

**MINUTES OF THE REGULAR BOARD MEETING HELD AT
THE DISTRICT ADMINISTRATION OFFICE ON AUGUST 29, 2016**

PRESENT WERE: Elizabeth Condrotte, Chairperson
Kim Goetzinger, Vice Chairperson
Denise Husband, Trustee

ALSO PRESENT: Dawna Johnson-Day, Superintendent of Schools
Shelley Sansome, Secretary Treasurer
Marissa Jones, Confidential Admin Assistant/Minute Taker

ABSENT: Harmony Williams, Trustee
Wilson Brown, Trustee

MEMBERS OF THE PUBLIC:

Maureen Benoit
Tom Kertes
Shani Geotzinger
Laney Goetzinger
Ronald Goetzinger

Sheila Karrow
Martin Wood
Lori Weideman

1. Call to Order

Chair Condrotte called the meeting to order at 1806 hours and acknowledged that the meeting was held on traditional territory of the Haida Nation. Vice Chairperson Goetzinger welcomed Superintendent of Schools Johnson-Day in Haida.

2. Approval of Agenda

R16082901 MOTION BY DENISE HUSBAND
SECONDED BY KIM GOETZINGER

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

MOTION CARRIED

3. Approval of the Minutes of Prior Meeting and Receipt of Records of Closed Meetings

3.1 June 28, 2016 Regular Board Meeting Minutes

R16082902 MOTION BY DENISE HUSBAND

SECONDED BY KIM GOETZINGER

THAT the Board of Education of School District No. 50 (Haida Gwaii) have the minutes of the Regular Board Meeting of June 28, 2016 be amended to insert the questions and concerns from the public into 6.2) and that the Chair recognized the questions from the public at this time.

MOTION CARRIED

4. Delegations/Presentations

None

5. Reports

5.1 Reports from the Chair

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Chairperson's written report.

5.2 Trustee Reports

- Vice Chairperson Goetzinger reported attending a June interview and hiring new Superintendent of Schools Johnson-Day, the awards ceremony at Gidgalang Kuuyas Naay Secondary, a pole raising in Skidegate, an auditors meeting, and attending a meeting outside Trustee duties for Youth Mental Health.
- Trustee Husband reported on attending a meeting with the Auditor, attended a Superintendent's welcome dinner and excitement for the modular school.

5.3 Superintendent of Schools Report

The Superintendent of Schools reported on her first week and acknowledged an amazing welcome from Trustees and District Staff. Expressed excitement to work together for the school year. Reported visiting every school with the Secretary Treasurer and meeting the Principals of each school. Reported meeting with the Skidegate Band Council in regards to SHIP with the Principal of Aboriginal Education and Secretary Treasurer, and will be participating in the interview process for SHIP posting. Will be attending first Principals meeting on Wednesday. Expressed strong emphasis on student achievement "pathways to success" number one priority. Will always question what are you doing for kids? Looking for evidence to support the

fact that they are moving forward for kids and support if need refining. Will be attending the BCSTA Joint Fall Meeting in September. Looking forward to working with all members to make this year an absolutely wonderful school year.

5.4 Secretary Treasurer Report

The Secretary Treasurer reported preparing the 2015/2016 Financial Statements and corresponding notes, the July General Reporting Entity quarterly financial report and the annual financial audit. The allocation of the Learning Improvement fund in the amount of \$40,542 to increase the hours of six Education Assistants, plus create one five hour/day position for Agnes L Mathers Elementary Junior Secondary School. The allocation of the Education Fund in the amount of \$161,913 to hire a 0.8 FTE Student Support Services teacher in the south, the 0.8 FTE for the north is pending teacher consultation with the Union President. Submitting the June 2016 Student Achievement Data Exchange (SADE) Report; course level data for every student grades 8 to 12. The 2015/2016 Official Languages in Education (OLEP) federal funding final report. Filling ten support staff positions, five teaching positions and one exempt position. Resolving an outstanding grievance with CUPE Local 2020. Commencing preliminary work on our Capital Plan submission due September 30th. Reported working with First Bus to update routes where necessary. Also tweaking the 2016/2017 budget allocations.

5.5 Facilities Manager Report

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Facilities Manager's written report.

5.6 Trustee Expenditure Report

R16082903 MOTION BY DENISE HUSBAND
SECONDED BY KIM GOETZINGER

THAT the Board of Education of School District No.50 (Haida Gwaii) receive and file the Trustee expenditure report for the month of June and July 2016.

MOTION CARRIED

6. Strategic and Policy Issues

6.1 Truth and Reconciliation Education

Vice Chairperson Goetzinger talked in regards to Truth and Reconciliation Education on Language and Culture.

**R16082904 MOTION KIM GOETZINGER
 SECONDED DENISE HUSBAND**

THAT the Board of Education of School District No 50. (Haida Gwaii) include calls to action from the Truth and Reconciliation Report around language, culture and education in the strategic plan.

MOTION CARRIED

6.2 George M. Dawson Secondary School Name Change

**R16082905 MOTION BY KIM GOETZINGER
 SECONDED BY**

THAT the Board of Education of School District No.50 (Haida Gwaii) approve the name change of George M. Dawson Secondary to Gudangaay Tlaats'gaa Naay meaning "Strong Minded House"

MOTION CARRIED

6.3 Strategic Planning

THAT the Board of Education of School District No.50 (Haida Gwaii) discussed having a meeting organized by Superintendent of School to address Strategic Planning.

6.4 Board Training

THAT the Board of Education of School District No.50 (Haida Gwaii) discussed having a meeting organized by Superintendent of School to address Board Training.

6.5 Upcoming BCSTA Events

THAT the Board of Education of School District No. 50 (Haida Gwaii) expressed attendance at upcoming BCSTA events to be crucial.

6.6 Resolution to take to the BCSTA

THAT the Board of Education of School District No.50 (Haida Gwaii) discussed having a meeting organized by Superintendent of School to address resolutions to take to the BCSTA.

7. Operation Issues

7.1 June and July 2016 Finance Vouchers and Credit Card Statements

R16082906

MOTION BY KIM GOETZINGER

SECONDED BY DENISE HUSBAND

THAT the Board of Education of School District No. 50 (Haida Gwaii) receives and files the Accounts Payable and Payroll for June and July 2016.

MOTION CARRIED

7.2 Audited Financial Statements

R16082907

MOTION BY KIM GOETZINGER

SECONDED BY DENISE HUSBAND

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the audited Financial Statements for the year ended, June 30, 2016 and that the Board Chairperson, the Superintendent of Schools, and the Secretary Treasurer be authorized to execute these statements.

MOTION CARRIED

7.3 Transportation Funding Announcement

The Board of Education of School District No. 50 (Haida Gwaii) will develop a plan to apply for \$150,000.00 Student Transportation Funding.

7.4 Video Conferencing Equipment

R16082908

MOTION BY KIM GOETZINGER

SECONDED BY DENISE HUSBAND

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the purchase Video Conferencing Equipment with a maximum budget of \$10,000.00.

MOTION CARRIED

7.5 Trustee Meals

The Board of Education of School District No. 50 (Haida Gwaii) will continue to continue to meet for meals prior to Board Meetings.

8. Questions from the public

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:

- Change of name to George M. Dawson Secondary to Gudangaay Tlats'gaa Naay;
- Trustee training, costs and attendance;
- Policy regarding Trustee absences;
- Increased board meeting and meal costs;
- Video Conferencing Equipment use for students and reliability/cost;
- Transportation money and Operation Budget;
- Port Clements Village Council and their proposal for island wide transportation;
- Appreciation of Trustee Husband's amended motion that was not seconded to consult public in regards to the school name change;
- Progress on the new Agnes L. Mathers Elementary Junior Secondary site.

9. Adjournment

R16082909 MOTION BY KIM GOETZINGER

THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 1933 hours.

MOTION CARRIED

Secretary Treasurer

Chairperson

During the month of September, I took part in the following activities:

- BCSTA conference call with the Minister of Education at 8:30 AM, Sept. 08, regarding school board policies across the province on bullying with a directive to include transgender discrimination in all our policies. While our board does not have a separate specific bullying policy, we have a harassment policy that covers bullying and a separate policy on discrimination against the whole LGBTQ (lesbian, gay, bisexual, transgender and queer) community. We will however be looking at revising our policies to conform to the ministry directive.
- In-camera meeting at Gudangaay Sept. 12
- Agenda-setting meeting at the QC Board Office
- The Northwest and Northern Interior Zones Joint Branch Meeting in Terrace, Sept. 24-25. This was an excellent meeting both from an organizational standpoint thanks to the hosting Coast Mountain School District, the attendance of several trustees and admin staff from all of the northern districts as well as BCSTA representative, the outstanding presentations and the business that was conducted.
- The meeting was opened with a welcoming performance by the Suwilaawks Drum Group and was held in the Northwest Trades and Employment Training Centre on Hwy 16 in Thornhill. One of the presentations was a tour of this center which was opened last year in one of the schools which had been closed and is now repurposed and refurbished and filling an important need in the economy of the area. There was also a presentation on the Hazelton Secondary School's Back-to-the-Land Program by its director, Virginia Morgan. I can see a beneficial exchange coming out of joining our and their program some day.
- The school district reports were most enjoyable. I was able to introduce our new superintendent, our new Sandspit school construction, our renovation plans for the old GMD and its new name as well as the feasibility study for amalgamation with the elementary school. Coming out of the reports was a motion to ask that the BCSTA make every effort to have their provincial meetings welcomed by First Nations performances. The meeting ended with a motion to have the 2017 Northwest Zone Branch Meeting on Haida Gwaii.
- On September 20 the Early Years Table Meeting was held but I was unable to attend. In lieu of a report, I am attaching the minutes of this meeting.

MINUTES
Haida Gwaii Early Years Table
Sept 20, 2016

Date: Tuesday September 20, 2016
Location: Videoconference: Queen Charlotte Hospital / Masset Hospital
Time: 6-8pm

Attendance: Emma Milson-Taylor, Latasha Williams, Alana Wortsman, Mary Disney, Donna Douglas, Sean Robinson, Fabiola Leenders, Nancy O'Higgins, Sandi Morgan, Beng Favreau, Kim McWilliam, Susan Ellis, Joey Rudichuk

1. Round table introductions

1. SX6 Update

- SX6 Reconciliation Statement (attached)
- Child Care First Aid reimbursement (poster attachment)
 - i. Process to coordinate training: contact Marlene Liddle at NWCC to put your name on list, she will put on training when 12 received (mliddle@nwcc.bc.ca)
 - ii. To be eligible for SX6 reimbursement program: be a resident of Haida Gwaii, following course you must work/volunteer a minimum of 10 hours in an on-island childcare facility, and you must submit a letter from the facility reflecting hours along with course receipt to Joey at SX6.
 - iii. Feel free to share contact information so people can contact Joey at Success By 6 directly (sb6haidagwaii@gmail.com / 778 214 0609)
- Moresby Island Travel Fund (poster attachment)
 - i. Success By 6 provides ferry cards to help Moresby Island families travel to programs and events for children 0-6 on Graham Island.
 - ii. Case-by-case basis for uses outside of those parameters, but we have supported things like people traveling to take their Child Care First Aid training if needed.
 - iii. Joey has in her office and will mail out, feel free to share contact information so people can contact Joey at Success By 6 directly (sb6haidagwaii@gmail.com / 778 214 0609)
- What was funded in June by SX6
 - i. Success By 6 Chair, Fabiola Leenders, presented information on projects and programs funded this year.
 - ii. Newsletter:
 - a) To support new opportunities for collaborations, fewer duplications, and enhanced communication across the islands with everyone involved in the 0-6 community, the Early Years Table will launch a quarterly newsletter
 - b) We will add 15 minutes to each meeting agenda to discuss items to go in that quarter's newsletter

- c) Possibility CCRR may be doing something similar that we could collaborate on, Joey to look into.
2. Attachment group clinic (caregivers) - Alana Wortsman (Poster Attached)
 - 6 week group offered by Haida Gwaii Society for Community Peace
 - "Understanding Attachment in Children and Families"
 - Hosted by Alana Wortsman and Shauna Huber in the HGSCP Counseling House (Childcare provided at Little Doves Daycare)
 - Weekly from Oct 18 – Nov 29, 5-7pm
 - For inquiries or to register by Oct 1st contact Alana, cwwa.hgspeace@mhtv.ca / 250 626 6057
 3. Attachment training (professionals) – Kim McWilliam
 - "The Art and Science of Transplanting Children"
 - Nov 14 -16, 10am – 3pm, location TBD
 - Contact Kim McWilliam for more information (kim.mcwilliam@gov.bc.ca)
 4. MCFD Foster Care training update
 - Provincial updates to curriculum and delivery in process
 - New training will be in module form. Some online, some face-to-face.
 - Haida Child & Families is in the process of moving and upgrading their level of designation. With this they'll be able to provide training for foster parents and will be the agency responsible for foster parents and children in continuing care
 - May be looking at Fall, but likely Spring for training
 - More details to follow
 5. Aboriginal Parent/Child Mother Goose Training
 - CCRR coordinating
 - Nov 5 & 6 (Sat/Sun) – 2 day training by Beth Hutchinson from Vancouver
 - Location TBD
 - Contact Alicia Embree at CCRR for more information (ccrrhg@gmail.com)
 6. Port Playschool update – Sandi Morgan
 - Sarah Pansino from QC Child Centre will be supporting in Port Clements 2 days a week starting early November and for now will manage both locations.
 - 8:30 – 12:30, 2 days a week (Thursday/Friday)
 7. Early Learning Forum – Beng Favreau / Joey Rudichuk
 - Launched in 2009 by SD50, the ELF is a professional development day for people working with young children and their families on Haida Gwaii. Held each February in Skidegate, registration is free, lunch and snacks provided. Full day (on a pro-d for teachers)
 - Collaboration with SD50, SX6 and CCRR
 - First planning meeting to come, looking for interest in supporting the evening speaker events in other locations (Sandspit, Port Clements, Masset)
 8. Mental Health Fair
 - As there has been an expression of interest in the past, and it's part of the Success By 6 strategic plan, looking for opportunities to collaborate
 - Sean Robinson / CYMH Local Action Team North are currently planning a mental health fair in Masset for November.
 - Joey and Sean will get together to begin planning, a lot of interest from the table in participating
 - If successful we can look at expanding South
 - Table suggested it be themed a "Family Mental Health Fair"

- Funding: Beng to provide contact for youth group funding, SX6 and CYMH LAT also have funds available.
9. ASIST Training (Applied Suicide Intervention Skills Training) – Sean Robinson
- Oct 26-27, 9-5, Port Multiplex
 - Suicide prevention support
 - 22 spots
 - Contact Sean for more information (sjrobins88@gmail.com)
10. Reschedule next two meetings due to conflicts:
- New dates:
 - a. Nov 22, 2016
 - b. Feb 7, 2017 (Strategic Planning)

Adjourned 7:50pm

Next meeting: Nov 22, 2016

Success By 6 Statement of Reconciliation

Success By 6 recognizes the significance of the undertaking of the Truth and Reconciliation Commission of Canada, the release of the TRC's Final Report and its Calls to Action. It took many decades of advocacy by residential school survivors to establish the Commission, and the several years of gathering testimony, evidence and developing recommendations have been an involved process for survivors.

We recognize the deep and lasting impact that Canada's Indian Residential Schools System has had on individuals, their families, and communities. Many Aboriginal people continue to grapple with the consequences of the intergenerational trauma caused by residential schools. The history of these schools is one of pain and injustice that requires us all to make a concerted effort to learn the truth about residential schools, acknowledge this history and its modern legacies and begin a shared journey of reconciliation.

We recognize the rich diversity that exists within Aboriginal communities. Aboriginal people are First Nations, Métis and Inuit people. We understand that the term Aboriginal includes diverse indigenous communities and cultures from across Canada.

We acknowledge that an understanding of the Aboriginal history of this province is an important element in creating the foundation for a strong working relationship with Aboriginal communities and in the collaborative development of successful culturally appropriate Early Childhood Development programs and resources.

The Success By 6 Provincial Initiative is committed to learning from the lessons of the Truth and Reconciliation Commission, and we are taking action to ensure the needs and aspirations of Aboriginal people are fully acknowledged in our work across British Columbia. We stand together committed in partnership with Aboriginal people in Canada – a partnership based on truth, dignity, and mutual respect. Building on this foundation will allow us to better understand issues facing Aboriginal peoples in British Columbia and ultimately improve our relationships as we make this journey together.

In the words of Justice Murray Sinclair: "Education is what got us here and education is what will get us out". The Success By 6 Provincial Initiative recognizes education as the cornerstone of change, and commits to education in the spirit of reconciliation.

Commitments:

- Success By 6 commits to providing cultural awareness training opportunities to Success By 6 Early Years Community Development Coordinators across BC, so that they may learn about and appreciate Aboriginal people's history from Aboriginal Elders, educators and Aboriginal partner agencies.
- Success By 6 commits to engaging Aboriginal communities in our decision making processes, to remove barriers to participation in planning and to explore ways to increase the involvement of Aboriginal people within the Success by 6 Provincial Initiative. This will build upon the existing Success By 6 Aboriginal Engagement Framework and support organizational transformation.

- Success By 6 commits to developing a protocol and practice of acknowledging First Nations territory during all public events and gatherings across BC.
- Success By 6 commits to continue working with Aboriginal partners to explore ways to strengthen the capacity of Aboriginal organizations and associations to plan, lead and deliver Early Childhood Development programming for Aboriginal children and families in keeping with the “right to self-determination” identified by the United Nations Declaration on the Rights of Indigenous Peoples
- Success By 6 commits to continue supporting Aboriginal communities to improve public awareness of Aboriginal life, cultural awareness, and cultural safety across British Columbia within the context of Early Childhood Development.
- Success By 6 also commits to evaluate these commitments and report progress in our Provincial Annual Report, including monitoring Aboriginal Engagement investment.

