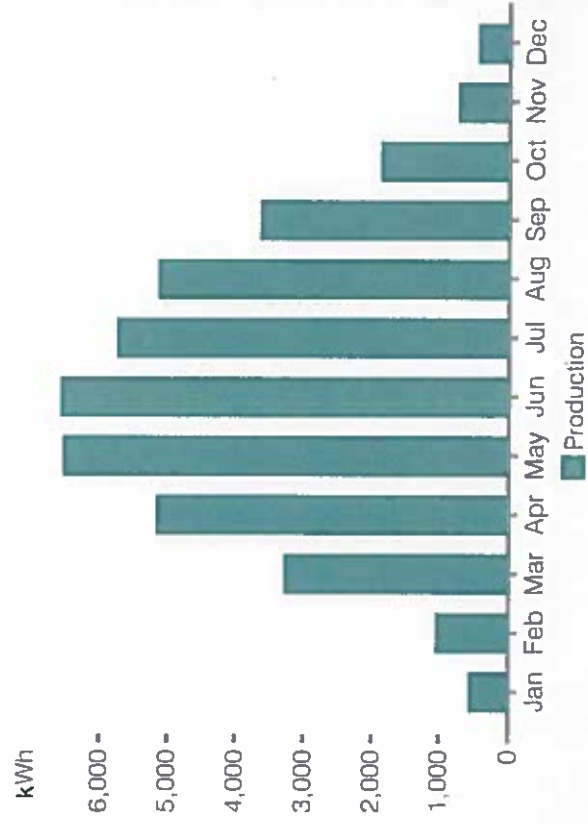
146 Solar Panels (345W Each)

Hanwha Q-cells Q.Plus L-64.2 345

1 Inverter; Commercial 3-Phase, 4x MPPT

Huawei SUN2000-40KTL-US-HV

**ESTIMATED PRODUCTION**    40,895 kWh



# Scope of Work



## Scope of Services:

### Supply and Installation of:

- 1) Rooftop Mounted 50.4 KW Solar Electric Grid Tie System
  - a. 146 x 345W 72-cell Solar Modules
  - b. 40kW 3-Phase Smart String Inverter with 4x MPPT
  - c. Self-Ballasted Solar Racking System
  - d. 50kVA Step-Down Transformer (480V-120/208Y)
  - e. Electrical Hardware, Enclosures, Breakers, Disconnects, Conduits and Wiring

### 2) Tesla Powerwall 2 – Emergency Back-Up Power

- a. 2 x 5kW / 13.2kWh Batteries with Integrated Inverter (Tesla Powerwall 2)
- b. Electrical Hardware, Enclosures, Breakers, Disconnects, Conduit and Wiring
- c. Installation and Commissioning by Certified Installer of Tesla Powerwall
- d. Supply and Installation of Transformer as required for Powerwall 2 Operation with 120/208V Electrical Service
- e. Assumes Tesla Powerwall Packs Aggregated and Installed to supply an Existing Group of Critical Loads

## Project Management and System Design:

- 1) Complete Solar + Battery System Design
- 2) BC Hydro Complex Net Metering Application and Interconnection Compliance
- 3) Technical Safety BC Permitting and Inspection Requirements (CECode Compliance)
- 4) Operations and Maintenance Booklet including all Equipment User Manuals
- 5) All work to be done to the latest BC Building Code
- 6) On-site work only to commence after Asbestos manual is read and understood for all participating staff

# Project Approach

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## Local Labour

*Shift Energy Group Inc.* and *Rootham Services* have partnered in the past on LED Lighting Upgrades at the Masset Hospital and Masset Community Centre. For this project, *Shift Energy Group Inc.* will again partner with *Rootham Services*, for their involvement in the installation of this unique project.

Our knowledgeable and highly-skilled staff will provide industry standard training to the local electrical contractor on Solar Power Installations with and/or without battery backup. This will give local residences the chance to take advantage of the economic and environmental benefits of Solar Technology.

We will also hire local residents to participate in the labor component of the project scope of work outlined below.

## On-Site Lighting Assessment

To help identify further energy savings opportunities, while on-site, our experienced staff will also provide the School District with complimentary lighting assessments to School buildings within the Village of Masset.

## Site Visit

Site Visit was completed on May 24th, 2018 by Bill Rootham of Rootham Services.



# Project Budget



## Contract Price

Turn-Key 50.37kW Commercial Grid-Tie Solar System @ \$2.10 per Watt	\$105,884.00
Installation and Supply of (2) Tesla Powerwall 2	\$32,790.70
GST 5%	\$6,933.74
Total Project Cost	\$145,608.44

## Quotation Acceptance

[ ] I have read and accept the attached terms and conditions

### Quote Accepted by:

School District No. 50 (Haida Gwaii)

\_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Dated

### Quote Approved by:

Colyn Strong

President

Shift Energy Group Inc.

\_\_\_\_\_  
Signature

May 25 2018

\_\_\_\_\_  
Dated

# Project References



**Trevor Jarvis**  
Chief Administrative Officer  
Village of Masset  
Masset, BC  
Ph: 250-626-3995  
Email: [VOM@mhvtv.ca](mailto:VOM@mhvtv.ca)



**Cam McIntyre**  
Secretary Treasurer  
School District No. 52  
Prince Rupert, BC  
Ph: 250-624-6717  
Email: [CMcIntyre@sd52.bc.ca](mailto:CMcIntyre@sd52.bc.ca)



**Austin Tokarek**  
Energy Manager  
Cowichan Valley Regional District  
Duncan, BC  
Ph: 250-746-2504  
Email: [atokarek@cvrd.bc.ca](mailto:atokarek@cvrd.bc.ca)

# Industry Leading Warranty Protection

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## HERE ARE THE DETAILS OF YOUR WARRANTY



Solar Panels hold a **25 year** performance guarantee



Inverter warranty starting at **5 years**  
(warranty extension options available)



*Tesla Powerwall 2* Warranty at **10 years**



Shift provides a **5 year** labor warranty certificate



**Assessment Department Location**  
**Mailing Address**  
PO Box 5350  
Station Terminal  
Vancouver BC V6B 5L5

6951 Westminster Highway  
Richmond BC  
V7C 1C6  
www.worksafebc.com

**Clearance Section**  
Telephone 604 244 6380  
Toll Free within Canada  
1 888 922 2768  
Fax 604 244 6390

Shift Energy Group Inc.  
3351 Ross Road  
NANAIMO, BC V9T 2S3

May 24, 2018

**Person/Business : SHIFT ENERGY GROUP INC**  
**916652 AA(025)**

This letter provides clearance information for the purposes of Section 51 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **July 01, 2018**.

This firm has had continuous coverage with us since February 01, 2013.

Employer Service Centre  
Assessment Department

**Clearance Reference # : C130251406**  
**CLRAAA**

**For more information about Section 51 and clearance letters visit [WorkSafeBC.com](http://WorkSafeBC.com)**

*Please refer to your account number in your correspondence or when contacting the Assessment Department.*

**To alter this document constitutes fraud.**



## Declarations

Overview of  
your coverages

### Coverage Schedule - Your core coverages in this policy

#### Crime

Form	Coverage	Limit	Deductible
CP0012E01	Employee Dishonesty	\$10,000	\$1,000
CP0012E01	Money And Securities	\$10,000	\$1,000
CP0012E01	Forgery Or Alteration	\$10,000	\$1,000
CP0012E01	Money Orders And Counterfeit Currency	\$10,000	\$1,000
CP0012E01	Computer Fraud, Funds Transfer Fraud And Telephone Systems Fraud	\$10,000	\$1,000
CP0012E01	Credit Card Forgery	\$10,000	\$1,000

#### Commercial General Liability

Form	Coverage	Limit	Deductible
CL0001E01	Commercial General Liability (Occurrence Basis)		
CL0001E01	Each occurrence limit	\$5,000,000	
	- Property Damage deductible		\$2,500
CL0001E01	Personal and Advertising Injury	\$5,000,000	-
CL0001E01	Products - Completed Operations Aggregate	\$5,000,000	-
CL0001E01	General Aggregate	\$5,000,000	-
CL0001E01	Tenants' Legal Liability	\$500,000	\$1,000

#### EXTENSIONS AND ENDORSEMENTS

Form	Coverage	Limit	Deductible
CL0100E01	Additional Interest - Vendors Endorsement	-	-
CL0428E01	Extension - Wholesalers' Endorsement - Enhanced Manufacturers' Errors and Omissions Liability (Claims-Made Basis) Coverage	\$50,000	\$1,000
	• Manufacturers' Liability Aggregate	\$50,000	-
	• Manufacturers' Intellectual Property (Claims-Made Basis)	\$25,000	\$1,000
	• Manufacturers' Defective Goods Repair or Replacement (Claims-Made Basis)	\$50,000	\$1,000
CL0300E01	Contractors' Errors And Omissions Liability (Claims-Made) Endorsement	\$50,000	\$1,000
CL0022E01	Retroactive Date: September 27, 2017 Contractors Voluntary Payment For Damage To Property Endorsement	\$10,000	-

Policy Number: PO4010891-0 | Policy Effective: September 27, 2017 | Policy Expiration: September 27, 2018, 12:01 am

® and ™ Trademark of Northbridge Financial Corporation ("Northbridge"). Used under licence from Northbridge.

