

AGENDA

OPEN MEETING OF THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

**PSS CONFERENCE ROOM
WEDNESDAY, JANUARY 10, 2024, 6:00 P.M.**

Success for ALL Learners Today and Tomorrow

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes of the Open Meeting held December 13, 2023
4. Business Arising from the Minutes
5. Unadopted Minutes of the Policy Committee Meeting held December 12, 2023
6. Reports
 - a) Closed Meeting held December 13, 2023
7. **EDUCATION COMMITTEE**
 - a) Truth and Reconciliation - 2022/2023 How Are We Doing Report
 - b) ChildCareBC New Spaces Funding
 - c) Anti-Racism Plan
 - d) Trades and Skills Update
 - e) 2024-2025 School Calendar
 - * f) Superintendent's Report
8. **OPERATIONS COMMITTEE**

9. **AUDIT AND FINANCE COMMITTEE**

- a) 2023-24 Ministry of Education Funding Announcements / Budget Update
- b) 2022-23 Statement of Financial Information Report
- c) 2022-23 Charities Report

10. **POLICY**

First Reading

- a) Policy 1.23 Conflict of Interest (1st Reading)
- b) Policy 1.70 Trustee Remuneration and Expenses (1st Reading)
- c) Policy 1.71 Trustee Professional Learning and Engagement (1st Reading)

Second Reading

- a) Policy 1.10 Vision and Guiding Principles (2nd Reading)
- b) Policy 1.20 Board Authority and Responsibilities (2nd Reading)
- c) Policy 1.21 Role of the Chairperson & Vice-Chairperson (2nd Reading)
- d) Policy 1.22 Trustee Code of Conduct (2nd Reading)
- e) Policy 1.30 Delegation of Authority (2nd Reading)
- f) Policy 1.50 Board Committees (2nd Reading)
- g) Policy 1.51 Board Liaison Assignments (2nd Reading)
- h) Policy 1.52 Board Representation (2nd Reading)
- i) Policy 1.53 Okanagan Labour Relations Council (2nd Reading)
- j) Policy 1.60 Board Correspondence (2nd Reading)
- k) Policy 2.30 Public Interest Disclosure (2nd Reading)

11. **TRUSTEE REPORTS**

- * a) P.A.C. Reports
- * b) Student Trustee Reports
- * c) Other Reports

12. **CORRESPONDENCE**

13. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

MINUTES

**OPEN MEETING OF THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**PRINCETON SECONDARY SCHOOL CONFERENCE ROOM
WEDNESDAY, DECEMBER 13, 2023, 6:00P.M.**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan
	Trustees	J. Jepsen (ABSENT) J. Kent-Laidlaw E. Hoisington J. Chenoweth L. Ward D. Rainer
	Student Trustees	H. Clarke O. Bateson
	Superintendent	S. McNiven
	Assistant Superintendent	J. Kempston
	Secretary Treasurer	D. Richardson
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	J. McGifford

**ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS
COMMUNITY**

AGENDA

23/113 It was moved by Trustee Ward and seconded by Trustee Hoisington

 THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

23/114

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw

THAT the minutes of the Open Meeting held November 8, 2023, be adopted as presented.

MOTION CARRIED

Business Arising from the Minutes

None.

REPORTS:

Closed Meeting held November 8, 2023

Closed Meeting held November 11, 2023

EDUCATION

Truth and Reconciliation – Ministry of Education Update:

The Superintendent provided an update on activities related to Indigenous Education within the District. Items included an update on our Local Education Agreement, adult dogwood data, six-year completion rates, attendance support, the recent Chief and Trustees meeting, and a First Nations Education Steering Committee Conference presentation by Nicola-Canford Elementary School Principal Burt Bergmann and teacher Ms. Angela McIvor.