Trustee Report
Kim Goetzinger
Sept 2016

Ongoing: Policy around Social Media added to next agenda again, it was tabled to come up with our Policy work as all Policies have been looked at by the Policy Committee and will be presented at a separate meeting. I will bring it up again though so get all trustees input as well.

Highlights: since last PAC meeting on June 7, 2016

June 13 ~ Interview training for new Superintendent
June 13 ~ Special Public Meeting
June 20 ~ Interviews MST
June 20 ~ In-camera Meeting MST
June 27 ~ Awards Committee Meeting
June 28 ~ Board meeting
July 30 ~ Gudad Kiigawaay Gyaagangaay (Skidegate Clans Born Together) Pole Raising and Potlatch
August 1, 2 ~ Board Sessions
August 9 ~ Auditors meetings we are \$1100.00 in the black, not much but we thought it was going to be worse. There were several errors by each school in enrolment that added up to a lot but staff is working quickly to figure our better ways of dealing with this and Trustees are
August 25 ~ Dinner Meeting to welcoming Superintendent.
August 29 ~ Strategic planning
August 29 ~ Regular Board meeting
August 29 ~ Meet and greet with New Superintendent
Sept 12 ~ lunch and Planning session at GMD Board Office
Sept 12 ~ In Camera at GMD
Sept.13 ~ PAC meeting tonight.

Also since CYMHSUC started I have attended several meetings that led up to the very successful Youth Conference.

Regrets: Gidgalang Kuuyas Naay and SNES grade 7 grad as I was called to work at Engelfield.

You all receive the agenda and notices that are on the SD website which is exactly what I receive too.

PAC and CYMHSUC meetings I attend on my own time and do not put in any expenses for and others that I forget about over time.

I have a video of the innovative Math Class at Gudangaay Tlaats'gaa Naay (Strong Minded House) and had a look at the finished basketball court and Home EC. rooms.

Also, I am studying Robert's Rules of Order and have been since I started as trustee on my own time/dime.

Upcoming: SD 50 is getting videoconferencing set up to hopefully save on travel.

Sept 22, 23 NIB and NWB are meeting and we are hoping to discuss several common items that board of education would like to see action on listed below or just a few.

- challenges of having the approved Special Ed. Teacher available to receive Special Ed. Funding (we hope to bring this to BCSTA to talk with the Ministry about this too)
- Federal funding for First Nations languages.
- Transportation (with new school coming in Sandspit the challenges of getting crews / material etc. are going to add to costs with our decreased BCF sailings.
- District Funding around refugees
- Bussing
- Challenging of living and having schools in the Tsunami zones.

Haaw'a

Kim Goetzinger Trustee Skidegate Rep

**TRUSTEE EXPENDITURE REPORT
AS OF August 31, 2016**

		Current	Year-To-Date	Budget	Available	% Spent
4-40-19000	GOV HONORARIUM	4,531.09	8,972.89	53,934.00	44,961.11	17%
4-40-20000	GOV BENEFITS	78.26	153.84	910.00	756.16	17%
4-40-34000	GOV TRAVEL, MEALS, MILEAGE	924.51	8,650.35	25,000.00	16,349.65	35%
4-40-37000	GOV DUES & FEES		426.64	8,822.00	8,395.36	5%
4-40-39000	INSURANCE		0.00	1,200.00	1,200.00	0%
4-40-42005	ELECTIONS		0.00		-	0%
4-40-43000	GOV TELECOMMUNICATIONS		0.00		-	0%
4-40-51000	GOV SUPPLIES		1,257.59	2,000.00	742.41	63%
4-40-58000	FURNITURE & EQUIPMENT		0.00		-	0%
Total		5,533.86	19,461.31	91,866.00	72,404.69	21%

LEGAL BULLETIN

September 13, 2016

The provincial government recently amended the [Human Rights Code](#) (or the "Code") and the [Provincial Standards for Codes of Conduct Order](#) (M276/07) to address discrimination on the basis of "gender identity or expression". These amendments have implications for public board of education policies and school codes of conduct.

Human Rights Code

In July of 2016, the BC *Human Rights Code* was amended to add "gender identity or expression" as one of the prohibited grounds of discrimination under the *Human Rights Code*. This recent legislative amendment:

- adds the grounds "gender identity or expression" to all areas of Part I of the *Human Rights Code* except the section on wage discrimination based on sex;
- adds the grounds "sexual orientation" and "gender identity or expression" to the non-profit exemption (section 41) ; and,
- adds the grounds "sexual orientation" and "gender identity or expression" to the employment equity programs provision (section 42).

Although gender identity or expression was not previously referenced in the *Human Rights Code*, court and tribunal decisions have interpreted the Code's prohibitions on discrimination on the basis of sex as prohibiting discrimination against transgender people.

Provincial Standards for Codes of Conduct Order¹

On September 7, 2016, the provincial government amended the *Provincial Standards for Codes of Conduct Order* to require public school codes of conduct to reference "gender identity or expression" along with the other prohibited grounds of discrimination under section 7 (Discriminatory publication) and section 8 (Discrimination in accommodation, service and facility) of the *Human Rights Code*. Codes of conduct for schools must specifically reference each of the following prohibited grounds of discrimination:

- race,
- colour,
- ancestry,
- place of origin,
- religion,
- marital status,
- family status,
- physical or mental disability,
- sex,
- sexual orientation,
- gender identity or expression; and
- age

In addition, section 6 of the Ministerial Order was amended to require school codes of conduct to include "one or more statements about what is unacceptable behaviour including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the

¹ On September 8, 2016, the [Harassment and Bullying Prevention Inspector's Order](#) was established under the *Independent School Act*. The Inspector's Order requires

independent schools to implement harassment and bullying prevention policies and sets out the elements that must be included in these policies.

school environment.”² Prior to this amendment, school codes of conduct were required to include “one or more statements about what is unacceptable behaviour, including aggressive behaviours such as bullying behaviours...”

Implications for Public Boards of Education

- **School codes of conduct:** Review and revise your school codes of conduct to ensure that each of the prohibited grounds of discrimination set out in sections 7 and 8 of the *Human Rights Code* (including gender identity or expression) is specifically referenced in the school codes of conduct. You will also want to review your school codes of conduct to ensure that they include the necessary statements about “what is unacceptable behaviour including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours...”
- **Board of education policies regarding school codes of conduct:** Review your board’s policy on school codes of conduct to ensure that it requires school codes of conduct to: (a) specifically reference the prohibited grounds of discrimination set out in sections 7 and 8 of the *Human Rights Code*; and, (b) include the necessary statements about “what is unacceptable behaviour including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours...”
- **Other board of education policies, procedures and forms:** Review your other policies, procedures and forms that address human rights, discrimination and harassment and consider whether they should be revised to recognize the addition of “gender identity or expression” to the list of prohibited grounds of discrimination under the *Human Rights Code*. If your board has a policy that specifically lists each

ground of discrimination referenced in the *Human Rights Code*, you will want consider revising the policy to make it consistent with the recently amended *Human Rights Code* (For example, revising the policy by adding “gender identity or expression” to the list of prohibited grounds set out in the policy).

Resources

- [Provincial Standards for Codes of Conduct Order](#)
- [Ministry of Education's September 8, 2016 press release](#)
- [Human Rights Code](#)
- [BC Human Rights Tribunal – Personal Characteristics Protected in the BC Human Rights Code](#)

Please contact BCSTA Legal Counsel, [Audrey Ackah](#), for further assistance with this matter.

All or part of this legal opinion may be excepted from mandatory disclosure requirements under the Freedom of Information and Protection of Privacy Act because it is subject to solicitor-client privilege. It is confidential to member boards of education, their trustees, officers, and such staff members as are permitted access by the member.

² Emphasis added.

ELECTRONIC TECHNOLOGY SYSTEMS USE

September 2010

PREAMBLE

The use of modern technology is a cornerstone of educating students for the future workplace and improving employee efficiency. This policy is designed to outline appropriate and inappropriate use of electronic technology systems including, but not limited to, the internet, BCESIS, School District email, computer hardware, mobile phones, and other equivalent technology. The goal of the School District is to utilise our resources for educational and administrative purposes.

POLICY

Access to District resources is a privilege and can be removed as necessary. Employees and students have no necessary expectation of privacy when using District resources.

Acceptable Use

- Use is acceptable when it is legal, ethical and upholds the goals and professional standards of the School District and the BC College of Teachers. The primary purpose of School District computers and systems is for educational and administrative functions.
- Use is acceptable when it is consistent with the goals of the School District, and when it respects the rights of other users and considers the impact of their conduct on others.

Unacceptable use includes but is not limited to

- Any message that does not meet professional standards of language and tone.
- Use during work hours for a purpose that does not pertain to the employee's duties.
- Any offensive material content that is defamatory, malicious, abusive, obscene, profane, sexually oriented, threatening, racially or otherwise offensive, or advocates illegal activity, or is in itself illegal.
- Creating or distributing any content that could be understood as harassment or cyber-bullying.
- The inappropriate distribution of personal or confidential information, especially in relation to students.
- Use that may lead to personal financial gain unrelated to the employee's duties, or may be considered of a commercial nature, including gambling.
- Use that is intended to obscure the origin or content or any message under an assumed computer network address.
- Use that provides access or distributes unlicensed software or documentation.
- Use that initiates or distributes chain letters, advertising or unauthorized solicitations.
- Use that provides access to electronic systems or information inappropriately or without authorization.
- Use that vandalizes network resources.
- Use intended to promote association, union or other political interests.
- Use that over-utilizes network-intensive resources such as network games, frequently refreshing chat rooms or Internet radio
- Use that violates, or attempts to violate, the security of the system or attempts to subvert other systems
- That use which deliberately or recklessly exposes systems to computer infections.
- Excessive personal use of District resources such as bandwidth, disk storage space or paper. This includes the use of "Streaming" of video, radio, etc. that is not for educational or administrative duties.

District Owns Employee Email

The District owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider electronic communication, storage or access to be private if it is created or stored at work.

Violations of this Policy may result in progressive disciplinary action.

Policy No.

Policy Subject: Curriculum Supported Work Experience Programs

Date Passed:

Date Approved:

Policy: Student Work Experience

PREAMBLE:

A. PURPOSE

Work Experience refers to that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.

This policy applies to any course or program that includes work experience options. This includes but is not limited to the following:

- Work Experience 12A
- Work Experience 12B
- Career Preparation programs
- Co-operative Education programs
- Apprenticeship and Trades programs
- Volunteer Services that are required components of Graduation

B. PRINCIPLES

Both school-sponsored career exploration and community-based work experience are intended to help prepare students for the transition from secondary school to the world of work or further education and training.

Work experience provides students with opportunities to:

- gain new skills that can be used in future work opportunities
- assess their career goals using practical work experiences
- learn about employment expectations, regulations and professional practice, and
- connect what they learn in the classroom to workplace skill sets, knowledge and attitudes
- Develop work-related networks/contacts
- Develop self-confidence
- Support transitions from school to work or further education

C. GUIDELINES:

Students:

In order for a school to grant permission to a student to participate in a work study program the student must:

- a. Be 15 years of age or older
- b. Be covered by the Workers' Compensation Act
- c. Observe the Code of Behaviour of the district and school; in addition, students in the work place will follow the reasonable direction of the employer and the employer's designated supervisor(s).

School District:

The school district will ensure that all schools and staff are aware of the roles and responsibilities of each party and will provide to the schools any necessary forms, including but not limited to:

- a. Work Experience Agreement Forms
- b. Training Logs
- c. Orientation and Safety Checklist
- d. Student Evaluation Forms

Schools:

In order for a school to grant permission to a student to participate in a work study program the school must:

- a. Ensure that Work Experience 12A and Work Experience 12B are each 100 to 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the employer
- b. Ensure that there is on file at the school, a written agreement setting out the terms of the work experience placement in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC requirements for such programs, and that such agreements are completed by:
 - i. The employer who has agreed to supervise the student during the placement
 - ii. The student, and the student's parent, in the case of a minor student, and
 - iii. The School

- c. Ensure that all work experience programs and courses are delivered in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC

Work Experience Teachers:

- a. Will meet with each site manager of potential work experience work places to discuss the expectations of employers and students and gather appropriate information to advise the principal on appropriate placements. Appropriateness of placement locations will be based on student safety, student learning opportunity, and positive modeling opportunities for students. This meeting will take place at the work site(s) where students will be placed during the program.
- b. Will be responsible for ensuring that appropriate monitoring and supervision of work place experience is carried out. Such monitoring may involve telephone interviews of employers, student or parent interviews, visits to the work place during student work experience, and visits to the work site at other times.
- c. Will inform students of work place safety procedures and issues prior to placement.
- d. Ensure that employers are informed of student background information necessary to safeguard the safety of the student. Where background information is needed to safeguard the safety or security of the employer's workplace, such information will only be shared with parent consent. In the case of special needs students, this consent will be noted in the student IEP.

Employers:

- a. Are responsible for WorkSafe BC reporting and responsibilities
- b. Must participate in on-site safety orientations for students before hands-on activities begin
- c. Must be familiar with and operate within Ministry of Education policies and Ministerial Orders and WorkSafe BC

FINANCE VOUCHER

REGULAR BOARD MEETING

BOARD MEETING:

September 27, 2016

AGENDA ITEM:

Finance Voucher August 31, 2016

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

A/P Cheques Computer Generated	August 31, 2016	\$12,062.17	
ePayments	August 31, 2016	\$329,363.61	
Quick Pays	August 31, 2016	\$90,544.17	
TOTAL Accounts Payable.....	August 31, 2016		\$431,969.95
Teachers	15-Aug	\$0.00	
AO/Exempt	15-Aug	\$22,870.00	
Teachers	31-Aug	\$0.00	
AO/Exempt	31-Aug	\$35,930.81	\$58,800.81
CUPE	6-Aug	\$14,566.36	
Casuals	6-Aug	\$9,055.93	
TOC's	6-Aug	\$0.00	
CUPE	20-Aug	\$15,385.01	
Casuals	20-Aug	\$9,374.76	
TOC's	20-Aug	\$0.00	
			\$48,382.06
TOTAL Payroll.....	August 31, 2016		\$107,182.87
TOTAL A/P and Payroll			\$539,152.82

RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling **\$539,152.82** for the month of August

SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF AUGUST 31, 2016

CHEQUE NUMBER	DATE	SUPPLIER	AMOUNT
56927	8/3/2016	Ronald Tranter	\$ 2,320.00
56928	8/10/2016	Westpoint Automotive	\$ 147.32
56929	8/17/2016	BC Hydro & Power Authority	\$ 7,734.72
56930	8/24/2016	Appraisals Northwest	\$ 546.00
56931	8/24/2016	BC Hydro & Power Authority	\$ 42.95
56932	8/24/2016	Telus Commuications Company	\$ 48.31
56933	8/31/2016	BC CASE	\$ 200.00
56934	8/31/2016	Great-West Life	\$ 481.79
56935	8/31/2016	Handwriting Without Tears	\$ 46.68
56936	8/31/2016	London Life Insurance Company	\$ 446.09
56937	8/31/2016	Telus Commuications Company	\$ 48.31
TOTALS			\$ 12,062.17

SCHOOL DISTRICT NO. 50
eREGISTER AS OF AUGUST 31, 2016

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
8/3/2016	Charlotte Island Tires LTD.	9137	\$ 248.40	7420
8/3/2016	Dr. Rob Baker, Inc.	9138	\$ 60.00	7420
8/3/2016	Grand & Toy	9139	\$ 159.30	7420
8/3/2016	Rocky's Equipment Sales LTD.	9140	\$ 45.30	7420
8/3/2016	Tlc Automotive Services LTD.	9141	\$ 193.55	7420
8/3/2016	Jennifer Jury	9151	\$ 1,400.00	7420
8/3/2016	Sheila Karrow	9152	\$ 4,500.00	7420
8/3/2016	Joan Moody	9155	\$ 3,250.00	7420
8/3/2016	Vanessa Wahl	9163	\$ 4,500.00	7420
8/3/2016	Calvin Westbrook	9164	\$ 2,950.00	7420
8/10/2016	MacKenzie Furniture	9167	\$ 1,572.52	7426
8/10/2016	North Coast Supply Co. LTD.	9168	\$ 186.49	7426
8/10/2016	Vancouver Kidsbooks	9169	\$ 1,334.21	7426
8/10/2016	Village Of Port Clements	9170	\$ 501.00	7426
8/10/2016	Shelley Sansome	9171	\$ 161.51	7426
8/15/2016	Chris Bellamy	9142	\$ 4,500.00	7420
8/15/2016	Amanda Buchan	9143	\$ 3,250.00	7420
8/15/2016	Daniel W. Burton	9144	\$ 4,850.00	7420
8/15/2016	Behn Cochrane	9145	\$ 3,250.00	7420
8/15/2016	Christine Cunningham	9146	\$ 1,800.00	7420
8/15/2016	Rachel Fraser	9147	\$ 3,850.00	7420
8/15/2016	Monika Hausmann	9148	\$ 4,400.00	7420
8/15/2016	Frank Jones	9149	\$ 1,500.00	7420
8/15/2016	Tricia Jung	9150	\$ 2,160.00	7420
8/15/2016	Kimberley P. Madore	9153	\$ 4,500.00	7420
8/15/2016	Warren McIntyre	9154	\$ 4,018.00	7420
8/15/2016	Jennifer Parser	9156	\$ 2,625.00	7420
8/15/2016	Stephen J Querengesser	9157	\$ 1,920.00	7420
8/15/2016	James M. Reid	9158	\$ 4,125.00	7420
8/15/2016	Daniel Schulbeck	9159	\$ 4,900.00	7420
8/15/2016	Derek J. Seifert	9160	\$ 4,750.00	7420
8/15/2016	Zoe Sikora	9161	\$ 4,500.00	7420
8/15/2016	David Wahl	9162	\$ 4,500.00	7420
8/15/2016	Nadine Whittle	9165	\$ 4,125.00	7420
8/15/2016	Colleen Williams	9166	\$ 821.52	7420
8/17/2016	Aaron-Mark Services	9172	\$ 830.10	7428
8/17/2016	Apple Canada Inc. C3120	9173	\$ 110.88	7428
8/17/2016	Big Red Enterprises LTD.	9174	\$ 2,520.50	7428
8/17/2016	Coastal Propane Inc.	9175	\$ 7,652.23	7428
8/17/2016	Graydon Security Systems	9176	\$ 314.50	7428
8/17/2016	Haida Gwaii Consumers Co-operative	9177	\$ 3,649.32	7428