\* Your Northbridge Insurance policy underwritten by Northbridge General Insurance Corporation.

[Form # CC0002E01]



**Assessment Department**  
**Mailing Address**  
PO Box 5350  
Station Terminal  
Vancouver BC V6B 5L5

**Location**  
6951 Westminster Highway  
Richmond BC  
V7C 1C6  
www.worksafebc.com

**Clearance Section**  
Telephone 604 244 6380  
Toll Free within Canada  
1 888 922 2768  
Fax 604 244 6390

Shift Energy Group Inc.  
3351 Ross Road  
NANAIMO, BC V9T 2S3

May 24, 2018

**Person/Business : SHIFT ENERGY GROUP INC**  
**916652 AA(025)**

This letter provides clearance information for the purposes of Section 51 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **July 01, 2018**.

This firm has had continuous coverage with us since February 01, 2013.

Employer Service Centre  
Assessment Department

**Clearance Reference # : C130251406**  
**CLRAAA**

**For more information about Section 51 and clearance letters visit [WorkSafeBC.com](http://WorkSafeBC.com)**

*Please refer to your account number in your correspondence or when contacting the Assessment Department.*

**To alter this document constitutes fraud.**

## Commercial Solar Installation Terms & Conditions

### General Provisions

This Agreement contains all the terms and conditions in connection with the subject matter hereof, and no other agreement, written or oral, respecting such subject matter, shall be deemed to exist or to bind either Party. This Agreement may not be amended, except by an agreement in writing between the Parties.

Without prejudice to the other terms hereof, this Agreement shall not be assigned or transferred by either Party without the prior written consent of the other. This Agreement shall also endure to the benefit of and be binding upon each Party hereto, their successors and their permitted assigns.

This Agreement and any disputes arising therefrom will be exclusively governed by the laws of the Province of British Columbia, including the laws of Canada forming part of them.

### Services

Subject to the terms of this Agreement and commencing on a date mutually agreed in between the Parties, SHIFT shall perform and provide to the CLIENT the services described in this proposal.

The Parties acknowledge that the CLIENT, in selecting SHIFT to perform and provide the Services, is relying upon the SHIFT's representations relating to its knowledge and experience pertaining to the Services. SHIFT shall, accordingly, perform and provide the Services or subcontract specific Services to one who is a recognized specialist in the types of Services to be provided.

### Payment Terms

SHIFT shall receive from the CLIENT as full consideration for the Services performed and provided to the CLIENT pursuant to the terms of this Agreement the sum as set out in this proposal plus applicable taxes.

THE CLIENT shall pay SHIFT a 25% deposit of the total sum as set up out in this proposal plus applicable taxes. In this instance SHIFT shall submit an invoice for deposit upon execution of the proposal. A further draw of 25% is due upon material delivery and prior to installation. The balance of the agreed amount will be invoiced upon completion of the project.

THE CLIENT shall pay SHIFT the balance due no later than fifteen (15) days after receipt of the final invoice. Accounts overdue by more than 15 days will be charged interest at a rate of 1½% per month or 18% per annum from the due date until paid.

### Confidentiality

The CLIENT hereby consents to project information being shared publicly via our website and social media platforms. This project information includes production information, material specification and other system details. SHIFT shall keep strictly confidential information relating to project costs and CLIENT personal information unless otherwise agreed to in writing by the CLIENT.



### Ownership of Documents & Designs

Original design drawings and other documents provided to the CLIENT, as instruments of Service, are the property of SHIFT. The designs and concepts represented in any detailed drawings and other documents, remain the property of SHIFT and may not be reproduced or reused without the express written consent of SHIFT.

### Term

This Agreement and all rights and obligations appurtenant thereto shall become effective on the date signed by the CLIENT and shall continue in force and effect for a period of 60 days, or less, until the fulfillment of all obligations contemplated hereunder in strict accordance with the terms and conditions hereof, or at such time as the Agreement is terminated in accordance with its provisions (the "Term").

### Cancellation Policy

You may CANCEL your transaction, without any penalty or obligation, within 48 hours from the date of contract signing. If you cancel, any payments made by you under the contract will be returned within ten business days following receipt of your cancellation notice.

### Returns and Exchange

Each system is custom designed and therefore not eligible for returns. SHIFT will repair or replace items deemed to be defective or damaged as per the warranty policy below.

### Warranty

SHIFT warrants the installation workmanship for a period of 5 years from the date of installation. Micro-inverters carry a product warranty of no less than 10 years and extendable to 25 years. Solar modules are warranted for 25-years of electricity generation.

### Limitation of Liability

SHIFT shall not, in any circumstances, be liable for consequential loss or damage whatsoever including, but not limited to, losses due to delay to the project, loss of earnings or loss of profits, howsoever caused. SHIFT does not make any express or implied warranty or guarantee of any kind with respect to any such estimates of electricity savings or system generation.

### Liability Insurance

SHIFT shall, at its own cost and expense, procure and maintain in force for the duration of this Agreement:

- a) \$5,000,000 Comprehensive General Liability insurance including Non Owned Automobile Liability, Long Term Leased Automobiles Exclusion & Cross Liability.

GUDANGAAY TLAATS'GAA NAA Y SCHOOL

BID FORM

Solar Electric Grid Tie System with Tesla battery backup 1647 Cook Street, Masset, BC  
Solar Electric Grid Tie System with Tesla battery backup 1647 Cook Street, Masset, BC  
School District No. 50 (Haida Gwaii)

**Project Name:** GUDANGAAY TLAATS'GAA NAA Y SCHOOL Solar Electric Grid Tie System with Tesla battery backup.

**Address:** 1647 Cook Street, Masset, BC

**Closing Date:** 3:00pm May 25, 2018

**Submission of Bids by Email to:**

School District No.50 (Haida Gwaii) Attention: Steve Goffic, IT Manager  
Email: steve@sd50.bc.ca

**Send Queries to:**

School District No.50 (Haida Gwaii) Attention: Steve Goffic, IT Manager  
Email: steve@sd50.bc.ca

CONTRACTORS NAME Shift Energy Group Inc.

CONTRACT PRICE INCLUDING TAXES \$145,608.44

CONTRACTORS SIGNATURE 

CONTRACTORS ADDRESS 3351 Ross Rd Nanaimo BC  
V9T 2S3

DATE May 25 / 2018





**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 50 HAIDA GWAI**

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**ACTION SHEET**

**TO:** The Haida Gwaii Board of Education

**DATE:** June 20, 2018

**SUBJECT:** Five-Year Capital Plan

**FROM:** Shelley Sansome, Secretary Treasurer

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**ATTACHMENT**

Capital Plan Project Application Summary

**DISCUSSION**

School District's annual Five-Year Capital Plan submissions are used to inform the selection of capital projects for the Ministry's following year. They also provide the Ministry insight into future year priorities that are used in longer term capital planning. The Haida Gwaii School District must submit the 2019/2020 Five-Year Capital Plan and supporting documentation by June 30, 2018. The Ministry will issue Capital Plan Response letters by March 2019.

**RECOMMENDATION**

That the Board of Education of School District No. 50 (Haida Gwaii) approves the 2019/2020 Capital Plan as outlined on the attached summary.

PROJECT	FACILITY NAME	PROJECT DESCRIPTION	YEAR	AMOUNT	Project Priority
School Replacement Projects	Gudangaay Tlaats'gaa Naay	Major renovation & consolidation of two schools	2019/2020	\$ 2,500,000.00	
School Enhancement Program	Gudangaay Tlaats'gaa Naay	Replace restroom fixtures	2019/2020	\$ 128,000.00	1
School Enhancement Program	Gudangaay Tlaats'gaa Naay	Replace restroom accessories	2019/2020	\$ 132,000.00	1
School Enhancement Program	Gudangaay Tlaats'gaa Naay	Tsunami tower	2019/2020	\$ 1,700,000.00	2
School Enhancement Program	Sk'aadgaa Naay	Replace linoleum sheet goods - flooring upgrades	2019/2020	\$ 270,000.00	3
School Enhancement Program	Sk'aadgaa Naay	Replace SBS membrane roofing	2019/2020	\$ 1,500,000.00	4
School Enhancement Program	Gidgalang Kuuyas Naay	SBS modified bitumen membrane renewal	2019/2020	\$ 500,000.00	5
School Enhancement Program	Gidgalang Kuuyas Naay	Asphalt shingles renewal	2019/2020	\$ 650,000.00	6
Seismic Mitigation Program	Gudangaay Tlaats'gaa Naay	Seismic upgrade of older block	2019/2020	\$ 80,000.00	

**THE BOARD OF EDUCATION FOR SCHOOL DISTRICT NO. 50  
(HAIDA GWAI)**

**TO:** Haida Gwaii Board of Education  
**DATE:** June 13, 2018  
**SUBJECT:** Enterprise Risk Management (ERM)  
**FROM:** Shelley Sansome, Secretary Treasurer

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Managing risk has always been an important consideration in how we focus our limited resources; however, as in most organizations our approach to risk management has not been formalized into a process. The following are some of the benefits of a more formalized approach to risk management:

- An improved understanding and communication of risk results in a shared understanding that leads to improved mitigation of risk through better informed strategic, operational and resource allocation decisions.
- The Finance & Audit Committee and the Board are better informed and supported in carrying out their governance responsibility related to oversight of risk management.
- Improved communication of risk management builds trust with stakeholders.

