

**MINUTES OF THE REGULAR BOARD MEETING VIA VIDEOCONFERENCING AT
THE DISTRICT ADMINISTRATION OFFICE IN DAAJING GIIDS/QUEEN
CHARLOTTE, GUDANGAAY TLAATS'GAA NAAY SECONDARY SCHOOL IN GAW
TLAGEE/MASSET, AND GOOGLE MEET
ON FEBRUARY 25, 2020**

PRESENT: Roeland Denooij, Chair
Dana Moraes, Vice Chair
Adeana Young, Trustee
Julia Breese, Trustee
Maggie Borrowman, Student Trustee, Gidgalang Kuuyas Naay
Nathaniel White, Student Trustee, Gudangaay Tlaats'gaa Naay

ALSO PRESENT: Carey Stewart, Superintendent
Maureen Benoit, Human Resource Officer
Colleen Bradley, Confidential Administrative Assistant / note-taker

REGRETS: Wilson Brown

MEMBERS OF THE PUBLIC:

Lao Peerless Warren McIntyre
Kris Olsen

GOOGLE MEET: Steve Goffic Stephen Querengesser
Jason Thompson

1. ACKNOWLEDGEMENT OF HAIDA TERRITORY

2. CALL TO ORDER

Chairperson Denooij called the meeting to order at 18:01 hours.

3. PUBLIC QUESTION PERIOD

The Board of Education of School District No. 50 (Haida Gwaii) invited members of the public to address agenda items during the Public Question Period. The following agenda items were discussed:

- No questions were posed at this time.

4. APPROVAL OF AGENDA

R20022501 MOTION BY Dana Moraes
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the agenda as presented with the following addition:

- 10.3.3 BCSTA Regional Leadership Series – Strategic Planning

MOTION CARRIED

5. APPROVAL OF THE MINUTES OF THE PRIOR MEETING AND RECEIPT OF RECORDS OF CLOSED MEETINGS

5.1 January 28, 2020 Regular Board meeting minutes

R20022502 MOTION BY Julia Breese

SECOND BY Adeana Young

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the January 28, 2020 Regular Board meeting minutes as presented.

MOTION CARRIED

5.2 February 25, 2020 In-Camera Rise and Report

Superintendent Stewart reported that personnel, property and student matters were discussed at the February 25, 2020 In-Camera meeting.

6. REPORT ON ACTION FROM PREVIOUS MEETING

6.1 Disposable Property

The Manager of Operations, Lao Peerless outlined the different methods of how School District No. 50 (Haida Gwaii) has acquired its properties. It is probable that many of the properties are held in trust, however, the Manager of Operations is still compiling a list of how these properties were received and the proper methods for disposing them.

6.2 Governance Training with Satsan (Herb George)

Superintendent Stewart has spoken with Satsan (Herb George) and has sent him some information regarding some areas of focus for training. A time has yet to be determined.

7. DELEGATIONS/PRESENTATIONS

- no presentations

8. CHAIRPERSON REPORT

- Chairperson Denooij has been meeting regularly with the Superintendent of Schools;
- Trustee Breese has been working with Trustee Young and Chairperson Denooij on drafting policies for role of Trustee, Chair and Vice-Chair; she has met with the Superintendent of Schools to discuss matters regarding student transportation; and participated in the Digital Threat Assessment on February 24th;

9. SUPERINTENDENT REPORT

9.1 Bus Transportation Assistance

The Superintendent of Schools reported that the draft bus policy and regulations were submitted in the Board package. Trustee Breese stated that it is vital to allow Tliiyaal/Tlell families to have their children attend Port Clements Elementary School as the length of time young students spend on the bus to attend Sk'aadgaa Naay Elementary is too long. Trustee Young stated that the policy should not be community specific but inclusive of all Haida Gwaii families who want their children to attend a school of their choice.

**R20022503 MOTION BY Julia Breese
SECOND BY Dana Moraes**

THAT the Board of Education of School District No. 50 (Haida Gwaii) agree to offer transportation assistance, as listed in Policy G.6.2, for families who live in Tlell if they request funding for their children to attend Port Clements Elementary School.