SCHOOL DISTRICT NO. 50
eREGISTER AS OF AUGUST 31, 2016

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
8/17/2016	Insight Canada Inc.	9178	\$ 1,077.76	7428
8/17/2016	North Arm Transportation LTD.	9179	\$ 2,379.61	7428
8/17/2016	Prince Rupert Building Materials	9180	\$ 2,793.97	7428
8/17/2016	Telus Communications (Bc) Inc.	9181	\$ 1,735.47	7428
8/17/2016	Tlc Automotive Services LTD.	9182	\$ 71.81	7428
8/17/2016	Zep Sales & Services of Canada	9183	\$ 903.50	7428
8/17/2016	Ryan Brown	9184	\$ 358.28	7428
8/17/2016	Steven Goffic	9185	\$ 1,622.36	7428
8/17/2016	Tahayghen Principal's IN Trust	9186	\$ 615.00	7428
8/24/2016	Apple Canada Inc. C3120	9187	\$ 1,970.08	7431
8/24/2016	Craven Huston Powers Architects	9188	\$ 130,711.76	7431
8/24/2016	Esc Automation Inc.	9189	\$ 47,387.97	7431
8/24/2016	Harris & Company	9190	\$ 7,015.53	7431
8/24/2016	Inland Air	9191	\$ 47.25	7431
8/24/2016	Insight Canada Inc.	9192	\$ 20.71	7431
8/24/2016	Northern Industrial Sales	9193	\$ 150.62	7431
8/24/2016	Port Air Cargo	9194	\$ 84.00	7431
8/24/2016	Purolator Courier LTD.	9195	\$ 30.38	7431
8/24/2016	Skeena - Q C Regional District	9196	\$ 57.00	7431
8/24/2016	Tlc Automotive Services LTD.	9197	\$ 116.82	7431
8/24/2016	Xerox Canada Ltd.	9198	\$ 674.63	7431
8/24/2016	Dawna Johnson-Day	9199	\$ 6,230.41	7431
8/24/2016	Shelley Sansome	9200	\$ 121.01	7431
8/31/2016	BC Principals & Vice Principals' Association	9201	\$ 691.25	7437
8/31/2016	CUPE - Local 2020	9202	\$ 1,187.52	7437
8/31/2016	Family Services Of Greater Vancouver	9203	\$ 3,643.72	7437
8/31/2016	TSS Total Safety Services Inc.	9204	\$ 589.76	7437
8/31/2016	Xerox Canada Ltd.	9205	\$ 7,151.33	7437
8/31/2016	Verena Gibbs	9206	\$ 117.57	7437
8/31/2016	Vicki D. Ives	9207	\$ 967.31	7437
8/31/2016	Port Clements School Principal's In Trust	9208	\$ 1,346.81	7437
8/31/2016	Shelley Sansome	9209	\$ 508.08	7437
8/31/2016	Tahayghen Principal's IN Trust	9210	\$ 500.00	7437
TOTALS			\$ 329,363.61	

SCHOOL DISTRICT NO. 50
QUICK PAY REGISTER AS OF AUGUST 31, 2016

CHEQUE NUMBER	DATE	SUPPLIER	AMOUNT
629447	8/24/2016	Canada Customs And Revenue	\$ 6,668.00
627681	8/9/2016	Canada Customs And Revenue	\$ 3,997.03
626687	8/9/2016	Canada Customs And Revenue	\$ 9,470.85
627416	8/9/2016	Canada Customs And Revenue	\$ 8,200.77
605974	8/12/2016	Canada Customs And Revenue	\$ 1,822.87
627982	8/12/2016	Canada Customs And Revenue	\$ 373.26
626020	8/12/2016	Canada Customs And Revenue	\$ 509.54
204543	8/12/2016	Teachers' Pension Plan	\$ 19,386.26
204540	8/12/2016	Municipal Pension Plan	\$ 3,798.76
204464	8/12/2016	Municipal Pension Plan	\$ 6,713.74
631548	8/15/2016	MINISTER OF FINANCE	\$ 4,848.00
631255	8/15/2016	MINISTER OF FINANCE	\$ 6,404.00
625464	8/18/2016	Pacific Blue Cross	\$ 1,634.10
58697105	8/23/2016	Telus	\$ 963.61
605616	8/24/2016	Canada Customs And Revenue	\$ 7,505.63
629273	8/24/2016	Canada Customs And Revenue	\$ 2,480.00
205374	8/26/2016	Municipal Pension Plan	\$ 5,285.75
M-AUG/16	8/31/2016	Yvette Marie Emerson	\$ 482.00
TOTALS			\$ 90,544.17

MEMORANDUM

SCHOOL
DISTRICT NO. 50
Haida Gwaii

TO **Shelley Sansome**
 Secretary-Treasurer

FROM **Moirá Dubasov**
 Assistant Secretary-Treasurer

SUBJECT: **Teachers Payroll for..... August**

DATE **19-Sep-16**

Period Ending	Pay Period	Payroll Group	Net Amount
15-Aug	PP#1-8Adv	Teachers	\$ -
15-Aug	PP#1-8Adv	AO/Exempt	\$ 22,870.00
31-Aug	PP#1-8	Teachers	\$ -
31-Aug	PP#1-8	AO/Exempt	\$ 35,930.81
Total Net Pay			\$58,800.81

MEMORANDUM

SCHOOL
DISTRICT NO. 50
Haida Gwaii

TO Shelley Sansome
Secretary-Treasurer

FROM Moira Dubasov
Assistant Secretary-Treasurer

SUBJECT: Non-Teachers Payroll for... August

DATE 19-Sep-16

Period Ending	Pay Period	Payroll Group	Net Amount
6-Aug	PP #2-16	CUPE	\$ 14,566.36
6-Aug	PP #2-16	Casuals	\$ 9,055.93
6-Aug	PP #2-16	TOC's	\$ -
20-Aug	PP #2-17	CUPE	\$ 15,385.01
20-Aug	PP #2-17	Casuals	\$ 9,374.76
20-Aug	PP #2-17	TOC's	\$ -
Total Net Pay			\$ 48,382.06

Business MasterCard®

Provided by CUETS Financial



NORTHERN SAVINGS CREDIT UNION

Summary for Account: [REDACTED]

Previous Balance	3,238.30	Statement Date:	August 31, 2016
Total Credits	- 3,238.30	Payment Due Date:	September 21, 2016
Total Debits	+ 3,748.62		
Interest	+ 0.00	Account Credit Limit:	40,000.00
New Balance	3,748.62	Available Credit:	33,885.00
Min. Payment Due:	113.00	Interest Rates	
		Purchases:	19.49%
		Cash Advances:	19.49%

FILE COPY

Slip Date	Post Date	Description	Amount
AUG 18	AUG 18	PAYMENT - THANK YOU	3,238.30CR

Slip Date	Post Date	Description	Amount
AUG 03	AUG 03	BCF - ONLINE COAST CAR VICTORIA CD	300.00
AUG 03	AUG 03	CPC/SCP #0646024 QUEEN CHARLOT CD	86.08
AUG 05	AUG 05	CRIMINAL REC CHECK VICTORIA CD	28.00
AUG 24	AUG 24	ROCK CANDY BOUTIQUE IN HALIFAX CD	3,334.54

Name	Account Number	Transactions Total
[REDACTED]	[REDACTED]	\$3,748.62

8014 0001 3UD 1 7 31 160831

Page 1 of 1

1324 5940 GHM1 01AW8014 18272

Mail Payments to:
CUETS FINANCIAL
P.O. BOX 4637
TORONTO, ON M5W 5C6

Account:	[REDACTED]
Payment Due Date	September 21, 2016
Amount Past Due	0.00
New Balance	3,748.62
Minimum Payment Due:	113.00
Amount Paid: \$	

CONTROL SCHOOL DIST 50
SCHOOL DISTRICT NO.50
PO BOX 69
QUEEN CHARLOTTE BC V0T 1S0

Detach this payment remittance slip and return with cheque or money order payable to "CUETS Financial". Payable at most Financial Institutions



NORTHERN SAVINGS CREDIT UNION

Summary for Account: [REDACTED]

Previous Balance	0.00	Statement Date:	August 31, 2016
Total Credits	- 0.00	Payment Due Date:	September 21, 2016
Total Debits	+ 0.00		
Interest	+ 0.00	Account Credit Limit:	40,000.00
New Balance	0.00	Available Credit:	37,634.00
Min. Payment Due:	0.00	Interest Rates	
		Purchases:	19.49%
		Cash Advances:	19.49%

FILE COPY

This is a courtesy statement only.
Payment will be remitted by your employer.

Slip Date	Post Date	Description	Amount
AUG 03	AUG 04	BCF - ONLINE COAST CAR VICTORIA CD	300.00
AUG 03	AUG 05	CPC/SCP #0646024 QUEEN CHARLOTCD	86.08
AUG 05	AUG 08	CRIMINAL REC CHECK VICTORIA CD	28.00
AUG 24	AUG 25	ROCK CANDY BOUTIQUE IN HALIFAX CD	3,334.54
AUG 31	AUG 31	TOTAL PURCHASES \$3,748.62	0.00
		TOTAL \$3,748.62	

8014 0001 3UD 1 7 31 160831

Page 1 of 1

1324 5940 G8M1 01AWB014 18271

Mail Payments to:
CUETS FINANCIAL
P.O. BOX 4637
TORONTO, ON M5W 5C6

Account: [REDACTED]

Payment Due Date September 21, 2016
Amount Past Due 0.00
New Balance: 0.00

Minimum Payment Due: 0.00

Amount Paid: \$

PFDCU3UD 018271

MARISSA JONES
SCHOOL DISTRICT NO.50
PO BOX 69
QUEEN CHARLOTTE BC V0T 1S0

Detach this payment remittance slip and return with cheque or
money order payable to "CUETS Financial". Payable at
most Financial Institutions



F.W. Voelkl, CPA, CA
C.M. Kelley, CPA, CA (incorporated professional)



CPA CHARTERED
PROFESSIONAL
ACCOUNTANTS

P.O. Box 819
228 Wallace St.
Hope, B.C. V0X 1L0

Office 604-869-5634
Fax 604-869-2381

September 20, 2016

SCHOOL DISTRICT NO. 50 (Haida Gwaii)
Ms. Shelley Sansome, Secretary-Treasurer
PO Box 69
Village of Queen Charlotte, BC
V0T 1S0

Dear Ms. Sansome:

Enclosed please our Internal Management Report. The Internal Management report is an evaluation and assessment of the accounting and internal controls in effect for the year ended June 30, 2016. The report is intended as an independent assessment of the controls and procedures in use, and should be used as a basis for the ongoing enhancement of the financial, accounting, and reporting functions. Other than to the Ministry of Education as required by the School Act of BC the distribution of this report to third parties is prohibited without our express written consent.

The implementation of any of the recommendations or desired enhancements is at the discretion of senior Management based on their evaluation of the appropriateness and cost effectiveness of the recommendations.

Should you have any questions or require any explanations or changes, please feel free to call. at your earliest convenience.

Yours very truly,

McCONNELL, VOELKL
Chartered Professional Accountants



Christopher M Kelley, CPA, CA

Encl.



F.W. Voelkl, CPA, CA
C.M. Kelley, CPA, CA (incorporated professional)



CPA CHARTERED
PROFESSIONAL
ACCOUNTANTS

P.O. Box 819
228 Wallace St.
Hope, B.C. V0X 1L0

Office 604-869-5634
Fax 604-869-2381

INTERNAL MANAGEMENT REPORT

SCHOOL DISTRICT NO. 50 (Haida Gwaii)
Ms. Shelley Sansome, Secretary-Treasurer
PO Box 69
Village of Queen Charlotte, BC
V0T 1S0

Dear Ms. Sansome:

We have examined the accounts, performed detailed tests of the transactions and completed a financial review of the results of **SCHOOL DISTRICT NO. 50 (HAIDA GWAI)** for the year ended June 30, 2016. Our examination included a review of accounting procedures and internal controls, and included tests of the accounting records, internal controls, and supporting documents as we considered necessary in the circumstances.

ACCOUNTING PROCEDURES:

Overview:

The general accounting procedures are adequate to assure that transactions will be, in all material respects, accurately recorded, distributed and allocated in the accounts of **SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**.

INTERNAL CONTROLS:

Overview:

The internal controls over the payroll and purchasing functions and for those other areas where we relied on them, are adequate to assure that the financial reports produced by management, in all material respects, fairly reflect the result of operations and financial position of **SCHOOL DISTRICT NO. 50 (HAIDA GWAI)** for the period tested.

....continued

ACCOUNTING BOOKS AND SUPPORTING RECORDS:

Overview:

We are pleased to report that, in all material respects, we found the books and records orderly, well kept and up-to-date, and to the best of our knowledge from the test checks that we conducted, the books and the detailed records accurately reflect the underlying transactions of SCHOOL DISTRICT NO. 50 (HAIDA GWAI) for the year ended June 30, 2016.

Exception noted:

The School District applied for, and received, a \$90,000 grant from the Province of British Columbia's Ministry of Community, Sport and Cultural Development to support after school sport and arts programs in Haida Gwaii. The full amount of the grant was then assigned to the Haida Gwaii Recreation Commission. However the School District was unable to provide to the auditor the signed funding agreement nor was it able to provide any documentation on the reporting requirements of the grant.

Recommendation:

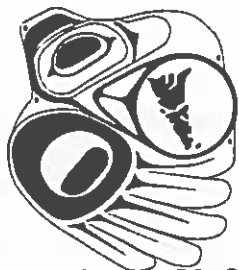
The district develop and maintain a tracking system for grant applications submitted to various funding agencies to ensure adequate documentation is kept on the application process and the required reporting for the grants received.

Yours truly,

McCONNELL, VOELKL
Chartered Professional Accountants

A handwritten signature in black ink, appearing to read "Chris Kelley", with a stylized flourish at the end.

Christopher M Kelley, CPA, CA



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

August 31, 2016

107 Third Avenue, PO Box 69
Village of Queen Charlotte BC V0T 1S0
Tel: (250)559-8471 Fax: (250)559-8849
www.sd50.bc.ca

McConnell, Voelkl
P.O. Box 819
28 Wallace St.,
Hope, B.C.
V0X 1L0

Dear Sirs:

In connection with your audit of our financial statements for the fiscal year ended JUNE 30, 2016, we submit the following representations, according to the best of our knowledge and belief:

1. The School District had satisfactory title to all recorded assets, and all mortgages, liens or other encumbrances thereon have been recorded in the accounts, and no asset owned by the School District at the year end was, or is now, pledged or deposited in escrow as security for liabilities or performance of contracts, etc., except as noted in the notes to the financial statements.
2. The accounting principles and policies followed during the current fiscal period are consistent with those followed during the previous fiscal period.
3. No extraordinary or non-recurring items of income and expenditure of material amount are included in the statement of operating revenue and expenditure which have not been discussed with you.
4. No events or facts have been discovered since the year end which would make the balance sheet as of that date or the statement of income for the fiscal period then ended materially inaccurate or misleading.
5. Marketable Securities, Term Deposits, or Certificates of Investment

All securities owned by the School District are recorded in the accounts and such securities are free from hypothecation or assignment except as indicated in paragraph 1 above. These securities were valued at cost as at the year end, and there has been no significant decline in their value since that date. All income earned on these securities has been recorded in the accounts.

6. Receivables:
 - a) The grants, agency and other accounts receivable at JUNE 30, 2016 represent valid claims against debtors. A sufficient allowance has been made for any losses from uncollectible accounts. The accounts receivable are free from any hypothecation or assignment.
 - b) At the year end there were no debts nor loans owing to the School District from its trustees or officers, or companies in which its trustees or officers hold, individually or collectively a majority interest.
7. The prepaid expenses at JUNE 30, 2016 represent all significant outstanding amounts.
8. Capital Assets
 - a) Charges to capital asset accounts represent all actual additions to capital assets during the year and are stated at actual cost, and the carrying value of all property, plant and equipment sold, destroyed, abandoned or otherwise disposed of or considered to be obsolete and of no further use has been removed from the accounts.

9. Liabilities

- a) With the possible exception of a few minor amounts, all direct liabilities and accruals of the School District as at the year end have been recorded. Specifically all payroll costs, benefits and existing liabilities have been recorded, and there were no debts owed by the School District to trustees, officers, or employees of the School District except for amounts arising out of the normal course of activity.
- b) Deferred revenues on hand at JUNE 30, 2016 represent all significant outstanding amounts.
- c) There were no contingent liabilities at JUNE 30, 2016 not provided for in the accounts except as noted in the notes to the financial statements.

10. Contractual obligations for plant construction and purchases of plant, property, and equipment have been adequately disclosed in the June 30, 2016 financial statements.

11. The Special Purpose fund balances on hand as at JUNE 30, 2016 represent all significant outstanding amounts.

12. At the year end the School District had no unfilled purchase commitments in excess of normal requirements or at prices materially in excess of prevailing market prices.