Last spring, the Ministry's Financial Management Working Group made the following recommendations:

*"All school districts should complete a comprehensive risk assessment by June 30, 2018, including an understanding of risk mitigation activities in place. Over a longer period of time (i.e. three to five years), more advance Enterprise Risk Management (ERM) practices should be adopted."*

While this is now an expectation of the Ministry, we had already intended to implement a more formalized approach to risk management because of the benefits noted above.

**Implementing Risk Management**

Risk is evaluated in relation to both operational risk and risks to the achievement of strategic outcomes. Therefore, the strategic plan is an important part of the overall context in which risks are evaluated. Simplistically, risk management involves the identification of risk, evaluation of risks, and mitigation of risk. However, inherent within each of these steps are processes involving communication and consultation within the organization and with stakeholders and the monitoring and analysis of risks on a continual basis. ERM is a process that evolves and improves over time and that can take years to fully mature.

SD50 management staff identified and performed a preliminary ranking of risks. The preliminary risk listing is as follows:

- Information systems
- Operations (district not able to maintain appropriate continuity of service or respond appropriately to an emergency, i.e. tsunami)
- Strategic planning
- Financial
- Human resources
- Facilities
- School operations
- Educational programs

The terms used in the preliminary risk rankings have the following meaning:

➤ **CONSEQUENCE**

- **Very High** – immediate attention required, risk treatment plan to be developed and monitored
- **High** – Detailed planning and review by senior management
- **Medium** – Active monitoring and response procedures required
- **Lower** – Managed through routine procedures

➤ **LIKELIHOOD**

- **Almost certain** – It is expected to happen in the near future on a frequent basis.
- **Likely** – It is expected to happen infrequently.
- **Possible** – It is not expected to happen, but there is a chance.
- **Unlikely** – Not anticipated.

The next stage of the process will be to assign responsibility to managing the risk, determine what actions are required, and monitor and report on the management of risk.

CATEGORY/RISK	CAUSE	CONSEQUENCE	MITIGATIONS	LIKELIHOOD	RISK RANK
Operations: An event occurs (earthquake, tsunami, pandemic, etc) and the district is not able to maintain appropriate continuity of service or is not able to respond appropriately to an emergency.	<ul style="list-style-type: none"> <li>District staff are no able to communicate.</li> <li>Information systems fail without timely return of service.</li> <li>Appropriate protocol/procedures not in place.</li> </ul>	<ul style="list-style-type: none"> <li>Harm results to students or staff</li> <li>Significant impact on educational outcomes for students</li> <li>Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>Drills.</li> <li>Coordination with emergency services.</li> </ul>	Likely	High
Schools Operations: Student trauma, injury or fatality results from violence/suicide, overdose or other threats	<ul style="list-style-type: none"> <li>Cyberbullying or violence.</li> <li>Overdose.</li> <li>Mental health risk.</li> <li>External threat.</li> </ul>	<ul style="list-style-type: none"> <li>Harm results to students or staff.</li> <li>Significant impact on educational outcomes for students.</li> <li>Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>School safety protocols including lockdown and hold and secure procedures.</li> <li>Student support services.</li> </ul>	Likely	High
Financial: Revenue and/or funding is not stable	<ul style="list-style-type: none"> <li>Reduced program competitiveness results in enrolment decline</li> <li>Reductions to government funding</li> </ul>	<ul style="list-style-type: none"> <li>Sudden expenditure reductions impacting programs and services</li> <li>Strategic outcomes not achieved and/or significant risks not mitigated</li> <li>Reduced confidence</li> </ul>	<ul style="list-style-type: none"> <li>Forecasting and monitoring processes in place</li> <li>Enrolment forecasting</li> </ul>	Likely	Medium

CATEGORY/RISK	CAUSE	CONSEQUENCE	MITIGATIONS	LIKELIHOOD	RISK RANK
Human Resources: Labour disruption occurs.	<ul style="list-style-type: none"> <li>Agreement on a new contract is not achieved resulting in a strike or other labour disruption.</li> </ul>	<ul style="list-style-type: none"> <li>Negative impact on work environment and quality of programs and service.</li> <li>Reduced enrolment resulting in a subsequent decline in funding.</li> </ul>	<ul style="list-style-type: none"> <li>Constructive relationships and regular communication.</li> </ul>	Likely	Medium
Financial: Significant unanticipated financial pressure emerges	<ul style="list-style-type: none"> <li>Extraordinary event/unexpected cost pressure</li> <li>Inaccurate budgeting or forecasting</li> </ul>	<ul style="list-style-type: none"> <li>Sudden expenditure reductions impacting programs and services</li> <li>Strategic outcomes not achieved and/or significant risks not mitigated</li> <li>Non-compliance with legislative budgetary requirements.</li> <li>Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>Forecasting and monitoring processes in place.</li> <li>Appropriate budget contingency.</li> <li>Implementation of risk management process.</li> </ul>	Possible	Medium
Governance	<ul style="list-style-type: none"> <li>Clarity around roles and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Financial loss including legal liability or penalty.</li> <li>Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>Training and orientation.</li> <li>Regular policy review.</li> </ul>	Possible	Medium



CATEGORY/RISK	CAUSE	CONSEQUENCE	MITIGATIONS	LIKELIHOOD	RISK RANK
Human Resources: Organizational capacity is insufficient to mitigate key risks and meet key strategic objectives.	<ul style="list-style-type: none"> <li>⟨ The district is unable to adequately plan for and replace potential vacancies in key management, teaching and administrative positions.</li> <li>⟨ Increasing requirements.</li> <li>⟨ Historical administrative cost reductions.</li> <li>⟨ Succession risks are not identified and/or mitigation strategies are not implemented.</li> </ul>	<ul style="list-style-type: none"> <li>⟨ Programs and services are affected negatively impacting outcomes.</li> <li>⟨ Increased staff workload and staff turnover.</li> <li>⟨ Inadequate mitigation of key risks.</li> </ul>	<ul style="list-style-type: none"> <li>⟨ Strategic planning and risk management processes.</li> <li>⟨ Periodic review of organizational structure.</li> </ul>	Possible	Medium
Information Systems/Operations: Unreliable and unclear power.	<ul style="list-style-type: none"> <li>⟨ Inadequate infrastructure supplied by BC Hydro.</li> <li>⟨ IT systems/devices/tools are not protected.</li> </ul>	<ul style="list-style-type: none"> <li>⟨ Negatively impact instruction.</li> <li>⟨ Damaged hardware/financial loss.</li> </ul>	<ul style="list-style-type: none"> <li>⟨ Battery back-ups</li> </ul>	Possible	Medium

CATEGORY/RISK	CAUSE	CONSEQUENCE	MITIGATIONS	LIKELIHOOD	RISK RANK
Financial: Funding is not sufficient or is not allocated optimally through the budget process to adequately mitigate risk and best support educational outcomes.	<ul style="list-style-type: none"> <li>Budget consultation process does not identify the highest priorities.</li> <li>Overall funding is inadequate.</li> </ul>	<ul style="list-style-type: none"> <li>Significant risks are not properly mitigated.</li> <li>Achievement of important outcomes is impaired.</li> </ul>	<ul style="list-style-type: none"> <li>Evolving public budget consultation process.</li> <li>Implementation of risk management process.</li> </ul>	Possible	Lower
Financial/Operations/Human Resources/Educational Programs: Ethical breach or inappropriate action by staff member or volunteer	<ul style="list-style-type: none"> <li>Fraud or perceived inappropriate use of funds</li> <li>Conflict of interest</li> <li>Harassment or other inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Harm results to students or staff</li> <li>Non-compliance with legal or regulatory requirements</li> <li>Reputational damage</li> <li>Financial loss including legal liability</li> </ul>	<ul style="list-style-type: none"> <li>Existing policies and procedures</li> <li>Financial controls</li> <li>Oversight and training</li> <li>Criminal record checks</li> </ul>	Possible	Lower
Facilities: Facilities do not accommodate changing demographics or program requirements.	<ul style="list-style-type: none"> <li>Inadequate capital funding.</li> <li>Actions to manage declining enrolment were not implemented.</li> </ul>	<ul style="list-style-type: none"> <li>School capacity exceeds enrolment resulting in higher utilities and maintenance costs.</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment forecasting and long range facilities planning.</li> </ul>	Possible	Lower
School Operations: A student or staff member has an accident during a field trip, sports event, shop class or other educational program.	<ul style="list-style-type: none"> <li>Accident.</li> </ul>	<ul style="list-style-type: none"> <li>Harm results to student or staff.</li> <li>Financial loss including legal liability or penalty.</li> <li>Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>Field trip/event procedures including approval and supervision.</li> <li>Inspections of schools.</li> <li>Compliance with OH&amp;S and other regulatory safety requirements.</li> </ul>	Possible	Lower