**R20022504 1ST AMENDMENT BY Julia Breese
SECOND BY Dana Moraes**

That the Board of Education of School District No. 50 (Haida Gwaii) amend motion R20022503 by removing "as listed in Policy G.6.2."

MOTION CARRIED

**R20022505 2ND MOTION BY Adeana Young
SECOND BY NO SECONDEES**

THAT the Board of Education of School District No. 50 (Haida Gwaii) agree to offer transportation assistance for all families on Haida Gwaii.

MOTION DOES NOT STAND

**R20022506 AMENDED MOTION BY Julia Breese
SECOND BY Dana Moraes**

THAT the Board of Education of School District No. 50 (Haida Gwaii) agree to offer transportation assistance for families that live in Tlell if they request funding for their children to attend Port Clements Elementary School.

**AMENDED MOTION DEFEATED
OPPOSED: Adeana Young**

**R20022507 MOTION BY Dana Moraes
SECOND BY Adeana Young**

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopt policy G.6.1, Transportation Assistance; Regulation G.6.2, Transportation Assistance – Road; and Regulation G.6.3, Application for Transportation Assistance Form as presented.

MOTION CARRIED

9.2 Masset School Amalgamation

The Manager of Operations, Lao Peerless, reported that the design has been finalized and passed by the Ministry of Education; that the engineers have made a few amendments to their reports and that a progress report should be available in two to three weeks. The Ministry of Education is ready to release the funds for the project and once that is in place, a timeline can be established. Trustee Breese would like to see community engagement in Masset and Old Massett in the form of presentations once timeline and reports are available. The Superintendent of Schools stated that once there is factual information, they will share it with the public. Floor plans have been submitted to the Ministry; there have been some classroom designations moved around in order to meet Ministry standards

9.3 Ministry of Education Haida Gwaii Visit

The Superintendent of Schools reported that Katherine McIntosh and Roger Hazleden from the Ministry of Education visited Haida Gwaii and met with some administrators in the District to discuss innovative practices in our schools and district that are leading to student success, strategic engagement and planning for student outcomes as well as unique challenges that our district may encounter. Superintendent Stewart, and the principals of Gudangaay Tlaats'гаа Naay (Ian Keir) and Sk'aadгаа Naay (Leighann Rodger) will be attending a Think Tank in March facilitated by the Ministry of Education to give a presentation and to share ideas with other districts.

9.4 Schools Forecast

Superintendent Stewart reported that he student population is 461 students with 89 designated students

9.5 Student Trustees

The Superintendent of Schools introduced the two Student Trustees, Nathaniel White from Gudangaay Tlaats'гаа Naay Secondary and Maggie Borrowman from GidGalang Kuuyas Naay Secondary.

Student Trustee Borrowman reported that she had met with students and Student Council and is happy to share their ideas and to be a voice for student concerns. Two areas of concern Student Trustee Borrowman outlined were regarding more student support in the Learning Center and about academic advising programs.

Student Trustee White has not had an opportunity to meet with the student population however, the concerns regarding student support resonated with situations in the north.

9.6 Alder Reading Gala

Written information was submitted in the package. This year was a great success as there was a large turnout with many students participating.

9.7 IT Update

A written report was submitted in the Board package.

9.8 Budget Consultation

Superintendent Stewart will be looking at dates to meet with North and South end schools. A survey for staff and public feedback will be available on School District No. 50 (Haida Gwaii)'s website. Trustees have asked that the Superintendent request Principals to send an email to parents with a link to the survey.

9.9 2020/2021 School Calendar – Draft

The Superintendent of Schools stated that we have until the end of March 2020 to finalize the 2020/2021 School calendar and has requested to send the 2020/2021 Draft School Calendar out for feedback.

10. STRATEGIC AND POLICY ISSUES

10.1 Truth and Reconciliation Commission

10.1.1 Haida Gwaii Education – Accountability Framework

Superintendent Stewart stated that the Haida Gwaii Educational Framework has come From the Ministry of Education 2019/2020 compliance audit criteria and will be a standing item on the agenda.