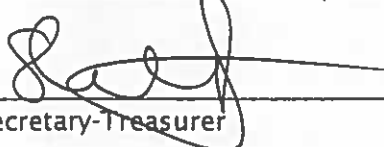
13. The School District has complied with all requirements of the School Act of British Columbia with respect to accounting practices and financial statements.

14. General

- a) All minutes of meetings of District Trustees and District Staff were exhibited to you. These minutes represent a complete and authentic record of all such meetings, and they include all information or transactions discussed at the meetings which would materially or adversely affect these financial statements.
- b) All accounting and financial records, related data, and material information you requested or whose existence you should have been made aware of has been provided to you.
- c) We have responded fully to all enquiries made of us about the records, accounts, and activities of the School District and have fully disclosed all transactions conducted with/or agreements entered into with any related person.
- d) We are not aware of any fraud and/or illegal activities by individuals representing the School District, nor are we aware of any litigation pending against the School District for alleged violations of federal, provincial or local laws, which would have any material effect on the School District's financial statements.
- e) We understand that the examination which you recently completed was made to enable you to express an unqualified audit opinion on our financial statements, and that your auditing procedures, including your test of accounting records, were limited to those which you considered necessary in the circumstances. We understand also, that such test examinations would not necessarily disclose all defalcation, shortages or irregularities, should any exist, and no shortages or other irregularities have been discovered that were not disclosed to you.
- f) We have read and reviewed your audit opinion as well as the School District's financial statements as prepared, and approve the publication and issuance of these financial statements. With our consent you may distribute these financial statements directly to all interested parties.

Yours truly,

SCHOOL DISTRICT NO. 50 (HAIDA GWAI)


Secretary-Treasurer

REQUEST FOR QUOTATION JEWELRY PROGRAM

The Board of Education of School District No. 50 (Haida Gwaii) is requesting quotes for the supply of silver pendants with the district logo carved onto the jewelry. All enquiries and proposals regarding this Request for Quotation must be directed to:

Ms. Shelley Sansome, Secretary Treasurer
School District No. 50 (Haida Gwaii)
PO Box 69
Village of Queen Charlotte, BC V0T 1S0

Ph: 250-559-8471, extension 103

Fax: 250-559-8849

Email: ssansome@sd50.bc.ca

The lowest or any quotation will not necessarily be accepted. The district reserves the right to terminate this Request for quote process for any reason, at any time.

Pendants of the district logo shall be carved on silver and be 1.5 inches diameter. The successful carver will provide a sample of each design to be paid for and approved by the district prior to additional orders. A delivery date within four weeks of award is requested.

District Logo



Proposals should be received on or before Thursday, November 10, 2016 at 3:00 PM. The district prefers electronic submission of proposals. The subject line of the email should read Jewelry Program. Proposals should be in Word or pdf file. Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the email address. The district will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the district will not be liable for any damages associated with proposals not received. If there is no ability to submit electronically a paper copy of the proposal may be submitted.



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

ACTION SHEET

TO: The Board of Education

FROM: Shelley Sansome, Secretary Treasurer

DATE: September 19, 2016

SUBJECT: Five-Year Capital Plan

DISCUSSION

School districts' annual Five-Year Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in the Three-Year Fiscal Plan and longer term capital planning.

Part of the district's capital planning process is to review the facility needs for Masset, BC. Tahayghen Elementary and Gudangaay Tlats'gaa Naay Secondary are both significantly under-utilized, and with the expansion of Chief Matthews School improvement to these numbers is unlikely.

The Ministry of Education conducted a facility inspection for our district and reported Tahayghen Elementary to have the highest Facility Condition Index (FCI) and Gudangaay Tlats'gaa Naay Secondary not far behind. The higher the FCI, the worse the condition of the asset. Combining and replacing these two schools has been included in the district's Five-Year Capital Plan submission since 2011. This is the districts priority and therefore the sole project included in this year's submission.

School Districts must submit their 2016/17 annual Five-Year Capital Plan by September 30, 2016. In accordance with Section 142 of the *School Act*, annual Five-Year Capital Plan submissions must be approved by resolution of the school districts Board of Education.

RECOMMENDATION

THAT the Haida Gwaii Board of Education approve the five-year capital plan submission to combine and replace Tahayghen Elementary and Gudangaay Tlats'gaa Naay Secondary Schools.



SCHOOL DISTRICT 50
Haida Gwaii

Tahayghen Elementary & Gudangaay Tlats'gaa Naay
Masset, BC
PROJECT IDENTIFICATION REPORT
September 2016

Craven|Huston|Powers|Architects

CHPA



SCHOOL DISTRICT 50
Haida Gwaii

Tahayghen Elementary and Gudangaay Tlats'gaa Naay School

(previously George M. Dawson Secondary)
Masset, British Columbia

PROJECT IDENTIFICATION REPORT

SUBMITTED September 2016



PREPARED FOR:

Shelley Sansome, Secretary Treasurer
School District No.50 Haida Gwaii
PO Box 69
107 3rd Avenue
Queen Charlotte, BC V0T 1S0

PREPARED BY:

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TABLE OF CONTENTS

1.0 Project Directory	4
2.0 Introduction.....	5
3.0 Problem Statement and Project Rationale.....	6
4.0 Preliminary Costs Estimates and Benefits	7
5.0 Project Site Description.....	8
6.0 Student Capacity of Schools and Enrolments.....	9
7.0 Physical Development Options.....	11
7.1 Option A - New School	
7.2 Option B - Partial Demolition/Addition	
7.3 Option C - Renovation	
8.0 Consideration of Additional Partners in the School and Project	
Funding Plan.....	18
9.0 Ministry Priorities Table.....	19
10.0 Procurement Method.....	20
11.0 Project Budget Estimate and Project Schedule.....	23
11.1 Project Budget Estimate	
11.2 Facility Condition Assessment Summary Sheets	
11.3 Project Schedule	
12.0 Risk Management.....	26
13.0 Building Code Analysis.....	27
14.0 Design Aid Sheets.....	28
 APPENDIX A FACILITY EXPENSES.....	 31
APPENDIX B STAFF SAVINGS.....	32
APPENDIX C ENERGY MODEL PRELIMINARY REPORT.....	33



1.0 PROJECT DIRECTORY

Client/Project Manager

School District No.50 (Haida Gwaii)

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2.0 INTRODUCTION

School District No. 50 (Haida Gwaii) faces declining enrolment in the Masset area. There are two schools in town:

TAHAYGHEN ELEMENTARY SCHOOL located at 2151 Tahayghen Drive is designed for 450 kindergarten to Grade 7 students. Built in 1970, this school enrolment is currently at 60 students and shows few signs of increasing in capacity in the future.

Architecturally, the building has excess space; all classroom teaching spaces and support facilities have expanded to usurp this oversized school.

Structurally, the exterior frame is on the exterior of the building, exposed to Haida Gwaii climate. Ultimately, upgrades will be required.

Mechanically, air movement and heating is being provided for a building that is twice the size of what is necessary for the student enrollment.

Electrically, continuous upgrades are necessary for information technology and reorienting existing services to suit new, expanded spatial layouts.

GUDANGAAY TLATS'GAA NAAY SCHOOL (previously GEORGE M. DAWSON SECONDARY SCHOOL) located at 1647 Collison Avenue is designed for 350 Grade 8 to 12 students. This school enrolment is currently at 104 students and will not be increasing in capacity in the near future.

Architecturally, the school has been constructed in distinct blocks; the library fronts the main street, the classroom block addresses Cook Street, another classroom block runs into the field behind a gymnasium / wood shop block.

Structurally, large concrete buttresses have been appended to the gymnasium / wood shop block to attempt a seismic upgrade of the facility.

Mechanically, a recent boiler room addition / upgrade has attempted to address deficiencies in the air handling system.

Electrically, renovations are constant to keep up with demands on the aging infrastructure. This project identification report will review proposed options for consolidating these two schools.



3.0 PROBLEM STATEMENT AND PROJECT RATIONALE

Problem Statement

The concerns facing Tahayghen Elementary and Gudangaay Tlats'gaa Naay Schools are the highest priorities for School District No. 50 (Haida Gwaii).

Due to declining enrolment, the School District faces continued maintenance and operating costs on two aging and significantly oversized schools inappropriate for the intended use.

Tahayghen Elementary School, designed for 450 Kindergarten to Grade 7 students, currently houses 65 students in its large facility.

Gudangaay Tlats'gaa Naay School, located 4 blocks from Tahayghen in downtown Masset, was designed for 350 Grade 8 to 12 students and has a current population of 105 students.

Tahayghen Elementary continues to undergo renovations to this 1970 facility. Mechanical, boiler plant, electrical and functional alterations are ongoing. Visual evidence of required inevitable exterior envelope upgrades are evident.

Renovations to expand into available space have attempted to make better use of the sparsely populated facility.

The ongoing maintenance and operating costs to keep both facilities functioning (at half capacities) is costly. Combining the students into one facility at the Gudangaay Tlats'gaa Naay site will be economically more efficient and will create a unified community school. In addition, the potential sale of Tahayghen Elementary School and site could be considered.

The district has attempted to adapt the schools to the small student population by demolishing classroom partitions and combining 2 classrooms into single larger classrooms. Discontinuing a large section of the schools to suit the population is not an option as the electrical and HVAC systems are integrated through the school as a whole. A variety of system upgrades and repairs have been applied but such continued upgrades are costly for two large schools serving small populations.

After review of overall catchment divisions, the School District has determined that Masset is too remote and far from other island facilities for the option of combining catchments.

Project Rationale

The proposed options are based on an economic rationale that the financial capital costs of constructing a new significantly smaller school containing grades K through 12 or renovating Gudangaay Tlats'gaa Naay School to accommodate grades K through 12 will outweigh the longer term costs of continually maintaining, operating and upgrading 2 separate oversized schools. The proposed estimated cost of Option A is \$23.3 million; Option B is \$20.7 million; and Option C is \$4.9 million.



4.0 PRELIMINARY COST ESTIMATES AND BENEFITS

OPTIONS	DESCRIPTION	CAPITAL COSTS	LIFE CYCLE COSTS	BENEFITS/ CONSIDERATIONS
BASE CONDITION	<ul style="list-style-type: none"> Continue to provide school programming in 2 existing under-capacity schools 	N/A	Annual Facility Expenses for 2 schools: \$269,298.27 Significant infrastructure also required for replacement of aging infrastructure	<ul style="list-style-type: none"> No immediate capital costs High long term operating costs due to aging & inefficient building systems
OPTION A DEMOLITION, NEW FACILITY Relocation of programs to better utilize existing space	<ul style="list-style-type: none"> Construct new combined K-12 school facility with community partners Demolish existing secondary school Sell elementary school building and site 	\$24.3 Million	\$312,250 annual staff reductions and \$214,483 annual operational savings totaling \$535,733 cost reduction each year	<ul style="list-style-type: none"> Discontinuing one full building will significantly reduce operating costs Combining staff and resources will reduce duplicate services Complete purpose built facility with maximum flexibility to meet school and community needs Overall maximum reduction of area for lower long term costs New building and efficient systems will extend lifespan and reduce operating and maintenance costs
OPTION B RENOVATION, DEMOLITION, ADDITION Relocation of programs to better utilize existing space	<ul style="list-style-type: none"> Relocate elementary school to existing secondary site Sell elementary school building and site Selectively retain portions of existing secondary school Construct new school areas to accommodate elementary population and community partners 	\$22.1 Million	Significant annual cost reduction from current \$269k annual costs based on one facility instead of 2 and modern efficient HVAC systems. (Energy model details were not provided for this option) \$312,250 annual staff reductions	<ul style="list-style-type: none"> Discontinuing one full building will significantly reduce operating costs Combining staff and resources will reduce duplicated services New addition will be purpose built to suit need and will include higher efficiency systems Lifecycle savings not to extent of Option A as retained portions of school will be older
Option C RENOVATION Relocation of programs to better utilize existing space	<ul style="list-style-type: none"> Relocate elementary school to existing secondary school. Sell elementary school building and site Extensively renovate existing secondary to accommodate elementary school 	\$4.9 Million	Significant annual cost reduction from current \$269k annual costs based on one facility instead of 2 and modern efficient HVAC systems. (Energy model details were not provided for this option) \$312,250 annual staff reductions	<ul style="list-style-type: none"> Discontinuing one full building will significantly reduce operating costs Combining staff and resources will reduce duplicated services Operating and maintenance cost savings not as significant as new options Renovations could be phased with school operation during construction or both schools could operate from the elementary school while renovations are made



5.0 PROJECT SITE DESCRIPTION

Haida Gwaii School District, like most other school districts in British Columbia, has experienced declining enrolment in school-age children on a district-wide basis. Haida Gwaii School District population has fallen since the 1990's. A cessation in island logging coupled with a military withdrawal has created a population exodus from the islands.

The two schools are in the same vicinity. Adjacent to downtown, both school sites are reasonably flat, level and ample.



GUDANGAAY TLATS'GAA NAAY SCHOOL is located on Cook Street and set just back from Collison Avenue one block south of Main Street downtown. The school is adjacent to a large playfield to the north, an empty field to the east, commercial development across Collison to the south, and potential commercial space to the west, across Cook Street.

A walking/cycling path separates the school from the playfield to the north.

- A – Grade change up stairs at street to access school
- B – Walking / cycling path
- C – Remote learning centre

TAHAYGHEN ELEMENTARY SCHOOL is located on Tahayghen Drive, just north and west of downtown's Main Street. The school is bounded on three sides by very low density housing. The playfield culminates at Northwest Drive beyond which is a large tract of forest.





6.0 STUDENT CAPACITY OF SCHOOLS AND ENROLMENTS

1 Tahayghen Elementary

- Constructed for 450 Kindergarten – Grade 7 students
- Current enrolment – 60 students

2 Gudangaay Tiats'gaa Naay (previously G.M. Dawson Secondary)

- Designed for 350 Grade 8-12 students
- Current enrolment – 104 students

3 Port Clements Elementary

- Constructed for 46 Kindergarten – Grade 7 students
- Current enrolment – 36 students

4 Sk'aadgaa Naay Elementary

- Constructed for 251 Kindergarten – Grade 7 students
- Current enrolment – 143 students

5 Gidgalang Kuuyas Naay (previously Queen Charlotte Secondary)

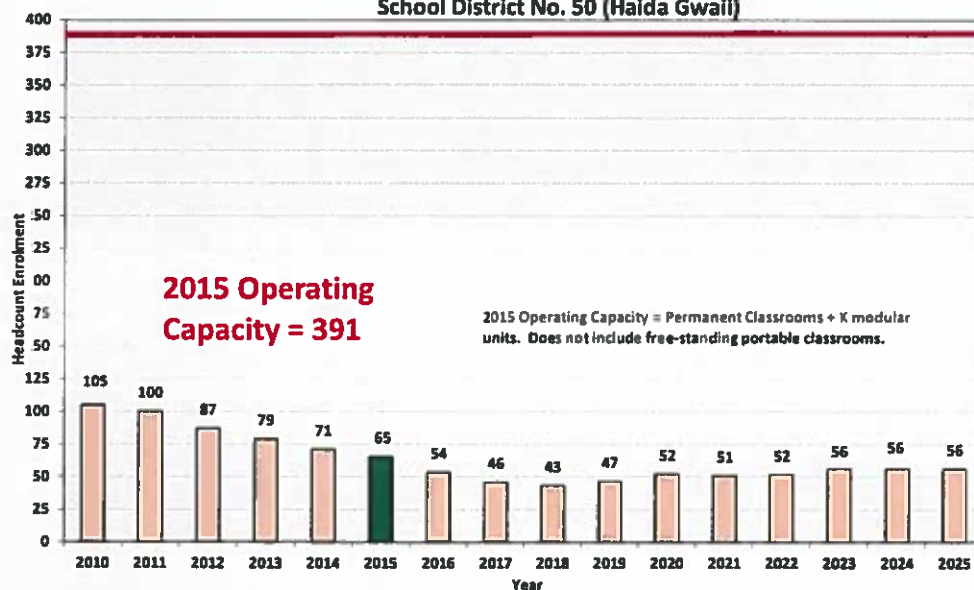
- Constructed for 250 Grade 8-12 students
- Current enrolment – 136 students

6 Agnes L. Mathers Elementary Secondary

- Constructed for 115 Kindergarten – Grade 12 students
- Current enrolment – 36 students

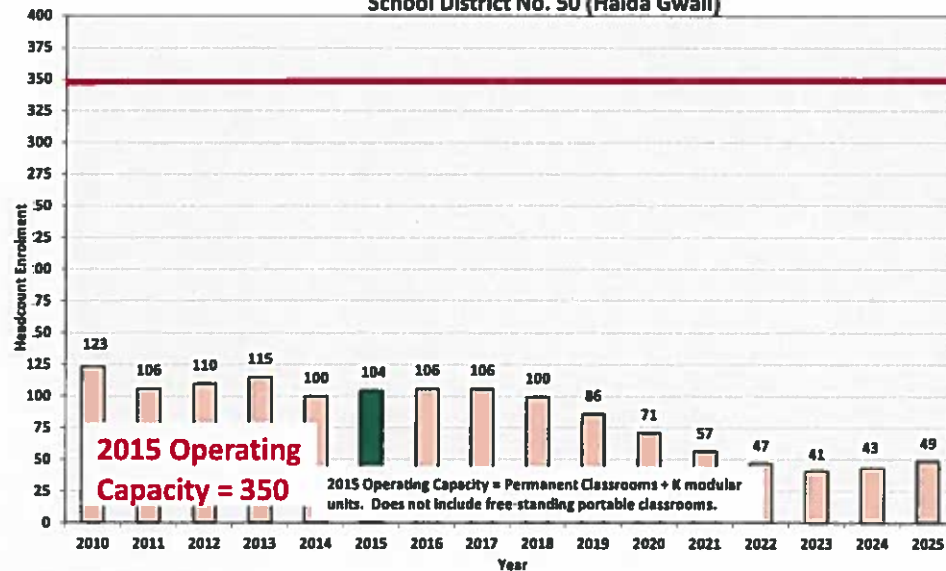


Tahayghen Elementary School
Historical and Projected Total Headcount Enrolment
School District No. 50 (Haida Gwaii)