CATEGORY/RISK	CAUSE	CONSEQUENCE	MITIGATIONS	LIKELIHOOD	RISK RANK
Information Systems: Information systems fail or cannot adapt to changing needs.	<ul style="list-style-type: none"> <li>◊ Aging IT infrastructure and programs.</li> <li>◊ Limited funding.</li> <li>◊ Insufficient organizational capacity.</li> <li>◊ Lack of long term planning.</li> </ul>	<ul style="list-style-type: none"> <li>◊ Programs and services are affected negatively impacting outcomes.</li> <li>◊ Impairment of educational innovation.</li> <li>◊ Inefficient or ineffective management of programs.</li> <li>◊ Reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>◊ Review of IT function and systems.</li> </ul>	Possible	Lower
Information Systems/Operations:A significant privacy breach and/or cyber security attack occurs	<ul style="list-style-type: none"> <li>◊ Inadequate policy, procedures and/or training.</li> <li>◊ Inappropriate use of cloud based services.</li> </ul>	<ul style="list-style-type: none"> <li>◊ Harm to students or employees.</li> <li>◊ Financial loss to district.</li> <li>◊ Reputational damage.</li> <li>◊ Legal liability.</li> </ul>	<ul style="list-style-type: none"> <li>◊ Battery back-ups on all systems/devices with generators or additional batteries at each site.</li> <li>◊ Implement policies and written procedures.</li> <li>◊ Implement process to inform IT dept of new hires and terminations.</li> </ul>	Possible	Lower



May 24, 2018

All Secretary-Treasurers  
All School Districts

**Re: Enrolment Estimate Updates for 2018/19**

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The Ministry of Education is interested in increased monitoring of enrolment changes throughout the year at key points when districts may have more information, particularly about autumn enrolment, for the purposes of allocating operating grants.

As a result, I am requesting that you complete the attached form in order to refresh the 3-year enrolment forecast that you submitted in February 2018. This will not affect your already announced operating grants, but will help inform the ministry of any substantive changes that may be anticipated by improved district information. Your 2017/18 actual enrolment is supplied in the template to provide current reference information, as well as the estimates you submitted in February.

We also ask you provide any key assumptions that your district has made in its 2018/19 estimates in the section below the main estimates table. This provides an opportunity to identify assumptions related to expected student exits and arrivals to your district with respect to independent schools, other provinces, other countries and other districts. We have also included an enrolment estimate checklist to assist with developing your district's enrolment estimates.

We appreciate your attention to this exercise and ask that you submit the completed form no later than June 22, 2018 to Michael Lebrun ([Michael.Lebrun@gov.bc.ca](mailto:Michael.Lebrun@gov.bc.ca)).

If you have any questions, please feel free to contact me or Michael.

Sincerely,

Jonathan Foweraker  
Director

Attachment: June 2018 Data Collection of Estimated Enrolments for 2018/19, 2019/20 and 2020/21

## Enrolment Estimate Checklist, June 2018

This is a checklist tool that lists factors that may influence school enrolment. Please consider these in developing your revised 3-year forecast.

Of special note, districts overall typically underestimate their special needs categories when providing estimates to the ministry. Please pay extra attention to the patterns in your districts for these categories, for the relevant enrolment counts.

### Did you consider?

- ☐ 1. Proportional special needs enrolment typically experienced by the district
- ☐ 2. Student movement to/from other districts; did you contact neighbouring districts to gather more information if there is typically significant student inter-district movements.
- ☐ 3. Movement to/from other provinces
- ☐ 4. Movement to/from independent schools
- ☐ 5. Kindergarten registrations; summer new registrations for the fall
- ☐ 6. Birthrate in your area (especially when considering out-years)
- ☐ 7. Graduate departures or students staying on longer than normal, even beyond graduation
- ☐ 8. New school openings/ or school closures in your district or in a nearby district, including independent schools openings/closings
- ☐ 9. Refugee student influx; and general immigration
- ☐ 10. New nearby real estate developments attracting new families, either to/from district; e.g. proactively check local development permits and their progress toward completion and occupancy.
- ☐ 11. Major new businesses coming into operation attracting new residents, or shutting down and causing departures.
- ☐ 12. Change or enhancement in policy/programs e.g. mandatory DL course registrations; enhanced ACE-it programs, new programs such as French Immersion or Academy schools
- ☐ 13. Other regional or local sensitivities.
- ☐ 14. Natural disasters impacts (fires, floods)

### Other Resources:

You may also wish to consider reviewing the following economic and population information when developing your revised forecasts:

- The Government of Canada on November 1, 2017 announced targets for new immigrants for 2018 through 2020. See [notice](#).
- BC Stats Quarterly Highlights, [September 2017](#). *B.C.'s total population grew by 62,115 persons (+1.30%) over the twelve months ending September 30, 2017, mostly*

*attributed to international and interprovincial migration. On an annual basis, births (+44,491) and interprovincial arrivals (+61,426) were the largest sources of population growth for the province. Net interprovincial migration accounted for a gain of 12,789 and net international migration 43,163 persons from October 1, 2016 to September 30, 2017. More than nine in every ten persons added since October 1, 2016 could be attributed to total net migration (+55,952). The remainder was due to natural increase (+6,163).*

- BC Stats Sub-Provincial Population Projections – [P.E.O.P.L.E. 2017](#) (July 2017) by school district.
- BC government's [Major Projects Inventory](#) for information on private and public construction projects across the province.
- Employment/unemployment [rates](#) by province, based on Labour Force Survey.
- Building [permits](#) by province
- Other possible sources of information may include local municipal permitting departments, BC Real Estate Association reports, BC Business Council reports.

Step 1: Enter your school district number here:

50 Haida Gwaii

Step 2: Ministry of Education enrollment trend estimates are automatically filled once a school district number is entered above.

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

	Actual Funded Enrollment, 2017/18 (50 Estimates for May 2017)	2018/19				2019/20				2020/21				Notes
		Districts Submitted Feb 2018		Districts Updated June 2018	Changes to Districts Estimate	Districts Submitted Feb 2018		Districts Updated June 2018	Changes to Districts Estimate	Districts Submitted Feb 2018		Districts Updated June 2018	Changes to Districts Estimate	
July Enrollment Count:														
Summer Learning: Grades 1-7 Headcount Enrollment	0	0				0				0				
Summer Learning: Grades 8-9 Course Enrollment	0.0000	0.0000				0.0000				0.0000				
Summer Learning: Grades 10-12 Course Enrollment	0.0000	0.0000				0.0000				0.0000				
Grade 8 & 9 Cross-Enrollment Courses	0.0000	0.0000				0.0000				0.0000				
September Enrollment Count: School-Age Basic Allowance	503.0000	476.0000	476.0000	-2.0000	476.0000	464.0000	476.0000	464.0000	-12.0000	464.0000	471.0000	476.0000	471.0000	
K-12 Standard (Regular) Schools FTE (School-Age)	0.0000	0.0000				0.0000				0.0000				
Continuing Education FTE (School-Age)	0.0000	0.0000				0.0000				0.0000				
Alternate Schools FTE (School-Age)	0.0000	0.0000				0.0000				0.0000				
Distributed Learning FTE (School-Age)	7.5000	6.2500	7.0000	0.7500	7.7500	7.7500	7.7500	7.7500	0.0000	7.7500	6.2500	6.2500	6.2500	
Total Estimated School-Age Enrollment	518.5000	482.2500	483.0000	-1.2500	483.0000	483.7500	483.7500	471.7500	-12.0000	471.7500	469.2500	478.2500	478.2500	
September Enrollment Count: Unique Students (Adults)														
Level 1: Special Needs FTE	0	0				0				0				
Level 2: Special Needs FTE	16	16	19	3	18	18	18	18	0	18	18	18	19	
Level 3: Special Needs FTE	10	10	8	-2	10	10	10	8	2	10	10	8	8	
English Language Learning FTE	43	34	43	9	43	43	43	43	0	43	43	34	34	
Aboriginal Education FTE	310	310	310	0	310	310	310	310	0	310	310	310	310	
Adult Education FTE (Non-Graduates only)	6.6250	6.6250	7.0000	1.0000	6.6250	6.6250	6.6250	6.6250	0.0000	6.6250	6.6250	6.6250	6.6250	Do not include Graduated Adult enrollment
February Enrollment Count: Continuing Education and Distributed Learning: Special Needs Growth and Treatment & Refugees														
Continuing Education FTE - School-Age	0.0000	0.0000				0.0000				0.0000				
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000				0.0000				0.0000				Include only new post-September enrollment activity Do not include Graduated Adult enrollment
Distributed Learning FTE K-Grade 9 (School-Age)	0.0000	0.0000				0.0000				0.0000				
Distributed Learning FTE Grades 10-12 (School-Age)	5.7500	0.0000				0.0000				0.0000				Include only new post-September enrollment activity Do not include Graduated Adult enrollment
Distributed Learning FTE - Non-Graduate Adults	7.3750	0.0000				0.0000				0.0000				
Level 1: Special Needs FTE Growth (All Schools)	0	0				0				0				
Level 2: Special Needs FTE Growth (All Schools)	0	0				0				0				
Level 3: Special Needs FTE Growth (All Schools)	0	0				0				0				
Newcomer Refugee FTE (Standard & Alternate only)	0.0000	0.0000				0.0000				0.0000				Include only new post-September enrollment activity
February Enrollment Count: Continuing Education and Distributed Learning: Refugee Enrollment Count	0	0				0				0				
Continuing Education FTE - School-Age	0.0000	0.0000				0.0000				0.0000				
Continuing Education FTE - Non-Graduate Adults	0.0000	0.0000				0.0000				0.0000				Include only new post-February enrollment activity Do not include Graduated Adult enrollment
Distributed Learning FTE K-Grade 9 (School-Age)	0.0000	0.0000				0.0000				0.0000				
Distributed Learning FTE Grades 10-12 (School-Age)	0.0000	0.0000				0.0000				0.0000				Include only new post-February enrollment activity
Distributed Learning FTE - Non-Graduate Adults	0.0000	0.0000				0.0000				0.0000				