10.2 Trustee and Chair/Vice Chair Roles

10.2.1 Roles of Trustee

Chairperson Denooij, Trustee Breese and Trustee Young have created drafts for the Role of the Trustee and Role of Chair/Vice-Chair that was included in the Board package. Trustee Breese stated that they tried to best reflect School District No. 50 (Haida Gwaii) when drafting these policies as well as have clearer language in the policy.

R20022508 MOTION BY Dana Moraes

SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) share draft Policy Role of Trustees, Role of Chair / Vice-Chair with Stakeholders for 30 days for feedback.

MOTION CARRIED

10.2.2 Roles Chair and Vice Chair

R20022509 MOTION BY Dana Moraes

SECOND BY Adeana Young

THAT the Board of Education of School District No. 50 (Haida Gwaii) share draft Policy Roll of Chair and Vice Chair with shareholders for 30 days for feedback.

MOTION CARRIED

10.3 BC School Trustees' Association Update

10.3.1 BC School Trustees' Association Provincial Council

Trustee Young attended Provincial Council and will send the other Trustees a slideshow of the presentations that were conducted at the meeting. Some of the discussions at Provincial Council were: increases in finances; the Province reducing their administration costs; more effort to reduce greenhouse gasses; student teacher ratios; Indigenous community engagement; and Post-Secondary and grade 12 success rates;

10.3.2 BC School Trustees' Association Annual General Meeting

Chairperson Denooij stated that this year's AGM is on April 16th to April 19th, last year 3 Trustees and one Staff attended. This year 2 Trustees will attend. It was asked if Student Trustees can attend the AGM, Trustee Moraes stated that normally, Student Trustees attend the BCSTA Academy. Chairperson Denooij will inquire about student trustee workshops/training.

10.3.3 BC School Trustees' Association Regional Leadership Series – Strategic Planning

Superintendent Stewart reported that the Regional Sessions will be online on March 2nd with Nanaimo as the host. This year's focus is on Strategic Planning. Both Chairperson Denooij and Trustee Moraes are happy to attend the videoconference. Superintendent Stewart will confirm on February 26th.

10.4 Trustee Training

The Superintendent of Schools will be sending the Trustees information on student achievement for their comments.

11. OPERATIONAL ISSUES

11.1 January 2020 Finance Vouchers

R20022510 MOTION BY Adeana Young
SECOND BY Dana Moraes

THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the January 2020 Finance Vouchers.

MOTION CARRIED

11.2 January 2020 Trustee Expenditure Report

R20022511 MOTION BY Dana Moraes
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the January 2020 Trustee Expenditure Report.

MOTION CARRIED

Chairperson Denooij gave floor to Interim Secretary Treasurer Maureen Benoit

11.4 2019/2020 Amended Budget

R20022512 MOTION BY Dana Moraes
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts the School District Amended Budget Bylaw 2019/2020 be given first reading.

MOTION CARRIED

R20022513 MOTION BY Adeana Young
SECOND BY Dana Moraes

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts the School District Amended Budget Bylaw 2019/2020 be given second reading.

MOTION CARRIED

R20022514 MOTION BY Adeana Young
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) give unanimous consent to authorize the Secretary Treasurer to read the Amended Annual Budget Bylaw 2019/2020 a third time at the same board meeting.

MOTION CARRIED

R20022515 MOTION BY Dana Moraes
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts the School District Amended Budget Bylaw 2019/2020 be given third and final reading.

MOTION CARRIED

11.5 Agnes L. Mathers Field Trip Application – Ski Trip to Terrace

R20022516 MOTION BY Dana Moraes
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the Agnes L. Mathers Elementary School's field trip application ski trip to Terrace.

MOTION CARRIED

11.6 GidGalang Kuuyas Naay Field Trip Application – Ski Trip to Smithers

R20022517 MOTION BY Adeana Young
SECOND BY Julia Breese

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the

Gidgalang Kuuyas Naay Secondary's field trip application ski trip to Smithers.