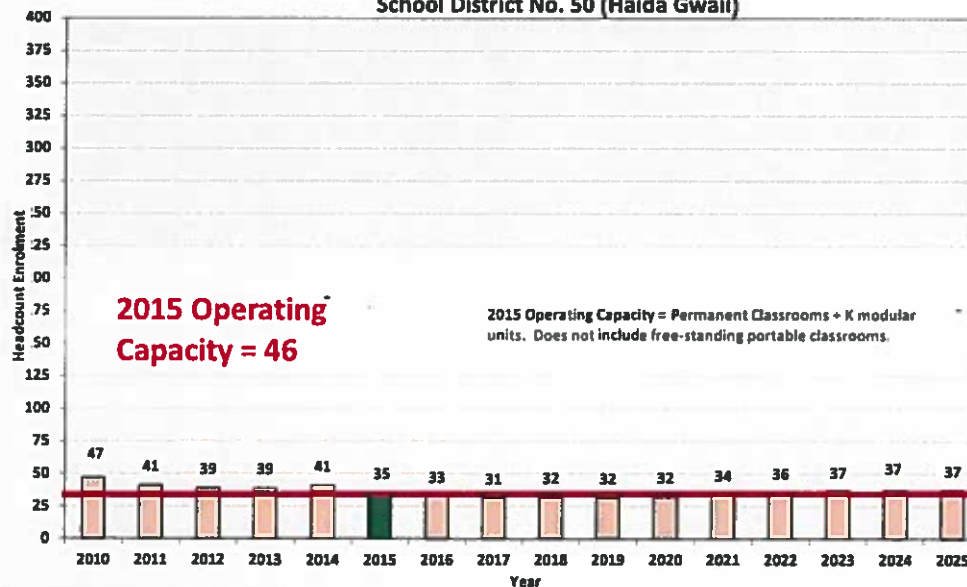




George Dawson Secondary School
Historical and Projected Total Headcount Enrolment
School District No. 50 (Haida Gwaii)



Port Clements Elementary School
Historical and Projected Total Headcount Enrolment
School District No. 50 (Haida Gwaii)



7.0 PHYSICAL DEVELOPMENT OPTIONS

OPTION A: New School on Gudangaay Tlats'gaa Naay School Site

Option A considers a new school built adjacent to the existing Gudangaay Tlats'gaa Naay School, accessible from Hodges Avenue.

This plan has the following attributes:

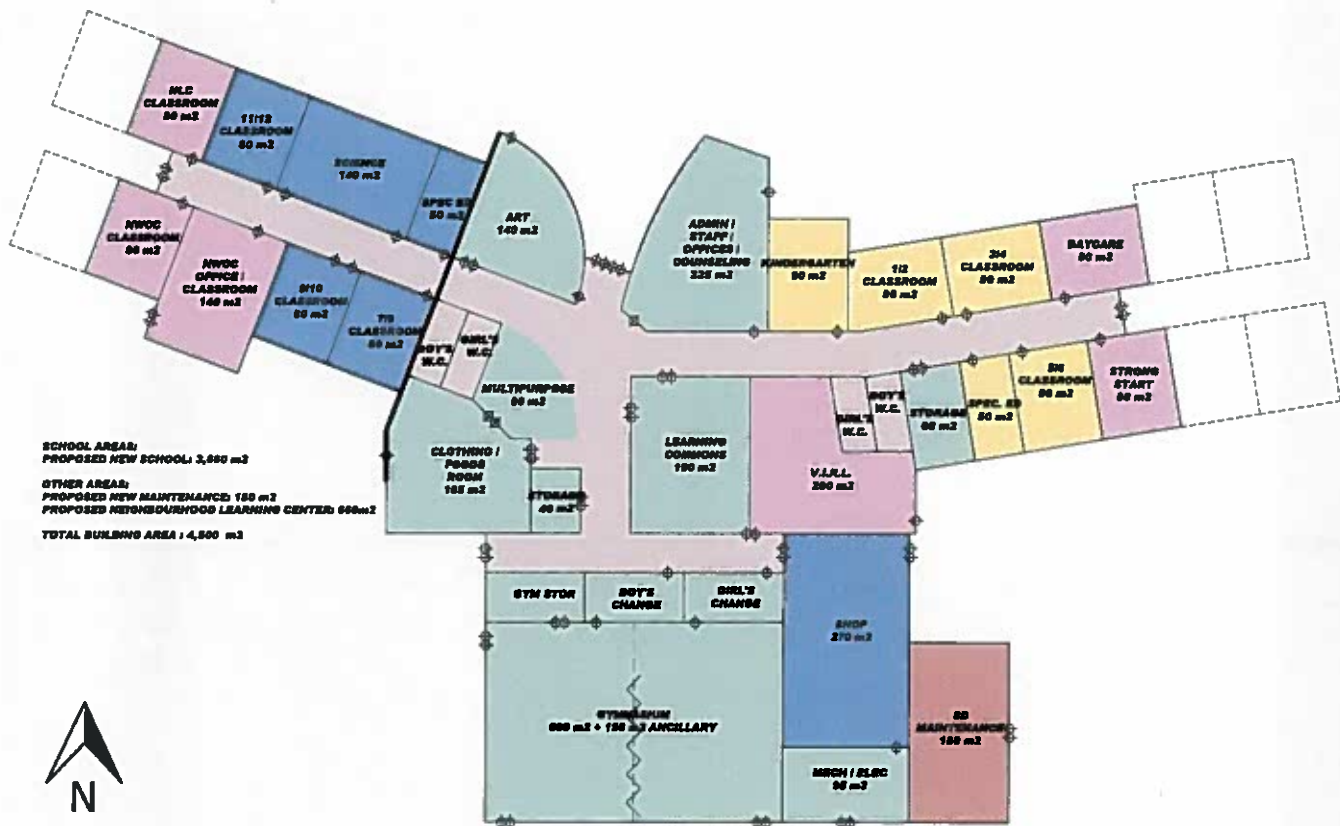
- Allows the existing school to remain in operation during construction, with little disruption to students and staff.
- Provides an elementary wing, separate from the secondary wing.
- Possibility of future expansion is considered.
- The school is designed for 125 elementary students and 200 secondary students (the Ministry nominal minimum).
- Several areas will be shared:
 - Library
 - Computer
 - Administration
 - Gymnasium (shared with community)
 - Gym ancillary
 - Home economics
 - Multi-purpose space
 - Art room
 - Neighborhood Learning Centre (distributed throughout)

(See attached site plan and floor plan drawings.)





OPTION A FLOOR PLAN





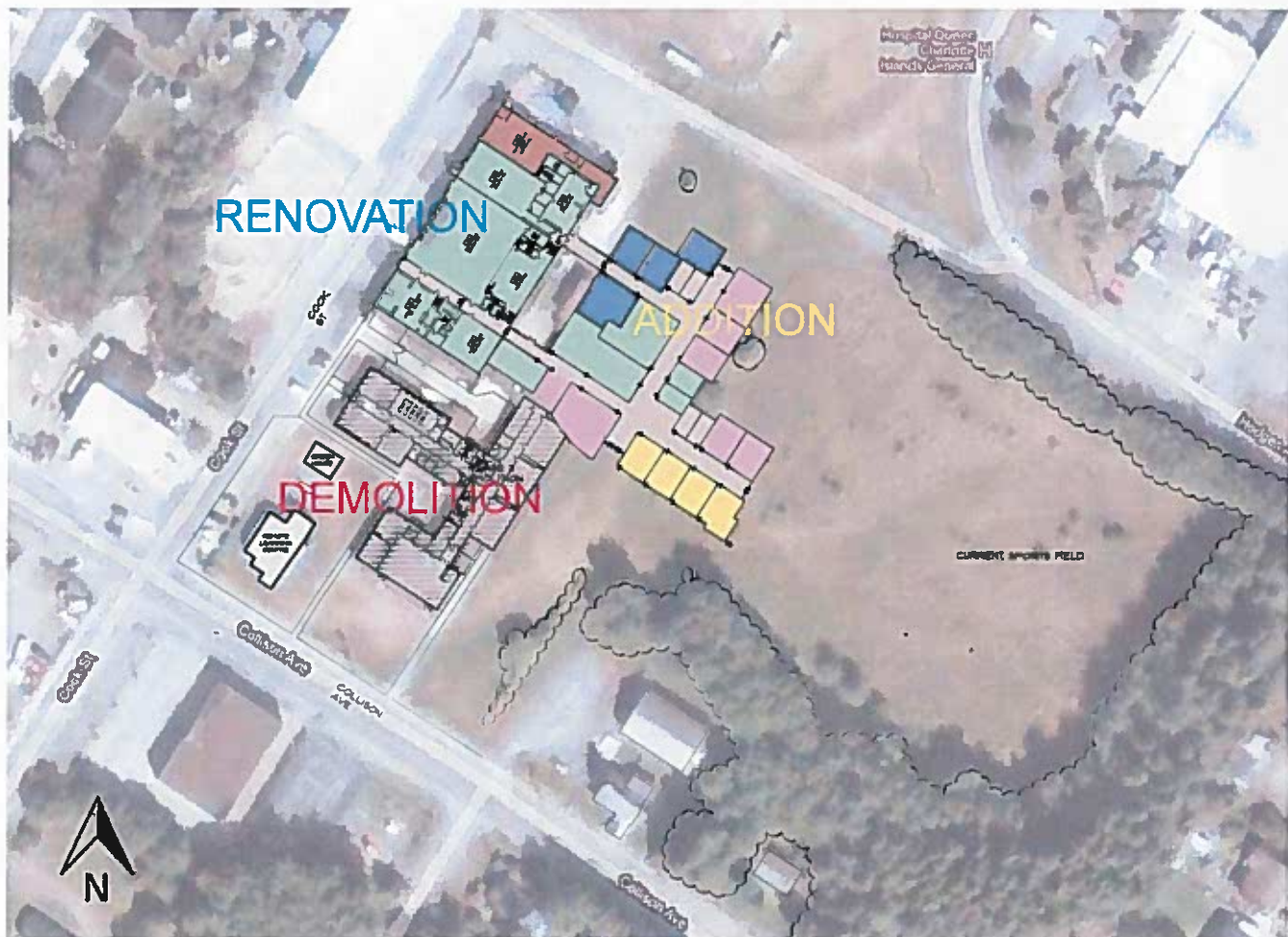
OPTION B: Partial Demolition/Addition to Gudangaay Tlats'gaa Naay School

Identified for the same number of students as Option A, Option B has the following attributes:

- Maintain the existing maintenance shop, wood shop, art room, gymnasium, home economics room and lunch room.
- Demolition of the remaining school.
- Addition of new secondary wing classrooms and a new elementary wing.
- Addition of additional, shared spaces.
- Future expansion has been considered.
- Upgrade mechanical systems in existing school areas.
- Neighborhood Learning Centre.
- Several areas are shared as identified in Option A.

(See attached site plan and floor plan drawings.)

OPTION B SITE PLAN





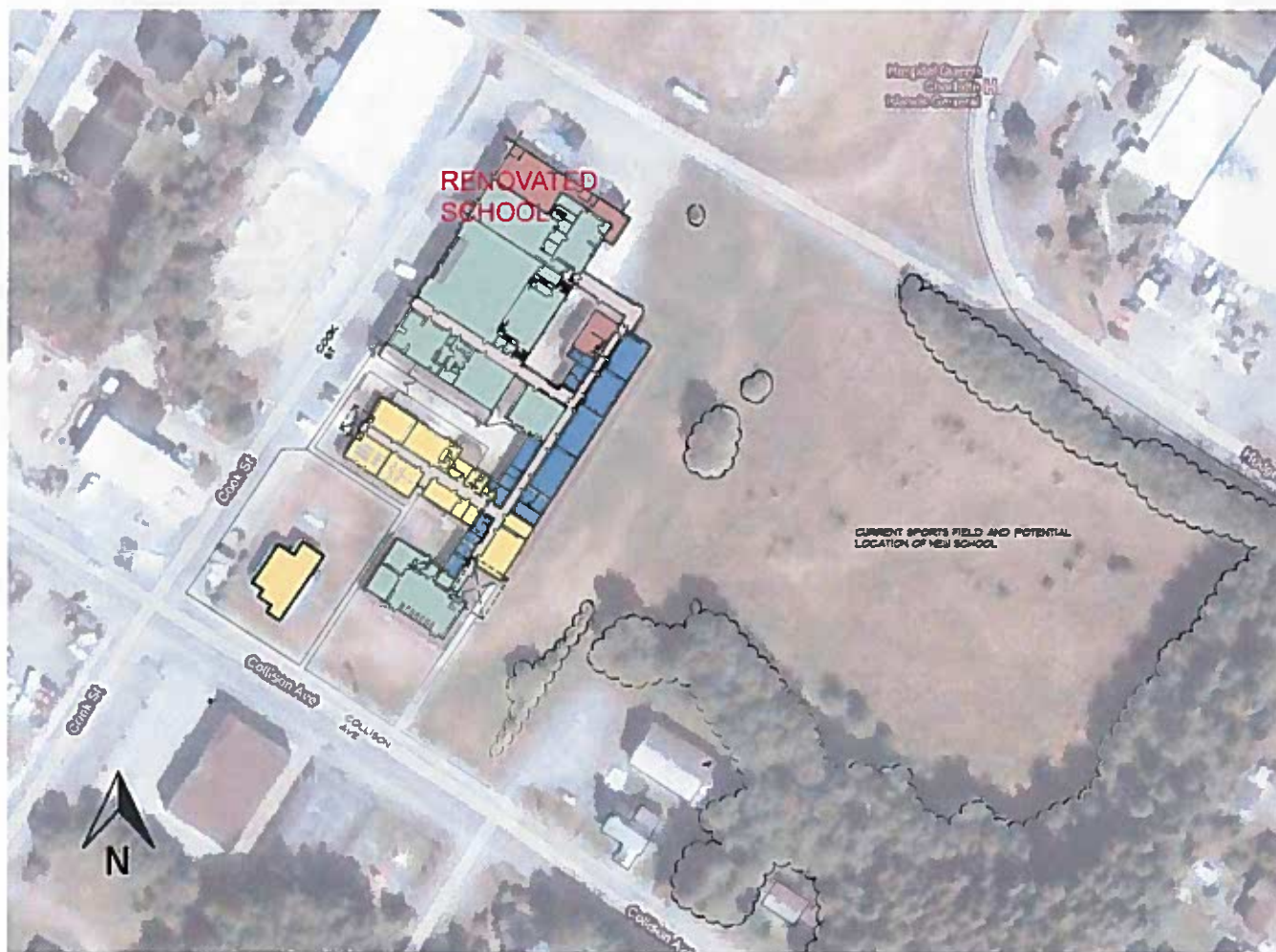
OPTION C: Renovation of Gudangaay Tlats'gaa Naay School to include Elementary Population

Identified for the same number of students as Option A and B, Option C has the following attributes:

- Renovates and re-uses the existing secondary school in its entirety.
- Incorporates the elementary school within the existing secondary to make use of unused secondary spaces.
- Several areas are shared as identified in Options A and B
- Renovations can be phased to allow continual use of the building or the Secondary school can temporarily occupy the oversized existing elementary school during renovations.
- While most of the existing school is proposed to be renovated under this option, some areas are to remain unchanged at this point, including the existing wood shop, maintenance shop, home economics room (renovated in 2016) and lunch room. The gymnasium and stage will only receive a partial renovation, including new ceiling and wall finishes, and new lighting.

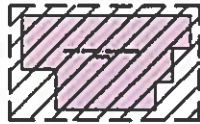
(See attached site plan and floor plan drawings.)

OPTION C SITE PLAN





OPTION C FLOOR PLAN



NORTHWEST COMMUNITY COLLEGE



PLAN OF AREA OVER STAGE
00m SL



PLAN OF AREA UNDER STAGE
100m SL

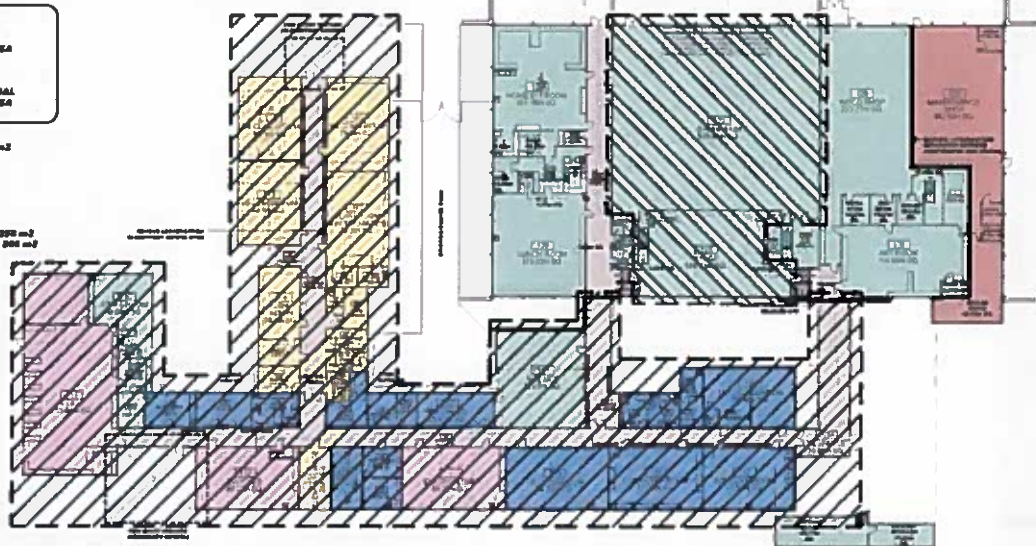
UPPER STAGE LEVEL

BELOW STAGE FLOOR PLAN



SCHOOL AREAS:
EXISTING SCHOOL TO REMAIN: 4,451 m²
TOTAL PROPOSED SCHOOL: 3,796 m²
RENOVATED AREAS:
- FULL RENOVATION: 2,534 m²
- PARTIAL RENOVATION: 878 m²
- TOTAL RENOVATION: 3,412 m²

OTHER AREAS:
EXISTING MAINTENANCE TO REMAIN: 250 m²
RENOVATED LEARNING CENTER: 200 m²
- ALL BUILDING AREA: 4,914 m²



MAIN FLOOR PLAN

MEZZANINE OVER WOODWORK & METAL
SHOPS
00m SL
SHOP MEZZANINE PLAN



Options Comparison

The three options below compare existing floor areas and proposed floor areas as a reduction from existing. The most compact option is Option A with an overall floor area reduction of 44% from the existing 2 school condition.