Step 3:

Enter estimates for the cause of your district's student movement for 2018/19. Include any relevant key assumptions that your district has made in its estimates in the Comments column.

September 2018 Enrollment Count: Estimated School-Age Enrollment Movement:

Please provide additional detail for the Change from Previous Year line above by indicating the reasons that your district anticipates enrollment change in the lines below:

	2018/19	Comments:
Net provincial in-migration		
Net international in-migration		
Net migration to/from independent schools		
Net other entrances/exits (to/from other districts, graduates, kindergarten)		
<b>Total Estimated School-Age Enrollment Movement</b>	<b>-1.2500</b>	

Step 4: Our district has considered all of the factors noted in the checklist provided in developing this estimate.

Yes: ☒ No: ☐

Step 5: Please provide a contact for follow-up questions:

Name: Shelly Sansone  
 Title: Secretary/Treasurer  
 Email address: sansone@haida-gwaii.ca

Step 6:

When you have completed this form, please e-mail it to Michael Lebrun, Funding Analyst, Ministry of Education at: [Michael.Lebrun@royalbcmf.mb.ca](mailto:Michael.Lebrun@royalbcmf.mb.ca) no later than Friday, June 22, 2018

SCHOOL DISTRICT NO. 50 (Halda Gwali)							
BUDGET PROJECTION 2017/18							
FUNCTION/ PROGRAM	Projected Budget 2017/2018			Amended Budget 2017/18			Difference
	Spent to May 31/18	Projected to Spend	Total Budget	Final BUDGET	School BUDGET	Total Budget	
<b>TOTAL</b>							
Function 1 - Instruction	\$6,349,778	\$1,100,080	\$7,449,858	\$7,632,761	\$0	\$7,632,761	\$182,903
Function 4 - District Admin.	\$750,054	\$63,899	\$813,953	\$760,930	\$0	\$760,930	-\$53,023
Function 5 - Operations & Main.	\$1,642,653	\$210,362	\$1,853,015	\$1,936,775	\$0	\$1,936,775	\$83,760
Function 7 - Transport & Housing	\$524,478	\$82,302	\$606,780	\$641,470	\$0	\$641,470	\$34,690
<b>TOTAL OPERATING</b>	<b>\$9,266,963</b>	<b>\$1,456,643</b>	<b>\$10,723,606</b>	<b>\$10,971,936</b>	<b>\$0</b>	<b>\$10,971,936</b>	<b>\$248,330</b>
<b>TOTAL</b>	<b>\$9,266,963</b>	<b>\$1,456,643</b>	<b>\$10,723,606</b>	<b>\$10,971,936</b>	<b>\$0</b>	<b>\$10,971,936</b>	<b>\$248,330</b>
<b>Totals By Object</b>							
Teacher Salaries	\$2,665,271	\$307,050	\$2,972,321	\$3,068,995	\$0	\$3,068,995	\$96,674
Support Salaries	\$1,940,898	\$213,209	\$2,154,107	\$2,299,536	\$0	\$2,299,536	\$145,429
AO Salaries	\$772,436	\$73,109	\$845,545	\$830,911	\$0	\$830,911	-\$14,634
Substitutes	\$329,007	\$58,221	\$387,228	\$441,111	\$0	\$441,111	\$53,883
Benefits	\$1,276,310	\$171,816	\$1,448,126	\$1,548,740	\$0	\$1,548,740	\$100,614
Supplies & Services	\$2,283,041	\$633,238	\$2,916,279	\$2,782,643	\$0	\$2,782,643	-\$133,636
<b>Total</b>	<b>\$9,266,963</b>	<b>\$1,456,643</b>	<b>\$10,723,606</b>	<b>\$10,971,936</b>	<b>\$0</b>	<b>\$10,971,936</b>	<b>\$248,330</b>

**THE BOARD OF EDUCATION FOR SCHOOL DISTRICT NO. 50  
(HAIDA GWAIL)**

**TO:** Haida Gwaii Board of Education  
**DATE:** June 26, 2018  
**SUBJECT:** 2018/2019 Budget  
**FROM:** Shelley Sansome, Secretary Treasurer

---

For 2018/2019, Boards must prepare an annual budget and have it adopted by bylaw on or before **June 30, 2018** as per section 113 of the *School Act* (Adoption of Budget), and submitted to the Ministry by this date.

Our goal this year was to embark on the budget process through transparent, inclusive and accountable processes that engaged the community for input.

The first step of the strategy was to consult with stakeholders to identify priorities on how we can use available resources to continue a high achieving and sustainable organization for many years to come. We circulated an on-line budget consultation survey and hosted six (6) community meetings held in Sandspit, Port Clements, Queen Charlotte, Skidegate and Masset.

Exempt staff and Principals met to review stakeholder feedback and set draft priorities to present to Trustees. A subsequent meeting was held with Principals, senior management and Trustees to review and modify the 2018/2019 budget plan. Public meetings were held in the south and north to present the draft budget and for the board to make any final adjustments.

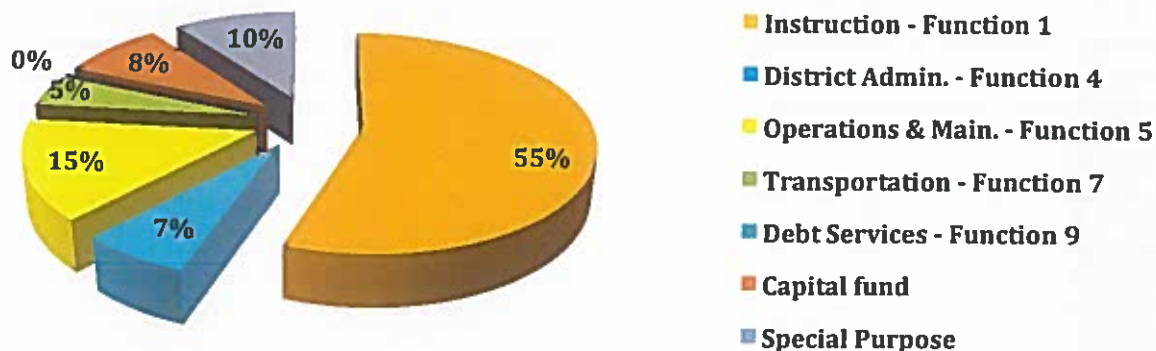
### **Budgeted Revenues**

The budgeted revenue for Boards of Education is largely derived from provincial grants. The \$6.34 billion budgeted Provincial Grants are available to Boards of Education in establishing their Function 1 – 9 and Local Capital annual budgets. Boards also have other sources of revenue and can accumulate operating surpluses.

In addition to revenue items identified by Boards of Education when establishing their budgets, there are a number of grants provided by the Ministry of Education for other specific purposes. These include, but are not limited to: CommunityLINK, Annual Facilities Grant, Learning Improvement Grant, Special Education Equipment, Strong Start, Ready Set Learn, and the Classroom Enhancement Fund. These are accounted for by boards in special purpose funds, Schedule 3A.

## Budgeted Expenditures

### 2018/2019 Total Budgeted Expenditures



Expenditures are also grouped by object. Objects used in the Operating Budget are grouped into eight areas: Teacher Salaries, Principals & Vice Principals Salaries, Educational Assistants Salaries, Support Staff Salaries, Other Professionals Salaries, Substitute Salaries, Employee Benefits, Services and Supplies; Schedule 2C.