MOTION CARRIED

12. CORRESPONDANCE

- none

13. QUESTION PERIOD

The Board of Education of Schools District No. 50 (Haida Gwaii) and members of the public held a question and answer period. The following agenda items were discussed:

- Disposable property
- Masset school amalgamation
- 2019/2020 Amended Budget
- Roles of Trustees
- Student Trustee Report
- Budget Consultations
- Alder Reading Gala
- BCSTA Provincial Council

14. ADJOURNMENT

THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 19:58 hours.

Chairperson

Superintendent

CAPITAL BYLAW NO. 2020/21-CP-SD50-01
CAPITAL PLAN 2020/21

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 50 (Haida Gwaii) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 05,2020, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 50 (Haida Gwaii) Capital Bylaw No.2020/21-CP-SD50-01

READ A FIRST TIME THE 31st DAY OF March 2020;
READ A SECOND TIME THE 31st DAY OF March 2020;
READ A THIRD TIME, PASSED THE 31st DAY OF March 2020.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 50 (Haida Gwaii) Capital Bylaw No. 2020/21-CP-SD50-01 adopted by the Board the 31st day of March 2020.

Secretary-Treasurer

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 1st day of March 2020, is in effect for the 2020/21 fiscal year period of April 1, 2020 to March 31, 2021.

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia,
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 50 (Haida Gwaii) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

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"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide to the Board capital funding to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Gidgalang Kuuyas Naay Secondary	SEP - Building Enclosure Upgrades - Roofing replacement	\$500,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Sk'aadgaa Naay Elementary	SEP - Building Enclosure Upgrades - Renewal of SBS Membrane	\$1,000,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

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Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Request	C 76 with 0 wheelchair spaces	\$141,483	This bus provided as per the BCTEA First Nations Student Transportation Plan Agreement. Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
 - a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
 - a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;

- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2021;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or

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omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.

- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
 - a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 50 (Haida Gwaii)

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PO Box 69, Queen Charlotte City, BC V0T 1S0
Attention: Moira Dubasov, Assistant Secretary Treasurer
Email: mdubasov@sd50.bc.ca

b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Ravnit Aujla
Email: Ravnit.Aujla@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

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IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of the Board)
of Education of School District)
No. 50 (Haida Gwaii) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON CAPITAL PROJECTS BETWEEN THE
MINISTRY OF EDUCATION AND SCHOOL DISTRICTS**

PROJECT AGREEMENT STAGE

News Release

After the Minister or designate signs a funding agreement with the school district for a capital project the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Signage

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. They are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. School districts are responsible for installing the signs. Sign design and installation steps are included in the Ministry of Education's School Construction Project Sign Protocol.

GROUNDBREAKING STAGE

Public Announcements, Official Events or Ceremonies

An official ceremony may be held to commemorate the ground-breaking for a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four (4) weeks' notice** of any proposed public announcement or official ceremony related to the ground-breaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed upon date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of a ground-breaking ceremony the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

OFFICIAL OPENING STAGE

Public Announcements, Official Events or Ceremonies

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A ceremony may be held to commemorate the official opening of a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least six (6) weeks' notice** of any proposed public announcement or official ceremony related to the opening of a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of an official opening ceremony, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Plaques

The Ministry of Education may request the district provide and install, upon completion of major capital projects, a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by the Ministry of Education. Cost of the plaque is to be funded from the approved construction budget.

SCHOOL CONSTRUCTION PROJECT SIGN PROTOCOL

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Sign production must only be handled by Queens Printer.

Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable.

A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. These are the standard small sign size: 1951 mm x 1220 mm (C035_u_1951x1220). The school districts are responsible for installing the signs.

The steps from design to installation are as follows:

1. Project is announced;

2020/21 Annual Programs Funding Agreement for School District No. 50 (Haida Gwaii)

2. Government Communications and Public Engagement (GCPE) will have their graphics department create a construction sign;
3. The GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the district when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx> ;
6. The school district orders, pays and arranges for the sign to be installed. (signs are to be post mounted in a visible location);
7. District will notify GCPE when the sign is installed and send photo as confirmation.