OPTION A: New School on Gudangaay Tlats'gaa Naay School Site	Total existing floor area of 2 schools: Total floor area sold: Area demolished: Area of New School: Total final area of proposed option A: Reduction of area from current 2 schools:	8065 s.m. 3604 s.m. 4461 s.m. 4500 s.m. 4500 s.m. -3565 s.m. -44%
OPTION B: Partial Demolition/Addition to Gudangaay Tlats'gaa Naay School	Total existing floor area of 2 schools: Total floor area sold: Area demolished: Area renovated: Area of addition: Total final area of proposed option B: Reduction of area from current 2 schools:	8065 s.m. 3604 s.m. 1623 s.m. 2800 s.m. 2800 s.m. 5638 s.m. -2427 s.m. -30%
OPTION C: Renovation of Gudangaay Tlats'gaa Naay School to include Elementary School population	Total existing floor area of 2 schools: Total floor area sold: Area demolished: Area of addition: Total final area of proposed option C: Renovated area: - full renovation - partial renovation - total renovation area Reduction of area from current 2 schools:	8065 s.m. 3430 s.m. N/A N/A 4641 s.m. 2334 s.m. 2334 s.m. 676 s.m. 3010 s.m. -3424 s.m. -42%



8.0 CONSIDERATION OF ADDITIONAL PARTNERS IN THE SCHOOL AND PROJECT FUNDING PLAN

Daycare

A daycare room is currently provided at Gudangaay Tlats'gaa Naay and its inclusion is in the proposed options and identified as NLC space.

Strong Start Centre

The Strong Start Centre included in Tahayghen Elementary will require space in the proposed options, to be shared with community daycare.

Maintenance Headquarters

Maintenance headquarters are located in surplus school shop space at Gudangaay Tlats'gaa Naay. This space needs to be maintained with the chosen option.

Remote Learning Center

Haida Gwaii Recreation Centre currently rents this space at Gudangaay Tlats'gaa Naay. The existing remote learning center is an adjunct to the Library and needs to be incorporated in both options (NLC space).

First Nations Language

First Nations language forms an integral part of the school and curriculum and will be accommodated in both options.

Community Partnerships

Inclusion of NWCC (Northwest Community College) and Haida Gwaii Recreation Centre will continue to generate revenue and maintain partnerships with external organizations in the community. They require 2 small classrooms including a small administration area with separate public access.

Project Funding Table

	Capital	Ongoing Revenue
Sale of Property & School	\$ Market Value to be determined	
Ministry	As noted in each option	
Day Care		\$ 200/ month
Strong Start		\$ to be confirmed
Haida Gwaii Recreation Centre		\$ 350 / month
Northwest Community College		\$ 1,000 /month

Operation Savings

As noted, the consolidation of schools will result in an approximate annual savings of \$321,250 for eliminated staff positions and significant reduction in annual operation and maintenance costs of approximately \$214,483 for a total annual savings of \$535,733 with a new facility.



9.0 MINISTRY PRIORITIES TABLE

The table below outlines how the investment will meet the need of 4 of the 5 Ministry priorities.

1. Addressing high risk safety deficiencies.	<ul style="list-style-type: none"> Neither school incorporates student safety measures to address frequent storms/hurricanes or potential sudden flood waters experienced in Haida Gwaii. A new school may consider addressing these measures as a community school. Existing schools are in the seismic 'Low' and 'Medium' ranges. Facility Condition reports indicate various architectural elements without seismic restraint. Both schools have identification of hazardous materials including asbestos throughout various building systems.
2. Contributing to ensuring the existing school assets are maintained at or better than the provincial average of 0.43.	<ul style="list-style-type: none"> Currently Tahayghen is rated at a condition of 0.70, which is 'very poor' and Gudangaay Tlats'gaa Naay is at 0.51 and is in 'poor' condition. A new school built to the appropriate size for the student population could be better maintained at a higher level with reduced cost.
3. Ensuring the school is a critical part of the district infrastructure for the investment return period.	<ul style="list-style-type: none"> The proposed new school is scaled down from the existing 2 schools and will serve the reduced stable school population more efficiently for the investment return period. Capital costs will have returns over time through significantly lower staff, maintenance and operational costs (approximately \$0.54 million annual relocations).
4. Ensuring school districts are managing the schools within their districts to optimal utilization.	<ul style="list-style-type: none"> Current schools are significantly under utilized. A single replacement facility will meet current and projected utilization. Community partners, including the Strong start, Day care and NWCC will ensure the building is utilized to its maximum potential.
5. Supporting areas of rapid growth linked to major economic development.	<ul style="list-style-type: none"> N/A



10.0 PROCUREMENT METHOD

Assessment Criteria- General

Assessment Criteria are developed to assist in the process of determining the best possible delivery method for a particular project and evaluating the specific circumstances surrounding it. Some of these criteria include:

- **Programmatic Requirements-** the ability of the project delivery method to meet the required programmatic objectives over the project's life span.
- **Legal Framework-** the consistency of the project delivery procurement method within the legal and legislative framework of the School District and Ministry of Education.
- **Public Interest-** the effectiveness of the project delivery procurement method in protecting the public interest.
- **Risk Management-** the assessment of risk and risk transfer through third party sharing as they relate to specific project delivery methods.
- **Facility Design/ Construction / Operation-** the degree to which the project delivery method has the ability to provide continuity with respect to serviceability, optimum life cycle costing, longevity and quality of product over a long term basis.
- **Construction Market Climate-** the suitability of the chosen project delivery method with anticipated market economics at time of tender.
- **Facilities Management Capacity-** a review of the capacity and resources of the ownership group to effectively deliver the proposed project delivery method.
- **Geographic Location-** review of the specific factors surrounding the project location that might lead to additional or modified assessment criteria in determining a project delivery method.

Assessment Criteria- Specific to School District No.50 (Haida Gwaii)

Specific assessment criteria unique to the Haida Gwaii School District were compiled with regard to this project. These criteria are:

- **Risk Management** – the minimization of risk to the Ministry and School District by signing a Project Agreement with a fixed Project value.
- **School District Capacity** – consideration of the ability of School District with one or more methods of project delivery.
- **Local involvement** – the ability to source out and retain local labour, trades and products for the facility.
- **Ongoing maintenance** – the need to provide a facility that can be operated and maintained easily, efficiently and economically by School District forces.

Construction Management

Under this method of Project Delivery, the Client typically engages an architectural firm and shortly thereafter, through an evaluative RFP process, selects a Construction Management firm who manages and coordinates the sub-contractors. In this instance the owner has a direct contractual relationship with each package sub-contractor.

Evaluative Comments

This method of project delivery can significantly reduce the amount of time required to design and deliver a project if individual tender packages are let in a sequential manner. Some risk to the owner is realized in doing this and remains in place until all packages are tendered and accepted. This risk can be mitigated by tendering a complete package of tender documents similarly to the Stipulated Sum Method of procurement although concessions in scheduling may be necessary.



Design- Build

This method of procurement requires the contractor to take the lead in engaging the design architect and consultant team directly- they work directly for the contractor and not the Client. The client-School District No.50 (Haida Gwaii) engages a project management consultant to assist in overseeing the design-build process. They provide structure to the process and facilitate client/proponent meetings. Hiring of fairness commissioners and other specialists falls to the project management consultants.

The Client (School District) and the project management consultant then engage services of a separate architectural firm and consultant team to act as a "shadow team" to assist with the evaluation of individual design-build proposals. This team is typically tasked with producing a comprehensive set of Performance Specifications contained in the RFP (Request for Proposals) to ensure that the final product meets the minimum targeted Ministry school facility standards and hopefully, the school district building and maintenance standards.

Evaluative Comments

Extended time requirements are required for this project delivery method and additional costs to the project exist in the duplication of consultants and additional project managers/ facilitators. Risk to the Client is mitigated through a fixed price contract with the contractor, however that risk is 'purchased' by the contractor at a cost of typically two to three times that of a standard Construction Management fee, and included in the fixed contract price.

Stipulated Sum Contract (Design/ Bid/ Build)

The Design/ Bid/ Build method of project delivery is the one used most often for school construction in British Columbia. The processes and roles of key individuals are clearly understood by the construction industry and that familiarity can be an asset in generating greater interest and a more competitive bidding atmosphere at time of tender.

In this traditional method, an architectural firm is engaged by the Client to prepare design and contract documents for the project and to coordinate the consultant team. During the design process, cost estimates are prepared at key intervals with the assistance of a quantity surveyor/ cost consultant and adjustments made to the design, if required. Upon completion of contract documents and specifications, the project is tendered and subsequently awarded to the general contractor with the lowest accepted bid.

Evaluative Comments

Designing and building on Haida Gwaii poses unique challenges. The remoteness of the site means any specialized building products or systems need to be imported. Any complex materials provided for the project need to be maintained by the School District's island personnel. Careful selection of products and material needs to be considered for design, supply and maintenance.

Factors Affecting Procurement Method

The Haida Gwaii workforce is fragile. As evidenced at the successful Port Clements Multi-plex completed in 2009, a strong construction manager sourced local trades, labour and materials to be employed on the project. Spending construction money on the island sustained many and provided a lasting source of pride for the locals in the community.

In addition to creating local work, sourcing island products and labour vastly reduce construction time and building cost. The ability for the client, consultants and construction manager to partner in problem solving product a delivery issues had a direct positive impact on schedule and cost.



Summary

It is the recommendation of School District No.50 (Haida Gwaii) that a Construction Management method of project procurement be implemented in order to meet the needs and timelines of the Masset community.





11.0 PROJECT BUDGET ESTIMATE AND PROJECT SCHEDULE

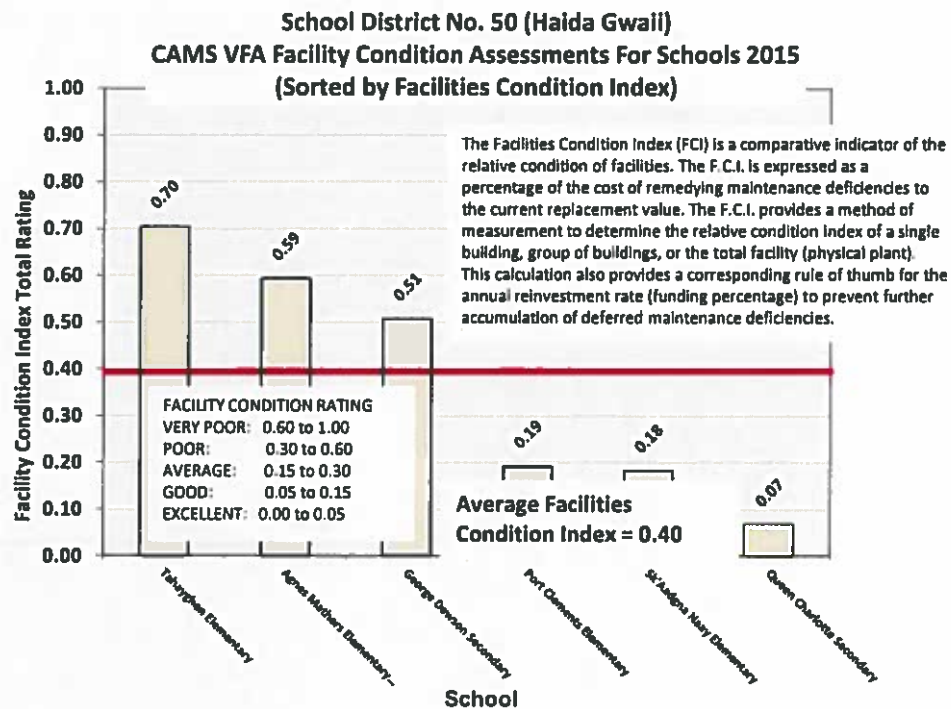
It should be noted that the square foot rates for the renovated areas include contingencies for the remote location of the site and the fact that asbestos abatement will need to occur.

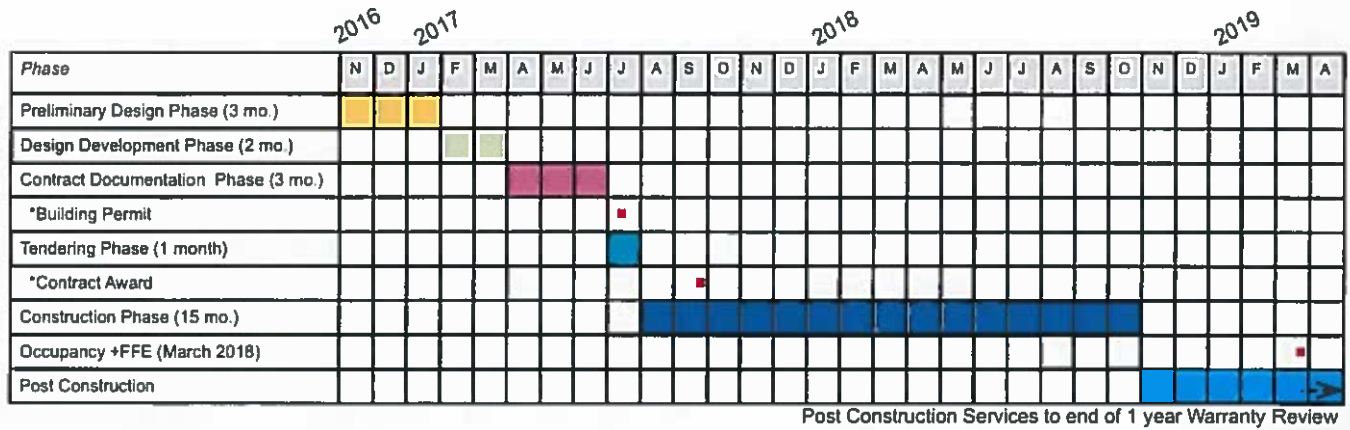
Budget Breakdowns - Gudangaay Tlats'gaa Naay School

	Option A	Option B	Option C
New Construction - sq m	4,453	2,781	
New Construction - sq ft	47,932	29,935	
SQ FT RATE	442	444	
New Project cost	21,193,612.84	13,288,280.99	
Renovation (full) - sq m		2,071	2334
Renovation (full) - sq ft		22,292	25,120
Renovation (partial) - sq m			676
Renovation (partial) - sq ft			7,278
SQ FT RATE (full renovation)		170	170
SQ FT RATE (partial renovation)			90
- Project cost - full renovation		3,789,640.00	4,270,400.00
- Project cost - partial renovation			655,020.00
Div 1 - General Requirements	1,999,914.77	1,249,007.94	
- Living Out Costs	72,000.00	72,000.00	
Div 2 - Site Work	735,399.11	459,279.24	
- Demolition Existing	400,000.00	275,000.00	
- Make Good Playground	0.00	0.00	
Div 3 - Concrete	1,183,203.46	738,946.75	
Div 5 - Steel	160,408.93	100,180.29	
Div 6 - Wood	2,717,552.67	1,697,194.76	
Div 7 - Thermal / Moisture	1,721,359.83	1,075,041.86	
Div 8 - Doors / Windows	720,559.07	450,011.18	
Div 9 - Finishes	871,640.90	544,366.40	
- Make Good Existing	0.00	0.00	
Div 10 - Specialties	34,718.50	21,682.77	
Div 15 - Mechanical	4,553,540.00	2,843,825.00	
- Additional / Change Rooms			
Div 16 - Electrical	2,185,699.20	1,365,036.00	
Contingency	910,708.00	568,765.00	
Consultants	1,834,058.78	1,145,425.81	
Soft Costs / Const Mgmt	1,092,849.60	682,518.00	
Total	21,193,612.84	13,288,280.99	3,789,640.00
Grand Total	21,193,612.84	17,077,920.99	4,925,420.00



As noted below, Tahayghen Elementary is rated as very poor condition and Gudangaay Tlats'gaa Naay is rated in poor condition. Both schools are above the Ministry's Average Facilities Condition Index of 0.40.







12.0 RISK MANAGEMENT

Several factors will play a role in mitigating risk for the proposed school project in Masset.