### 2018/2019 Cost Pressures

The following are cost pressures that need to be considered within the budget:

- Enrolment decline
- Capital projects
- Unfunded exempt and principal salary and benefit increases
- Teacher incremental salary increases
- BC Hydro increases
- Fuel increases
- New Employer Health Tax
- Medical/dental premium increases
- CPP increase in maximum insurable earnings, EI, WCB and CPP enhancements
- BCPSEA and PEBT employee benefit groups estimated increases
- Student information systems
- Teacher pension plan contributions
- Trustee election
- Funding protection may not continue after next year
- Unfunded capital projects



## **Statement 2 Annual Budget – Revenue and Expense**

Statement 2 “Annual Budget – Revenue and Expense” is populated (with the exception of the FTE amounts) from the information entered into the balance of the Annual Budget statements and schedules and consolidates all revenue and expense by function reported for the operating (Schedule 2), special purpose (Schedule 3), and capital funds (Schedule 4).

The 2018/2019 budgeted expenses are \$551,087 less than the 2017/2018 amended budget. These reductions were achieved by reducing 1.0 FTE Principal position and 5.0 FTE Teaching positions all by attrition, resulting in a pupil/educator ratio of 12.82. Additionally, \$85,000 less revenue was received from the Ministry of Children and Families; which was a one-time grant to provide Self Regulation Therapy training to staff.

Statement 2 also reflects the following under expenses:

- A decrease in Instruction expenses reflects less Special Purpose funds from the 2017/2018 year, in addition to the reductions listed in the above paragraph.
- An increase in District Administration expenses reflects unfunded exempt and principal compensation increases, as well as a budget for Trustee elections and new computers. \$932,561 includes the operating portion expensed to services and supplies from the Annual Facilities Grant, Schedule 3A;
- An increase in Operations and Maintenance expenses reflecting an increase in capital projects, Statement 1;
- A decrease in projected Transportation and Housing expenses reflective of internal management of student transportation;
- \$110,558 Capital Surplus, Schedule 4.

## **2018/2019 Budgeted Initiatives**

Stakeholders provided a number of valuable suggestions that support the Board's goals and are included in next year's budget:

- Rotating school furniture budget
- Implementing a Reading Intervention program
- Financial support to secondary schools to reduce Moodle and BC Digital Classroom pressures
- Replace Education Assistants (EA) the first day of their absence
- Transportation available for students to participate in after school district programs
- Haida language bursary program
- Funding for professional development presenters
- Funding for Innovative Projects
- Funding for resources to support new curriculum
- Additional non-enrolling teaching support be available at schools with 3 and 4 grade splits
- Funding protection allocated to local capital for major capital projects

## **SD50 Demographics**

The Operating Grant is primarily generated by enrolment. Next year we project 488.25 FTE students, 310 whom self identify as Indigenous. We receive additional funding for 28 students with designated special needs, in addition to 61 students with Individual Education Plans (IEPs) who do not generate additional funds but do require additional supports. Specific information per school is as follows:

ALM:	31 FTE students, 2.4 FTE Teachers, 5 FNRW hours/week, 25 EA hours/week, 0.5 FTE Principal
GKNSS:	136 FTE students, 9.0 FTE Teachers, 27.5 FNRW hours/week, 92.5 EA hours/week, 0.9 FTE Principal
SNES:	125 FTE students, 8.4 FTE Teachers, 27.5 FNRW hours/week, 100 EA hours/week, 1.0 FTE Principal
PCES:	29 FTE students, 2.4 FTE Teachers, 5 FNRW hours/week, 50 EA hours/week, 0.5 FTE Principal
TAH:	60 FTE students, 4.2 FTE Teachers, 27.5 FNRW hours/week, 80 EA hours/week, 1.0 FTE Principal
GTNSS:	100 FTE students, 7.2 FTE Teachers, 27.5 FNRW hours/week, 85 EA hours/week, 0.9 FTE Principal
DL:	14 FTE students, 0.7 FTE Teachers, 1.5 EA hours/week, 0.2 FTE Principal

\*\* Please note Teacher FTE is based on enrolment, First Nations Resource Workers (FNRW) time is based on number of self-identified students, Education Assistant (EA) time is based on number of students with identified special needs.

## **RECOMMENDATIONS**

### **First Motion**

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Annual Budget bylaw for fiscal year 2018/2019 in the amount of \$12,542,672 be given first reading.

### **Second Motion**

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Annual Budget bylaw for fiscal year 2018/2019 in the amount of \$12,542,672 be given second reading.

**Third Motion**

THAT the Board of Education of School District No. 50 (Haida Gwaii) give unanimous consent to read the Annual Budget bylaw for fiscal year 2018/2019 a third time at the current board meeting.

**Fourth Motion**

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Annual Budget bylaw 2018/2019 in the amount of \$12,542,672 be given third and final reading.

Annual Budget

## **School District No. 50 (Haida Gwaii)**

June 30, 2019

# School District No. 50 (Haida Gwaii)

June 30, 2019

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

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 50 (HAIDA GWAI) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 50 (Haida Gwaii) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$12,542,672 for the 2018/2019 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 26th DAY OF JUNE, 2018;

READ A SECOND TIME THE 26th DAY OF JUNE, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF JUNE, 2018;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 50 (Haida Gwaii) Annual Budget Bylaw 2018/2019, adopted by the Board the 26th DAY OF JUNE, 2018.

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Secretary Treasurer

**School District No. 50 (Haida Gwaii)**

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	482,250	510,500
Adult	6,000	6,625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>488,250</b>	<b>517,125</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	7,093,113	7,266,634
Other	96,996	142,293
Other Revenue	4,556,553	4,545,010
Rentals and Leases	62,221	62,221
Investment Income	14,790	32,224
Amortization of Deferred Capital Revenue	829,557	951,814
<b>Total Revenue</b>	<b>12,653,230</b>	<b>13,000,196</b>
<b>Expenses</b>		
Instruction	8,117,524	8,941,452
District Administration	932,561	861,923
Operations and Maintenance	2,904,083	2,648,914
Transportation and Housing	588,504	641,470
<b>Total Expense</b>	<b>12,542,672</b>	<b>13,093,759</b>
<b>Net Revenue (Expense)</b>	<b>110,558</b>	<b>(93,563)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		350,672
<b>Budgeted Surplus (Deficit), for the year</b>	<b>110,558</b>	<b>257,109</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	110,558	257,109
<b>Budgeted Surplus (Deficit), for the year</b>	<b>110,558</b>	<b>257,109</b>

# School District No. 50 (Haida Gwaii)

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

Statement 2

	2019 Annual Budget	2018 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	10,190,312	10,966,650
Special Purpose Funds - Total Expense	1,280,418	1,414,970
Capital Fund - Total Expense	1,071,942	712,139
Capital Fund - Tangible Capital Assets Purchased from Local Capital		23,704
<b>Total Budget Bylaw Amount</b>	<b>12,542,672</b>	<b>13,117,463</b>

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**

**DRAFT - Not Finalized**

June 05, 2018 11:00

Page 3



**School District No. 50 (Haida Gwaii)**  
Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2019

Statement 4

	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>110,558</b>	<b>(93,563)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital		(23,704)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>-</b>	<b>(23,704)</b>
Amortization of Tangible Capital Assets	1,071,942	712,139
<b>Total Effect of change in Tangible Capital Assets</b>	<b>1,071,942</b>	<b>688,435</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>1,182,500</b>	<b>594,872</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	6,112,695	6,151,664
Other	96,996	142,293
Other Revenue	4,245,010	4,245,010
Rentals and Leases	62,221	62,221
Investment Income	14,790	14,790
<b>Total Revenue</b>	<b>10,531,712</b>	<b>10,615,978</b>
<b>Expenses</b>		
Instruction	6,947,496	7,627,475
District Administration	822,171	760,930
Operations and Maintenance	1,832,141	1,936,775
Transportation and Housing	588,504	641,470
<b>Total Expense</b>	<b>10,190,312</b>	<b>10,966,650</b>
<b>Net Revenue (Expense)</b>	<b>341,400</b>	<b>(350,672)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>		<b>350,672</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(341,400)	-
<b>Total Net Transfers</b>	<b>(341,400)</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	9,633,966	9,622,257
DISC/LEA Recovery	(3,810,996)	(3,810,996)
Other Ministry of Education Grants		
Pay Equity	139,874	139,874
Transportation Supplement	149,851	149,851
Return of Administrative Savings		50,678
<b>Total Provincial Grants - Ministry of Education</b>	<b>6,112,695</b>	<b>6,151,664</b>
<b>Provincial Grants - Other</b>	<b>96,996</b>	<b>142,293</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	4,028,181	4,028,181
Miscellaneous		
Miscellaneous	216,829	216,829
<b>Total Other Revenue</b>	<b>4,245,010</b>	<b>4,245,010</b>
<b>Rentals and Leases</b>	<b>62,221</b>	<b>62,221</b>
<b>Investment Income</b>	<b>14,790</b>	<b>14,790</b>
<b>Total Operating Revenue</b>	<b>10,531,712</b>	<b>10,615,978</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	2,582,913	3,068,995
Principals and Vice Principals	741,143	830,911
Educational Assistants	447,176	417,410
Support Staff	1,471,783	1,381,266
Other Professionals	519,188	500,862
Substitutes	494,731	442,732
<b>Total Salaries</b>	<b>6,256,934</b>	<b>6,642,176</b>
<b>Employee Benefits</b>	<b>1,432,683</b>	<b>1,547,082</b>
<b>Total Salaries and Benefits</b>	<b>7,689,617</b>	<b>8,189,258</b>
<b>Services and Supplies</b>		
Services	671,255	563,829
Student Transportation	71,653	576,285
Professional Development and Travel	325,425	509,626
Rentals and Leases	23,733	23,733
Dues and Fees	12,673	13,657
Insurance	65,567	23,714
Supplies	699,927	467,967
Utilities	630,462	598,581
<b>Total Services and Supplies</b>	<b>2,500,695</b>	<b>2,777,392</b>
<b>Total Operating Expense</b>	<b>10,190,312</b>	<b>10,966,650</b>

# School District No. 50 (Haida Gwaii)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2019

Schedule 2C

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	2,332,164	205,335	47,892	104,890		210,348	2,900,629
1.03 Career Programs	81,228						81,228
1.07 Library Services		12,450		34,231		1,621	48,302
1.08 Counselling				62,471			62,471
1.10 Special Education	65,341	24,900	399,284			128,275	617,800
1.30 English Language Learning							-
1.31 Aboriginal Education	104,180			152,545		17,971	274,696
1.41 School Administration		498,458		279,066		27,284	804,808
<b>Total Function 1</b>	<b>2,582,913</b>	<b>741,143</b>	<b>447,176</b>	<b>633,203</b>	<b>-</b>	<b>385,499</b>	<b>4,789,934</b>
<b>4 District Administration</b>							
4.11 Educational Administration					158,646		158,646
4.40 School District Governance				55,119			55,119
4.41 Business Administration				44,959	237,114		282,073
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,078</b>	<b>395,760</b>	<b>-</b>	<b>495,838</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					84,776		84,776
5.50 Maintenance Operations				587,506		85,454	672,960
5.52 Maintenance of Grounds				9,476		3,000	12,476
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>596,982</b>	<b>84,776</b>	<b>88,454</b>	<b>770,212</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					38,652		38,652
7.70 Student Transportation				130,000		20,000	150,000
7.73 Housing				11,520		778	12,298
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141,520</b>	<b>38,652</b>	<b>20,778</b>	<b>200,950</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>2,582,913</b>	<b>741,143</b>	<b>447,176</b>	<b>1,471,783</b>	<b>519,188</b>	<b>494,731</b>	<b>6,256,934</b>

# School District No. 50 (Haida Gwaii)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2019

	Total Salaries \$	Employee Benefits \$	Total Salaries and Benefits \$	Services and Supplies \$	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>1 Instruction</b>						
1.02 Regular Instruction	2,900,629	667,145	3,567,774	843,898	4,411,672	4,654,242
1.03 Career Programs	81,228	18,682	99,910		99,910	79,729
1.07 Library Services	48,302	11,109	59,411	20,317	79,728	79,114
1.08 Counselling	62,471	14,368	76,839	5,257	82,096	261,004
1.10 Special Education	617,800	142,094	759,894	87,813	847,707	945,985
1.30 English Language Learning	-	-	-	-	-	45,285
1.31 Aboriginal Education	274,696	63,180	337,876	43,424	381,300	371,470
1.41 School Administration	804,868	185,106	989,914	55,169	1,045,083	1,190,646
<b>Total Function 1</b>	<b>4,789,934</b>	<b>1,101,684</b>	<b>5,891,618</b>	<b>1,055,878</b>	<b>6,947,496</b>	<b>7,627,475</b>
<b>4 District Administration</b>						
4.11 Educational Administration	158,646	36,489	195,135	32,993	228,128	216,878
4.40 School District Governance	55,119	6,266	61,385	78,471	139,856	105,269
4.41 Business Administration	282,073	64,877	346,950	107,237	454,187	438,783
<b>Total Function 4</b>	<b>495,838</b>	<b>107,632</b>	<b>603,470</b>	<b>218,701</b>	<b>822,171</b>	<b>760,930</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	84,776	19,498	104,274	34,909	139,183	186,788
5.50 Maintenance Operations	672,960	154,781	827,741	254,529	1,082,270	1,111,955
5.52 Maintenance of Grounds	12,476	2,869	15,345	15,938	31,283	30,508
5.56 Utilities	-	-	-	579,405	579,405	607,524
<b>Total Function 5</b>	<b>770,212</b>	<b>177,148</b>	<b>947,360</b>	<b>884,781</b>	<b>1,832,141</b>	<b>1,936,775</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	38,652	8,890	47,542	4,200	51,742	18,000
7.70 Student Transportation	150,090	34,500	184,500	317,153	501,653	588,350
7.73 Housing	12,298	2,829	15,127	19,982	35,109	35,120
<b>Total Function 7</b>	<b>200,950</b>	<b>46,219</b>	<b>247,169</b>	<b>341,335</b>	<b>588,504</b>	<b>641,470</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>6,256,934</b>	<b>1,432,683</b>	<b>7,689,617</b>	<b>2,500,695</b>	<b>10,190,312</b>	<b>10,966,650</b>

**School District No. 50 (Haida Gwaii)**

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	980,418	1,114,970
Other Revenue	300,000	300,000
<b>Total Revenue</b>	<b>1,280,418</b>	<b>1,414,970</b>
<b>Expenses</b>		
Instruction	1,170,028	1,313,977
District Administration	110,390	100,993
<b>Total Expense</b>	<b>1,280,418</b>	<b>1,414,970</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

## Schedule 3A

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**School District No. 50 (Haida Gwaii)**  
Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2019

Schedule 3A

	Second Count	TOTAL
	\$	\$
Deferred Revenue, beginning of year	165,619	481,856
Add: Restricted Grants		
Provincial Grants - Ministry of Education		980,418
Other	-	300,000
		1,280,418
Less: Allocated to Revenue	-	1,280,418
Deferred Revenue, end of year	165,619	481,856
Revenues		
Provincial Grants - Ministry of Education		980,418
Other Revenue		300,000
	-	1,280,418
Expenses		
Salaries		
Teachers		401,149
Educational Assistants		60,236
Support Staff		104,823
Other Professionals		61,500
	-	627,708
Employee Benefits		158,285
Services and Supplies		484,625
District Entered		9,800
	-	1,280,418
Net Revenue (Expense)	-	-

**School District No. 50 (Haida Gwaii)**

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Other Revenue		11,543	11,543	
Investment Income			-	17,434
Amortization of Deferred Capital Revenue	829,557		829,557	951,814
<b>Total Revenue</b>	<b>829,557</b>	<b>11,543</b>	<b>841,100</b>	<b>969,248</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,071,942		1,071,942	712,139
<b>Total Expense</b>	<b>1,071,942</b>	<b>-</b>	<b>1,071,942</b>	<b>712,139</b>
<b>Net Revenue (Expense)</b>	<b>(242,385)</b>	<b>11,543</b>	<b>(230,842)</b>	<b>257,109</b>
<b>Net Transfers (to) from other funds</b>				
Local Capital		341,400	341,400	
<b>Total Net Transfers</b>	<b>-</b>	<b>341,400</b>	<b>341,400</b>	<b>-</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(242,385)</b>	<b>352,943</b>	<b>110,558</b>	<b>257,109</b>

**Date:** \_\_\_\_\_ **Submitter Name:** \_\_\_\_\_

**Name of Site:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_

\_\_\_\_\_

**Principal Signature:** \_\_\_\_\_



**Description (what is the proposal?)**

[illegible][illegible]

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Please feel free to attach additional information or resources to support your proposal. Successful candidates must commit to presenting their final report to the Haida Gwaii Board of Education at the June 2019 Board meeting.**

## ***Independent Review Panel – Report Out on What We Heard From School Districts***

### **Introduction**

This paper provides a brief summary of what the Independent Review Panel (the Panel) has heard from school districts so far as part of the K-12 public education sector funding model review process. The Panel met with all 60 school districts between mid-March and early May 2018, through 10 face-to-face meetings and one teleconference meeting. This paper does not include feedback from stakeholder/partner meetings and it should not be read as the views or conclusions of the Panel.

### **Themes and Issues**

#### **Part I: Overarching Themes – Independence, Funding and Certainty**

We have heard a range of different comments and suggestions on many specific issues, but also heard some consistent messages. Overall, it is clear that British Columbia is a large and diverse province, and the issues faced by individual school districts reflect this – growing or declining enrolment, recruitment and retention issues, access to services, weather, transportation, and facilities condition were identified in meetings as examples of challenges that vary significantly from district to district. For this reason, there is not a great deal of consensus amongst districts on the most pressing issues/challenges that need to be resolved.