1. Haida Gwaii is a remote potential project construction location. There are many skilled trades who live and work on the islands. As proven by the Port Clements multi-use facility, employing an appropriate procurement method has an impact on successful project delivery. The construction manager for this project came to live on the island and hired as many local trades as possible. The result was successful on many levels:
 - Employment and dollars were spent locally.
 - A careful overview of local and off island workers minimized overspending and brought the project in on budget.
 - A community sense of pride has been established around the facility.
 - Local maintenance personnel are familiar with the building and its systems.
2. In terms of schedule, delivery of products, equipment and systems in a timely manner is key to maintain completion dates. Early specification and ordering of these items and quick turn around on shop drawing review are vital to maintaining the project schedule.
3. Demolition / phasing of the project. Establish a concise phasing plan in conjunction with the School District and Builder.
4. Servicing new building areas around the existing school.
 - Identify existing systems and equipment and re-route in advance.
5. Reliance on other funding sources.
 - None anticipated.
6. Adverse soils conditions at project site.
 - Soils investigation has been identified and will be further reviewed. (Seismic upgrades with concrete buttresses in the existing facility have been successfully completed.)
7. Financial risk associated with land acquisitions.
 - No property purchase is required. The land is already in School District hands.
8. Loss of playfield/exterior space during construction.
 - Preschedule for alternate locations away from building site will need to be arranged.
9. City approvals.
 - Initiate regular meetings to mitigate the impact of requests by Authorities Having Jurisdiction.
10. Student safety risk.
 - The proposed options are distinct, discreet and can be logically fenced off from the functioning school. On site construction representatives will ensure appropriate safety precautions are followed.
11. Project management risk.
 - As with all construction projects, the owner's ability to manage the project has inherent risk. The School District No.50 (Haida Gwaii) has a very good track record for the delivery of school construction projects. Mr. Ken Campbell and Mr. Angus Young oversaw the successful Port Clements Multi-plex facility project. Alternatively, use of a project management company or a design/build company may serve to mitigate risk concerns.



13.0 BUILDING CODE ANALYSIS

3.2.2.26. Group A Division 2, up to 2 Storeys, Increased Area, Sprinklered

- 1) A building classified as Group A, Division 2 is permitted to conform to Sentence (2), provided
 - a) Except as provided by Sentences 3.2.2.7.(1) and 3.2.2.18.(2), the building is sprinklered throughout,
 - b) it is not more than 2 Storeys in building heights, and
 - c) it has a building area not more than
 - i) 4,800 m² if 1 storey in building height
- 2) The building referred to in sentence (1) is permitted to be of combustible or noncombustible construction used singly or in combination, and
 - a) Floor assemblies shall be fire separations and, if of combustible construction shall have a fire resistance rating not less than 45min,
 - b) mezzanines shall have, if of combustible construction, a fire-resistance rating not less than 45min, and
 - c) loadbearing walls, columns and arches supporting an assembly required to have a fire resistance rating shall
 - i) have a fire-resistance rating not less than 45min, or
 - ii) be of noncombustible construction

Note: Building to be divided by firewall into two buildings under 4800m²

3.1.10.2. Ratings of Firewalls

- 2) A firewall that separates a building or buildings with floor areas containing major occupancies other than Group E or Group F, division 1 or 2 shall be constructed as a fire separation of noncombustible construction having a fire-resistance rating not less than 2h.

3.2.4. Fire Alarm and Detection Systems

- 3.2.4.1.(1) A fire alarm shall be provided in a building in which an automatic sprinkler is installed.



14.0 DESIGN AID SHEETS

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #1 MODIFIED

Grades K to 12

School Name G.M. Dawson Secondary

Facility Code _____

Date October 2015

District School District No. 50 Haide Gwaii

School Capacity
Nominal 200 Secondary
Operating 105 Secondary 65 Elementary

Total Elective Modules 9
Extended Day NO

Agreed Nominal / Operating Capacity:

Ministry of Education

Date

This sheet is for use with the procedures in the Ministry of Education - Area Standards

PART 1 - ACADEMIC / VOCATIONAL												
Space Function	1A - EXISTING			1B - MODULES			1C - NEW CORE			1D - NEW ELECTIVE		
	Description	Area	Mods	Core	Deficit	Surplus	Description	Area	Mods	Description	Area	Mods
Business Education	Computer Room	77.6	0.65	1.0	0.4				1			
Fine Arts	Art Room	148.45	1.07	1.0		1.0	Music / Art	140	1			
	Drama (stage)	146.3	0.98									
Home Economics	Home Ec	131.2	0.82	1.0	0.2		Food Combined	185	1			
Industrial Education	Wood Shop	309.2	1.12	1.0		0.1	General Shop Construction	270	1			
Science	Science	104	0.74	2.0	0.6		Science	140	1			
	Junior Science	94.1	0.67									
Other	CAFETERIA	160.6										
	Daycare	78.8										
General Instruction	(8) rooms 75-95 m2	492.6		E: 3		3	Area = No. of modules x 60 m2	240		Area = No. of modules x 60 m2		
	() other rooms			S: 3								
Sub-totals		1744.05				4		975				

*Note: May not be used except for spaces agreed in writing by the Ministry.

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #2 MODIFIED

(See Sheet #1 for base information)

PART 2 - SERVICE / ACTIVITY					PART 3 - TOTAL AREAS				
Space Function	E-Existing	F-Allowable	G-Deficit	H-New		H-Existing	I-New		
Admin / Health	231.6	175		175	Existing Acad / Voc.	AI	1,744		
Counseling		50		50	Core A/V Additions	CI	975		
Gen. Storage	216.3	60		160	Elective A/V Additions	DI			
Gen. Activity	519.3	600		600	Service Activity	FI	2716.63		3121
Gen. Activity	142.8	150		150	Sub-totals		4,461		4,396
Media Tech	258.8	275		136	Total Gross Allowable Area		3490		4,396
Multimedia		60		60					
Physical Educ.		80		110					
Mechanical	311.23	60		39					
Design Space	1056.14	745		815					
Other (SD Maintenance and NLC)	190.1			840					
Elementary Gen. Instruction		1200		330					
Sub-total	2716.83	3490		3,525					

Comments: Secondary allowance 200 : 2.5.1 Elementary allowance 75 : 2.5.1 (highlighted area)
operating capacity of 170 k-12 students. Area allowances based on highschool 280 nominal capacity with dedicated elementary areas as shown on plans.



SCHOOL DISTRICT 50
Haide Gwaii

Tahayghen Elementary & Gudangaay Tlats'gaa Naay
Masset, BC
PROJECT IDENTIFICATION REPORT
September 2016

Craven | Huston | Powers | Architects

CHIPA

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #1 MODIFIED

Grades K to 12

School Name G.M. Dawson Secondary

Facility Code

Date October 2015

District School District No. 50 Haide Gwaii

School Capacity Nominal 200 Secondary
Operating 105 Secondary 65 Elementary

Total Elective Modules 9
Extended Day NO

Agreed Nominal / Operating Capacity:

Ministry of Education

Date

This sheet is for use with the procedures in the Ministry of Education - Area Standards

PART 1 - ACADEMIC / VOCATIONAL

Space Function	1A - EXISTING			1B - MODULES			1C - NEW CORE			1D - NEW ELECTIVE		
	Description	Area	Mods.	Core	Deficit	Surplus	Description	Area	Mods.	Description	Area	Mods.
Business Education			0.00						1			
				1.0	1.0							
Fine Arts	Art Room	149	1.06			0.1			1			
				1.0								
Home Economics	Home Ec	170	1.06						1			
				1.0	-0.1							
Industrial Education	Wood Shop	355	1.29						1			
				1.0		0.3						
Science			0.00				Science	135	1			
			0.00	2.0	2.0							
Other	CAFETERIA	182										
General Instruction	(6) rooms 75-85 m2	492.8		E: 3		3	Area = No. of modules x 80 m2	240		Area = No. of modules x 80 m2	0	0
	() other rooms			S: 3							0	0
Sub-totals		1348.8				3		375			0	0

*Note: May not be used except for spaces agreed in writing by the Ministry.

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #2 MODIFIED

(See Sheet #1 for base information)

PART 2 - SERVICE / ACTIVITY					PART 3 - TOTAL AREAS				
Space Function	E-Existing	F-Allowable	G-Deficit	H-New		N-Existing		P-New	
Admin./Health		175		140	Existing Acad./Voc.	AI	1,349		
Counseling		50		50	Core AV Additions			CI	375
Gen. Storage		60		40	Elective AV Additions			DI	0
Gym Activity	529.9	600			Service Activity	EI	1490.03	FI	2,424
Gym Ancillary	458.13	150			Sub-total		2,839		2,799
Media/Tech.		270		250	Total Gross Allowable Area		3490		5,638
Multi-purpose		80							
Special Educ.		80		100					
Mechanics		80		40	ENROLMENT:				
Design Space	244	745		790	Kgn	Gr 1-7	Gr 8-12	Grade Structure	
Other (SD Maintenance and NLC)	258			670		Type-1	Type-2	Post CR's	
Instruction Space		1200		330					
Sub-total	EI 1490.03	FI 3490		FI 2,424	*Other: as shown on plans 180m2 of SD Maintenance and 660m2 of NLC area.				

Comments: Secondary allowance 280 : 2.8.1 Elementary allowance 75 : 2.5.1 (highlighted area)

Operating capacity of 170 k-12 students. Area allowances based on highschool 280 nominal capacity with dedicated elementary areas as shown on plans.

Existing areas are the existing areas to remain and extensively renovated. Demo area not shown.



SCHOOL DISTRICT 50
Haide Gwaii

Tahayghen Elementary & Gudangaay Tiats'gaa Naay
Masset, BC
PROJECT IDENTIFICATION REPORT
September 2016

Craven | Huston | Powers | Architects
CHPA

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #1 MODIFIED

Grades K to 12

School Name G.M. Dawson Secondary

Facility Code _____

Date October 2015

District School District No. 50 Haide Gwaii

School Capacity
Nominal 200 Secondary
Operating 105 Secondary 65 Elementary

Total Elective Modules 9
Extended Day NO

Agreed Nominal / Operating Capacity:

Ministry of Education

Date

This sheet is for use with the procedures in the Ministry of Education - Area Standards

PART 1 - ACADEMIC / VOCATIONAL												
Space Function	1A - EXISTING			1B - MODULES			1C - NEW CORE			1D - NEW ELECTIVE		
	Description	Area	Mods.	Core	Deficit	Surplus	Description	Area	Mods.	Description	Area	Mods.
Business Education	Computer Room	77.6	0.65									
				1.0	0.4							
Fine Arts	Art Room	149.45	1.07			0.1						
				1.0								
Home Economics	Home Ec	131.2	0.82		0.2							
				1.0								
Industrial Education	Wood Shop	309.2	1.12			0.1						
				1.0								
Science	Science	120	0.86		1.1							
				2.0								
Other*	CAFETERIA	160.6										
General Instruction	(3) rooms 75-95 m2	234.44		E: 3		3	Area = No. of modules x 80 m2	0		Area = No. of modules x 80 m2	0	0
	() other rooms			S: 3							0	0
Sub-totals	AI	1182.49				BI	3	CI	0		DI	0

*Note: May not be used except for spaces agreed in writing by the Ministry.

DESIGN AID SHEET FOR ELEMENTARY/SECONDARY - SHEET #2 MODIFIED

(See Sheet #1 for base information)

PART 2 - SERVICE / ACTIVITY					PART 3 - TOTAL AREAS				
Space Function	E-Existing	F-Allowable	G-Deficit	H-New	N-Existing		P-New		
Admin/Health	200.13	175			AI		1,182		
Counseling	34.92	50					CI		0
Gen. Storage	59.12	80					DI		0
Gym Activity	529.9	600					FI		0
Gym Ancillary	458.13	150			EI		3431.11		0
Media/tech.	98.45	275					FI		0
Multi purpose		80					NI		4,614
Special Educ.		80					NI		4,614
Mechanical	101.29	80							
Design space	772.14	745							
Other* (SD Maintenance and NLC)	844.38								
Elementary Gen. Instruction	332.65								
Sub-total	EI 3431.11	FI 2290		HI 0	Total Gross Allowable Area 3490		Extensive Renovation		
					ENROLMENT		Grade Structure		
					Kgn	Gr 1-7	as of	Gr 8-12	Type-1 Type-2 Post CR's
					*Other: as shown on plans 180m2 of SD Maintenance and 660m2 of NLC area.				

Comments: Secondary allowance 200 : 2.8.1 Elementary allowance 75 : 2.5.1 (highlighted area)
operating capacity of 170 k-12 students. Area allowances based on highschool 200 nominal capacity with dedicated elementary areas as shown on plans.
Existing Areas are the area of the space after extensive renovations



APX APPENDIX A FACILITY EXPENSES

School District No. 50 - Haida Gwaii

George M. Dawson Secondary & Tahayghen Elementary Facility Expenses July 2013-June 2015

George M. Dawson Secondary Expenses													Spending
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	
Electricity	\$2,363.41	\$2,046.76	\$2,060.92	\$359.31	\$2,433.16	\$3,412.43	\$3,301.16	\$3,375.43	\$1,561.03	\$5,550.20	\$3,759.69		\$30,223.50
Propane- Heat	\$6,869.91			\$3,637.22	\$7,334.03	\$12,489.67	\$14,705.37		\$26,122.10	\$17,984.18	\$7,700.24	\$6,929.99	\$103,772.71
Water & Sewage	\$143.10		\$155.35		\$282.11		\$175.89		\$174.31		\$179.05		\$1,109.81
Garbage & Recycling	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$9,525.60
Telephones													\$2,005.80
TOTAL	\$10,170.22	\$2,840.56	\$3,010.07	\$4,790.33	\$10,843.10	\$16,695.90	\$18,976.22	\$4,169.23	\$28,651.24	\$24,328.18	\$12,432.78	\$7,723.79	\$146,637.42

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	
Electricity	\$451.30		\$7,262.54	\$1,364.25	\$2,559.30	\$3,045.88	\$4,080.91	\$2,958.30	\$928.11	\$6,908.83	\$803.09	\$5,973.04	\$36,335.55
Propane- Heat	\$4,619.92		\$9,354.28		\$6,893.16	\$9,847.09	\$15,487.99	\$6,376.86	\$9,884.14	\$11,691.40	\$7,439.98	\$8,715.44	\$90,310.26
Water & Sewage	\$310.99		\$87.00		\$567.21		\$432.59		\$322.54		\$282.11		\$2,002.44
Garbage & Recycling	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$793.80	\$9,525.60
Telephones													\$3,300.94
TOTAL	\$6,176.01	\$793.80	\$17,497.62	\$2,158.05	\$10,813.47	\$13,686.77	\$20,795.29	\$10,128.96	\$11,928.59	\$19,394.03	\$9,318.98	\$15,482.28	\$141,474.79

Tahayghen Elementary Expenses													Spending
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	
Electricity	\$1,621.72	\$1,550.12	\$1,384.81	\$598.40	\$2,092.91	\$6,439.54	\$1,939.27	\$3,063.38		\$4,102.65	\$2,613.85		\$25,406.65
Propane- Heat	\$5,581.51			\$6,869.28		\$6,978.23	\$15,885.60		\$26,188.63	\$12,833.12	\$7,024.71	\$16,496.05	\$97,857.13
Water & Sewage	\$142.31		\$107.95		\$128.88		\$87.00		\$123.35		\$107.16		\$696.65
Garbage & Recycling	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$4,762.80
Telephones													\$2,313.52
TOTAL	\$7,742.44	\$1,947.02	\$1,889.66	\$7,864.58	\$2,618.69	\$13,814.67	\$18,308.77	\$3,460.28	\$26,708.88	\$17,332.67	\$10,142.62	\$16,892.95	\$131,036.75

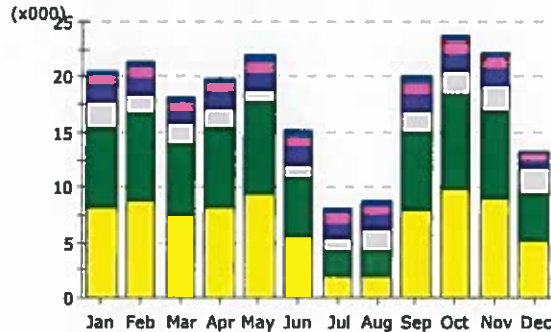
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	
Electricity			\$4,917.74	\$1,138.08	\$2,103.05	\$2,387.31	\$2,316.43	\$2,291.84		\$4,735.24		\$4,418.45	\$24,308.14
Propane- Heat				\$10,584.97		\$17,236.64	\$16,247.67	\$8,502.70	\$8,367.73	\$13,498.13	\$5,951.96	\$6,376.86	\$86,766.66
Water & Sewage	\$87.41		\$87.00		\$104.00		\$104.00		\$171.15		\$227.44		\$781.00
Garbage & Recycling	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$396.90	\$4,762.80
Telephones													\$2,828.99
TOTAL	\$484.31	\$396.90	\$5,401.64	\$12,119.95	\$2,603.95	\$20,020.85	\$19,065.00	\$11,191.44	\$8,935.78	\$18,630.27	\$6,576.30	\$11,192.21	\$119,447.59



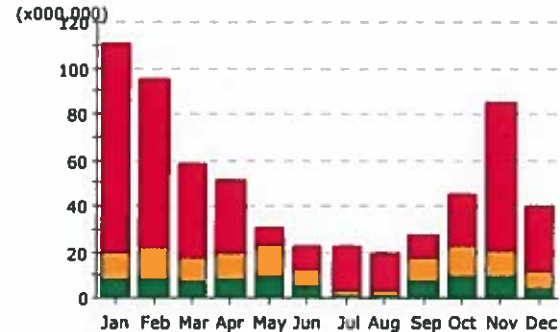
APX APPENDIX C

ENERGY MODEL PRELIMINARY REPORT

Electric Consumption (kWh)



Gas Consumption (Btu)



Electric Consumption (kWh x000)

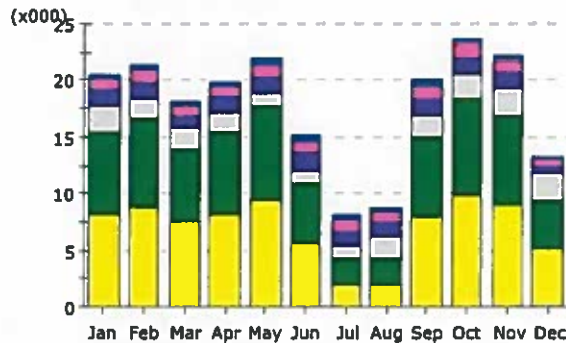
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0.34	0.38	0.30	0.35	0.53	0.47	0.39	0.36	0.55	0.46	0.38	0.18	4.69
Heat Reject.	0.04	0.04	0.04	0.04	0.09	0.08	0.07	0.07	0.11	0.07	0.05	0.02	0.72
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	0.10	0.11	0.08	0.07	0.02	0.03	0.06	0.05	0.03	0.06	0.10	0.05	0.75
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Vent. Fans	0.87	0.97	0.77	0.87	1.02	0.99	0.88	0.84	1.02	1.08	0.97	0.46	10.74
Pumps & Aux.	1.34	1.50	1.18	1.34	1.57	1.52	1.35	1.29	1.57	1.65	1.50	0.71	16.50
Ext. Usage	2.37	1.66	1.84	1.78	1.11	1.07	1.11	1.98	1.91	1.98	2.29	2.37	21.47
Misc. Equip.	7.24	7.85	6.51	7.20	8.32	5.39	2.41	2.35	7.14	8.68	7.92	4.35	75.36
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	8.22	8.86	7.43	8.17	9.40	5.60	1.87	1.85	7.85	9.79	8.96	5.07	83.08
Total	20.52	21.37	18.16	19.82	22.07	15.15	8.13	8.78	20.18	23.76	22.16	13.21	213.31

Gas Consumption (Btu x000,000)

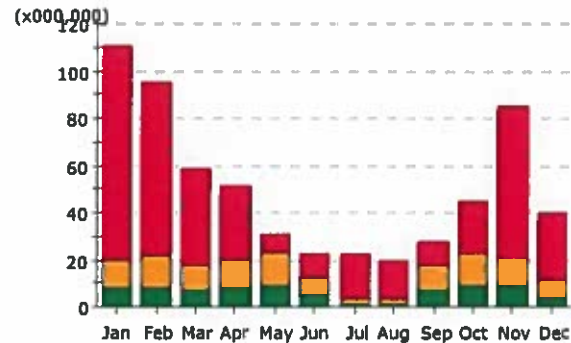
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	-	-	-	-	-	-	-	-	-	-	-	-	-
Heat Reject.	-	-	-	-	-	-	-	-	-	-	-	-	-
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	91.27	73.47	40.73	31.53	8.39	10.68	19.89	16.49	10.38	22.94	63.93	28.72	418.45
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	11.99	13.10	11.03	12.02	13.28	7.38	2.06	2.03	10.03	12.85	12.17	7.27	115.22
Vent. Fans	-	-	-	-	-	-	-	-	-	-	-	-	-
Pumps & Aux.	-	-	-	-	-	-	-	-	-	-	-	-	-
Ext. Usage	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Equip.	7.82	8.72	6.91	7.81	9.18	4.94	0.66	0.63	7.49	9.63	8.72	4.18	76.69
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	111.08	95.29	58.67	51.36	30.85	23.00	22.61	19.16	27.90	45.42	84.83	40.17	610.35



Electric Consumption (kWh)



Gas Consumption (Btu)



Electric Consumption (kWh x1000)

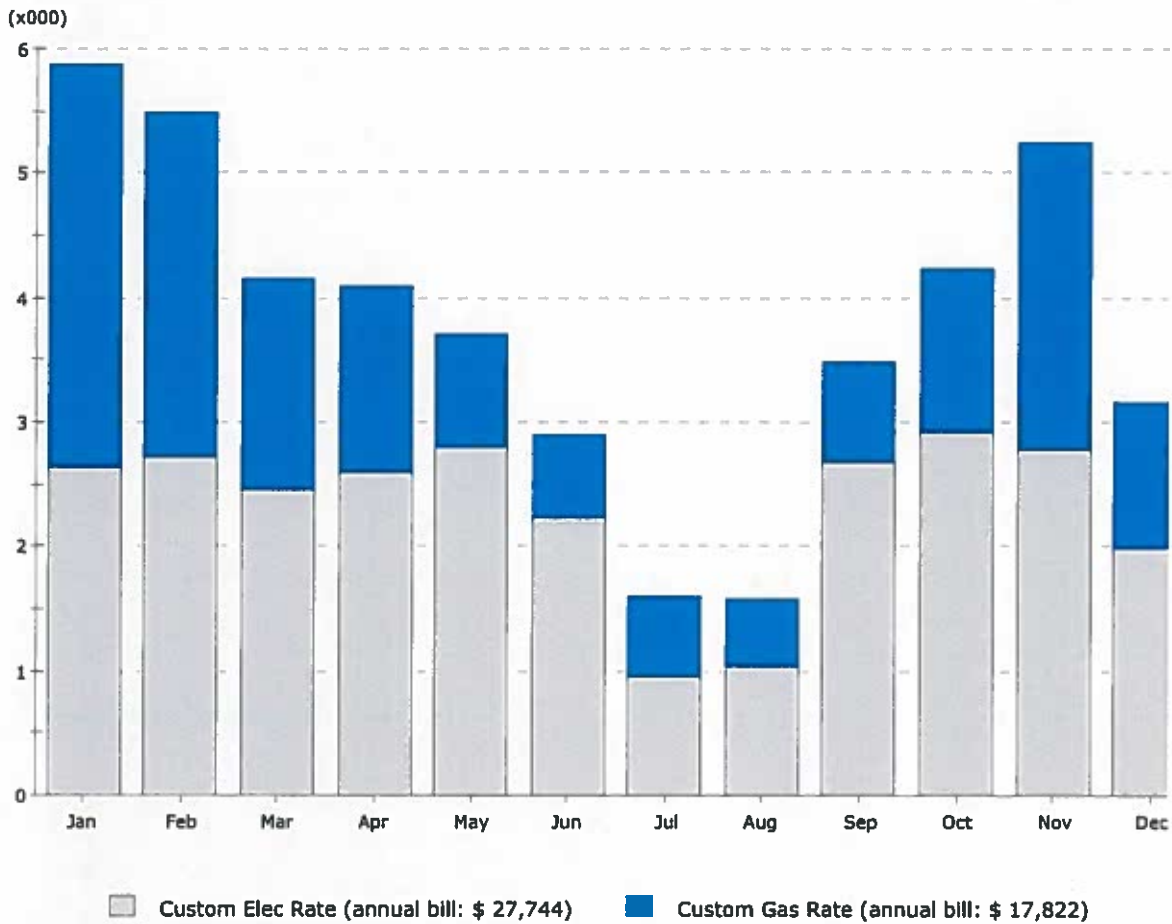
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0.34	0.38	0.30	0.35	0.53	0.47	0.39	0.36	0.55	0.46	0.38	0.18	4.69
Heat Reject.	0.04	0.04	0.04	0.04	0.09	0.08	0.07	0.07	0.11	0.07	0.05	0.02	0.72
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	0.10	0.11	0.08	0.07	0.02	0.03	0.06	0.05	0.03	0.06	0.10	0.05	0.75
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Vent. Fans	0.87	0.97	0.77	0.87	1.02	0.99	0.88	0.84	1.02	1.08	0.97	0.46	10.74
Pumps & Aux.	1.34	1.50	1.18	1.34	1.57	1.52	1.35	1.29	1.57	1.65	1.50	0.71	16.50
Ext. Usage	2.37	1.66	1.84	1.78	1.11	1.07	1.11	1.98	1.91	1.98	2.29	2.37	21.47
Misc. Equip.	7.24	7.85	6.51	7.20	8.32	5.39	2.41	2.35	7.14	8.68	7.92	4.35	75.36
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	8.22	8.86	7.43	8.17	9.40	5.60	1.87	1.85	7.85	9.79	8.96	5.07	83.08
Total	20.52	21.37	18.16	19.82	22.07	15.15	8.13	8.78	20.18	23.76	22.16	13.21	213.31

Gas Consumption (Btu x1000,000)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	-	-	-	-	-	-	-	-	-	-	-	-	-
Heat Reject.	-	-	-	-	-	-	-	-	-	-	-	-	-
Refrigeration	-	-	-	-	-	-	-	-	-	-	-	-	-
Space Heat	91.27	73.47	40.73	31.53	8.39	10.68	19.89	16.49	10.38	22.94	63.93	28.72	418.45
HP Supp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Hot Water	11.99	13.10	11.03	12.02	13.28	7.38	2.06	2.03	10.03	12.85	12.17	7.27	115.22
Vent. Fans	-	-	-	-	-	-	-	-	-	-	-	-	-
Pumps & Aux.	-	-	-	-	-	-	-	-	-	-	-	-	-
Ext. Usage	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Equip.	7.82	8.72	6.91	7.81	9.18	4.94	0.66	0.63	7.49	9.63	8.72	4.18	76.69
Task Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Area Lights	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	111.08	95.29	58.67	51.36	30.85	23.00	22.61	19.16	27.90	45.42	84.83	40.17	610.35



Monthly Utility Bills (\$)



Total Annual Bill Across All Rates: \$ 45,566



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

ACTION SHEET

TO: The Board of Education

FROM: Shelley Sansome, Secretary Treasurer

DATE: September 19, 2016

SUBJECT: Capital Plan Bylaw

DISCUSSION

The Ministry of Education eliminated the requirement for Boards of Education to pass Bylaws for each individual capital project. However, in accordance with Section 143 of the School Act, the Board must adopt their annual Five-Year Capital Plan and the Ministry's Capital Plan Response Letter with a capital bylaw.

The capital bylaw will support all capital projects funded by the Ministry during the 2016/2017 school year, including but limited to the School Enhancement Energy Management Project of \$1,352,835. This is the first phase of the project and will include the replacement of Gudangaay Tlats'gaa Naay Secondary School's roof, insulation, siding and windows.

FIRST READING - RECOMMENDATION

That the Board of Education of School District No. 50 (Haida Gwaii) adopts that Capital Bylaw No. 15/16-CP-SD50-01 be given first reading.

SECOND READING - RECOMMENDATION

That the Board of Education of School District No. 50 (Haida Gwaii) adopts that Capital Bylaw No. 15/16-CP-SD50-01 be given second reading.

UNANIMOUS CONSENT – RECOMMENDATION

Unanimous consent of the Board must be given to authorize the Secretary Treasurer to read the Capital Bylaw No. 15/16-CP-SD50-01 a third time at the same Board meeting.

THIRD READING - RECOMMENDATION

That the Board of Education of School District No. 50 (Haida Gwaii) adopts that Capital Bylaw No. 15/16-CP-SD50-01 be given third and final reading.



May 24, 2016

Ref: 186886

To: Secretary-Treasurer and Superintendent
School District No. 50 (Haida Gwaii)

Re: Ministry Response to Annual Capital Plan Submission

This letter is in response to the Board's Annual Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all the 5-year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the programs of:

- Seismic Mitigation & Safety,
- Expansion,
- Building Envelope,
- Carbon Neutral Capital,
- School Enhancement, and
- Buses

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)		
School Name	Project Type	Next Steps & Timing
George M Dawson Secondary	School Enhancement	Proceed to design, tender & construction and complete by March 2017

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No works or expenditures can proceed without a signed project agreement or other signed authorization from the Ministry.**

.../2

Ministry of
Education

Capital Delivery
Planning and Major Projects
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

As a brief follow-up from a recent correspondence, the Ministry has recently revised the procedures on the Bylaws and the Annual Capital Plan submission which are briefly summarized below;

1. The Ministry eliminated the requirement for the Boards of Education to pass Bylaws for each individual capital project. For additional information, please visit our website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

2. The Annual Capital Plan submission deadline was initially revised to August 31, 2016, and based on recent feedback, the submission deadline will now be extended to September 9, 2016, to better align school district capital planning with government's fiscal cycle. The Capital Plan Instructions will be issued to you shortly with further details.

Should you have any questions regarding the Ministry's Capital Plan process, we would be more than happy to set-up a meeting with you to go over any questions you may have. At any time, please do not hesitate to contact your Regional Director, John Woycheshin at John.Woycheshin@gov.bc.ca to schedule a time to meet to discuss your inquiries.

Thank you for your dedication to the students of the Haida Gwaii School District.

Sincerely,



Renée Mounteney, MBA
Executive Director, Capital Delivery Branch
Planning and Major Projects Division

Cc: John Woycheshin, Regional Director, Capital Delivery Branch

CAPITAL BYLAW NO. 15/16-CP-SD50-01
CAPITAL PLAN 2016/17

A BYLAW by the Board of Education of School District No. 50 (Haida Gwaii) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of May 24, 2016 from the September 27, 2016 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 50 (Haida Gwaii) Capital Bylaw No.15/16-CP-SD50-01.

READ A FIRST TIME THE 27 DAY OF SEPTEMBER, 2016;
READ A SECOND TIME THE 27 DAY OF SEPTEMBER, 2016;
READ A THIRD TIME, PASSED AND ADOPTED THE 27 DAY OF SEPTEMBER, 2017.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 50 (Haida Gwaii) Capital Bylaw No. 15/16-CP-SD50-01 adopted by the Board the 27 day of September, 2016.

Secretary-Treasurer

ANNUAL PROGRAMS FUNDING AGREEMENT

SCHOOL DISTRICT NAME: No. 50 (Haida Gwaii)

FIVE-YEAR CAPITAL PLAN BYLAW NO: 15/16-CP-SD50-01

PROJECT:

Program	School Name	Project Type	Funding
SEP	George M Dawson Secondary School	Energy Management	\$1,352,835
TOTAL			\$1,352,835
GRAND TOTAL			\$1,352,835

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement made in duplicate and dated for reference the ____ day of June 2016.

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 Haida Gwaii Board of Education

(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" means those expenditure 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;

"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 Schedules form an integral part of this Annual Programs Funding Agreement:

- A. Monthly Project Status Report (Sample)
- B. Project Closure Report
- C. 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:

School Name	Project Description	Funding
George M Dawson Secondary School	Replace roofing and insulate. Replace all windows. Replace siding and insulation	\$1,352,835
TOTAL		\$1,352,835

- 3.02 The Ministry will, in no event, provide more capital funding than the Total capital funding amount shown in paragraph 3.01.
- 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 Expenditures 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 including, without limitation, the matters referred to in paragraphs 4.01 to 4.09; and
 - 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; and
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure 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) cost-effective delivery;
 - ii) delivery within budget;
 - iii) completion by March 31, 2017; and
 - iv) scope details are fully met upon completion.
- 4.02 The Board will:

- a) 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;
 - b) procure the Project in accordance with the Capital Asset Management Framework;
 - c) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program.
 - d) 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 C); and, as that protocol may be amended from time to time by the Ministry, the most current version of the protocol must be used;
- 4.03 Submit a Monthly Project Status Report to the Ministry for the Project (sample provided in Schedule A). The Ministry may update the format of this report from time to time and the Board must use the most recent version.
- 4.04 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.05 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.
- 4.06 Submit to the Ministry, a Project Closure Report (provided as Schedule B) within thirty (30) days of completion. From time to time, the Ministry may request invoices and receipts to support Project expenditures.
- 4.07 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 omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.08 Purchase buses through the Request for Standing Offer (RFSO) arranged by the Association of School Transportation Services of BC (ASTSBC).
- 4.09 Reserve two (2) percent of the Total capital funding amount shown under the Bus Program in paragraph 3.01 as a fee for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. The 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 meet 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 expenditures 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 consultation between the Ministry and the Board.

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 Mailing Address or electronic mail Mailing Address of each party set out below:

a) if to the Board:

School District No. 50 (Haida Gwaii)
PO Box 69, Queen Charlotte City, BC, V0T 1S0
Attention: Shelley Sansome
Email: ssansome@sd50.bc.ca

b) if to the Ministry:

Mailing Address: PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: John Woycheshin
Email: John.Woycheshin@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 5:00 p.m. 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 5:00 p.m. 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.

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)

For the Minister of Education

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of the Haida Gwaii)
Board of Education by its duly)
authorized signatories)

Authorized Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

MONTHLY PROJECT STATUS REPORT (SAMPLE ONLY – ELECTRONIC VERSION WILL BE EMAILED)

MONTHLY PROJECT STATUS REPORT FOR SEP, CNCP AND BUSES

SD# **LEGEND** District Input McEl Input Report no Date

School District Facility Name

Funding Program Type

Project Number

Project Type

Project Code

Project Overview:

Project Budget

Start Date (Initiation)

Completion Date

% Project Complete*

Current Milestone

Milestone	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	On status check
Initiation	Complete												
Project Agreement		In Progress											
Certificate of Approval			Pending										
Design				Complete									
Bus/Material Purchase													
Construction/Installation							Pending			Complete			
												Total	0

Cashflow	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Grand Total
Baseline COA Draw Forecast (A)													\$0
Revised COA Draw Forecast (B)													\$0
COA Actual Draws (C)													\$0
Monthly Baseline Variance (C-B)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SCHEDULE B
PROJECT CLOSURE REPORT

SCHEDULE C

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

PROJECT AGREEMENT STAGE

News Release

After the Minister 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 and Jobs Plan logos, 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 groundbreaking 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 groundbreaking 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 groundbreaking 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

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 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 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 and Jobs Plan logos, 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;
2. Government Communications and Public Engagement 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 notified 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 posted mounted in a visible location);and,
7. District will notify GCPE when the sign is installed and send photo as confirmation.

2016 / 2017 PRELIMINARY ENROLMENT

	2016/2017	2015/2016	Difference
PCES	38	36	2
GKNSS	135	131	4
TES	60	71	-11
GTNSS	103	100	3
SNES	136	150	-14
ALMES	36	36	0
TOTAL	508	524	-16