In general, Boards of Education agreed that they:

- Do not want to lose funding through reallocation of existing funding or have a “win” at the expense of another district.
- Want the ability to plan for the future, which means some certainty of funding for several years.
- Are concerned that any move to performance-based funding would punish districts (and students) that need the support the most.
- Appreciate additional funding that shows up from the Ministry, but expressed frustration about the timing and administration of some grants. In the past, some special grants have come too late in the school year to be spent effectively.
- Believe that surpluses and cash balances are needed to deal with uncertainty and cover unfunded items.

However, there were some differences that we observed as well. Specifically:

- Some Boards of Education and school district staff have an in-depth understanding of the funding model and its reporting processes, while others do not.
- Boards and staff are protective of their independence, and there are a range of perspectives on how accountable they should be to the Ministry, ranging from not at all to fulsome.

## ***Independent Review Panel – Report Out on What We Heard From School Districts***

- Funding levels, which are outside of this Panel's mandate, are an issue for many, but a few indicated that their current funding level is sufficient.

### **Part II: Specific Issues Identified**

#### ***1. Special Education***

Special education funding was a topic at all meetings. All school districts are committed to meeting the diverse learning needs of students despite a number of concerns expressed about how difficult and expensive it is to diagnose and report them to the Ministry, especially within the parameters of strict funding eligibility policies. Other issues identified included out of date linkages to collective agreement language; diagnoses that create expectations for service that may not be required to meet student learning needs; spending far in excess of supplemental funding; lack of access to specialists (especially for rural and remote districts); and some parental resistance to assessment due to concerns about labelling.

A number of districts suggested moving to a prevalence model based on the incidence of special needs in the population as an alternative to the current assessment and reporting-driven funding model. While concerns were raised about data sources, all agreed that this approach would reduce the administrative burden and provide districts with more time and resources to deliver services to students.

#### ***2. Collective Agreements***

Each school district has its own collective agreement which includes different class size and composition limits. This is a source of frustration and is leading to service inequities across districts, and is being exacerbated by the implementation of the restored collective agreement language and the Classroom Enhancement Fund (CEF) process, which is complex, time consuming and has a high administrative burden.

#### ***3. Targeted Funding for Indigenous Students***

A few school districts said that funding should not be targeted, while most said that the current model works well. Not all supports that are needed by students can be funded from the targeted funding in its current form.

#### ***4. Unique School District Features***

Rural and remote school districts highlighted a number of characteristics that increase their operating costs, including the delivery of goods to remote locations, transporting students across expansive areas, accessing professional development or specialist services and higher utility costs. The requirement for a certain level of administrative support does not change with

## ***Independent Review Panel – Report Out on What We Heard From School Districts***

smaller schools. These examples were used to support continuation of the unique district feature of the current funding model.

As well, districts experiencing rapid enrolment growth or decline may require constant reorganization of school boundaries, putting significant pressure on school facilities as districts try to 'right size' their facilities and operations to match enrolment. Some districts commented that there should be more incentives for regional shared services.

### ***5. Recruitment and Retention***

Virtually all school districts cited challenges with recruitment and retention of staff. Barriers included high costs of housing in urban and metro areas and lifestyle in rural and remote districts. Specialist teachers are difficult to attract to small, rural, or remote districts. One-time grant funding provided to assist with recruitment and retention in rural districts has worked well.

### ***6. Learning Transformation and Choice for Students***

There was no agreement of whether funding by course or by individual student better supports the curriculum changes underway. On the one hand, per course funding can support student engagement, but smaller schools struggle to offer enough courses to maintain flexibility and choice for students under this approach. Some of the suggestions put forward included base funding up to a certain amount and per course funding over the base, or providing higher per course funding for secondary schools with smaller student populations.

The current model of funding distributed learning (DL) is not working for most school districts. There is an artificial division in the current model between 'bricks-and-mortar' and DL which should not exist, especially in the context of the new curriculum.

### ***7. Community Use of Facilities***

In many rural and remote school districts, schools are community resources, but there is no reimbursement of costs. In urban districts, there are more opportunities to recover costs.

### ***8. Special Grants (outside of Operating Grants)***

Government has provided school districts funding outside of operating grants to meet specific needs or requirements. There were a number of comments on these grant programs including:

- The CommunityLINK formula is out of date.
- The level of government support for the Strong Start program is not clear.

### ***Independent Review Panel – Report Out on What We Heard From School Districts***

- Provincial Resource Programs are insufficient, unpredictable, and the pre-existing programs may not align with new challenges that have emerged.
- REEF program was welcomed by school districts that use it, but those that had previously closed schools felt disadvantaged.
- Annual Facilities Grant does not meet the needs of many school districts, which means that they have to supplement this grant with surpluses to address facility maintenance issues, which can be costlier in the context of older and/or underutilized facilities.

The timing of these grants, which often come too late in the school year to use effectively, was also an issue for many districts.

#### ***9. Capital***

Though out of scope for this review, most Boards of Education and school district staff expressed frustration with the capital program. In larger, faster-growing districts, new space is not coming online fast enough, while smaller, rural districts struggle with higher costs to operate older inefficient buildings, deferred maintenance, and 'right-sizing' their operations. All districts pointed out the need to use accumulated surpluses to deal with these and other capital issues – buying portables, undertaking renovations, and making minor capital purchases such as white fleet and IT infrastructure.

#### ***10. Funding Protection***

School districts not in funding protection tended to criticize it. Their view is that it allows those districts to postpone the difficult decisions needed to 'right size' their operations. Districts in funding protection indicated that, although it has some design issues, it provides the means to continue to offer a reasonable level of service to students over time. One design issue highlighted was that, for districts coming out of funding protection it is difficult when overall enrolment continues to decline, but the number of students with special or additional needs increases without a resulting increase in funding to account for the higher cost of these students. It is also a challenge for districts coming out of funding protection if regular enrolment increases because there is no new funding for that either.

#### ***11. Locally-Generated Revenues***

Locally-generated revenues are an important source of revenue for a number of school districts. However, not all districts have the same ability to generate revenues. While there were some suggestions for some sort of equalization to account for this, most districts felt that these revenues should remain outside the funding model.

## ***Independent Review Panel – Report Out on What We Heard From School Districts***

### ***12. Compliance Audits***

Ministry compliance audits, whether for special needs funding, enrolment or targeted grants were criticized by most school districts. They are not seen as a learning opportunity, were characterized as punitive and time consuming, and are sometimes viewed as a barrier to innovative education practice.

### ***13. Implementation Issues***

Two quite different perspectives were presented on implementing any changes to the funding formula. Some school districts were in favour of an immediate implementation, while others supported a phased approach over multiple years with assurances that no funding decreases would occur. Any changes to special education funding may require more focused consultation.

There was agreement that the funding model should be reviewed on a regular cycle.

### ***14. Other Provincial Services Supporting Youth***

Over time, school districts have had to deal with complex socio-economic issues such as poverty, mental health, and addictions. These issues can require additional social services and supports for students which are not always readily available in their community. Districts often step in to provide these services even though they are not directly within scope of their educational mandate and are not recognized in the current model. Some concerns were expressed about the offloading of services by other provincial Ministries on to districts. A number of districts asked for greater coordination between Ministries to support the increasing complexity of issues being dealt with in schools.

### ***15. Accumulated Surpluses***

School districts are protective of their annual and accumulated operating surpluses, noting that surpluses are needed to fund portables for enrolment growth, renovate facilities (funds often saved over multiple years), or pay for other minor capital items that are not funded through the capital program. Districts are also frustrated that they are expected to contribute to capital projects, as requested by Treasury Board.

### ***16. Unpredictable Funding***

A number of school districts felt that it was difficult to plan properly because of the lack of predictability in costs and/or funding. Specific examples cited include:

- Fluctuations in the salary differential supplement, which does not recognize all employee groups.



***Independent Review Panel – Report Out on What We Heard From School Districts***

- Changes in what gets funded from year to year (e.g. move from head count to per course, DL per-pupil not increased to recognize labour settlement costs, move to completion-based funding for graduated adults, etc.).
- Federal/Provincial changes to the cost base that are not specifically recognized (e.g. Employer Health Tax, Canada Pension Plan and EI premiums, exempt staff compensation, etc.).
- Administrative savings exercise, which meant cuts that impacted school districts and students.

Many districts were supportive of having three year rolling budgets.

***Members of the Independent Review Panel:***

- *Chris Trumpy (Chair)*
- *Philip Steenkamp*
- *Kelly Pollack*
- *Piet Langstraat*
- *Angus Wilson*
- *Flavia Coughlan*
- *Lynda Minnabarriet*



**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 50  
HAIDA GWAI**

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**Trustee Candidate Information Meeting**

Dawna Day, Superintendent of Schools and Shelley Sansome, Secretary Treasurer will host two information meetings to help prospective candidates learn more about public education, School District No. 50 (Haida Gwaii) and the work of a Board of Education.

The evening sessions will be held:

**Wednesday, June 27, 2018 7:00 – 8:00 PM**

District Administration Office, 107 – 3<sup>rd</sup> Avenue, Queen Charlotte

**Thursday, June 28, 2018 7:00 – 8:00 PM**

Gudangaay Tlaats'gaa Naay Secondary, 1647 Collison Avenue, Masset