District Vice-Principal of Early Learning Report:

Daniella Bennie, District Vice-Principal of Early Learning and Child Care, provided the Board with an update on the numerous Early Learning and Child Care initiatives the District has been working on. These include: B.C. After School Sports and Arts Initiative (ASSAI), Seamless Day, StrongStart BC, Changing Results for Young Children (CR4YC), and Strengthening Early Years to Kindergarten Transitions (SEY2KT).

South Central Interior Distance Education School Enrollment Update:

Superintendent McNiven provided Trustees with a breakdown of South Central Interior Distance Education enrolment. More detailed student demographic information will be provided at a future meeting.

Education Committee Terms of Reference:

Trustees were provided time to review a proposed Terms of Reference for the Education Committee. The inaugural Education Committee meeting is scheduled to take place on December 20, 2023.

Superintendent's Report:

The Superintendent circulated and spoke to his report, outlining district events that have taken place over the past month.

OPERATIONS**John Allison Elementary School Outdoor Classroom Opening:**

The Secretary Treasurer provided Trustees with an update on the grand opening of John Allison Elementary School's outdoor classroom on November 17, 2023. The event was attended by many stakeholder groups, including First Nations and Weyerhaeuser, along with Trustee Ward and senior staff. The School District extended its thanks and gratitude to the Ministry of Education and Child Care and Weyerhaeuser for their financial support towards the project. Thanks were also given to Mr. Finnigan and the operations team for their efforts in bringing the project to completion.

Merritt Bench Playground Opening:

The Secretary Treasurer provided Trustees with an update on the grand opening of Merritt Bench Elementary School's playground on December 1, 2023. The event was attended by many stakeholder groups, including First Nations, Trustee Swan, and senior staff. The Playground Equipment Program is a capital program funded by the Ministry of Education and Child Care. The School District extended its thanks and gratitude to the Ministry of Education and Child Care, the Merritt Bench Parent Advisory Council, and Merritt Bench School for their financial support towards the project. The Secretary Treasurer also extended thanks to Mr. Finnigan and the operations team for their efforts in bringing the project to completion.

AUDIT AND FINANCE

2023-2024 Amended Budget Update Memo:

The Secretary Treasurer advised Trustees that the District is anticipating a funding announcement around December 15th from the Ministry of Education and Child Care, that will provide the final operating grant amounts for the school year. Once received, staff will prepare the 2023-2024 amended annual budget that will be brought to the Board of Education for approval and adoption in February 2024.

POLICY AND BYLAW

Indemnification Bylaw:

23/115

It was moved by Trustee Ward and seconded by Trustee Hoisington:

THAT Bylaw No. 3-23, Indemnification Bylaw be moved for third and final reading.

MOTION CARRIED

Freedom of Information Bylaw:

23/116

It was moved by Trustee Rainer and seconded by Trustee Hoisington:

THAT the Board move Bylaw 4-23, Freedom of Information, forward for third and final reading.

MOTION CARRIED

Use of School Property Bylaw:

23/117

It was moved by Trustee Kent-Laidlaw and seconded by Trustee Hoisington:

THAT the Board move Bylaw 6-23, Use of School District Property Bylaw, forward for third and final reading.

MOTION CARRIED

Policy 1.10 Vision and Guiding Principles:

23/118

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.10, Vision and Guiding Principles, forward for first reading.

MOTION CARRIED

Policy 1.20 Board Authority and Responsibilities:

23/119

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.20, Board Authority and Responsibilities, forward for first reading.

MOTION CARRIED

Policy 1.21 Role of the Chairperson & Vice-Chairperson:

23/120

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.21, Role of the Chairperson and Vice-Chairperson, forward for first reading.

MOTION CARRIED

Policy 1.22 Trustee Code of Conduct:

23/121

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.22, Trustee Code of Conduct, forward for first reading.

MOTION CARRIED

Policy 1.30 Delegation of Authority:

23/122

It was moved by Trustee Chenoweth and seconded by Trustee Hoisington:

THAT the Board move Policy 1.30, Delegation of Authority, forward for first reading.

MOTION CARRIED

Policy 1.50 Board Committees:

23/123

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.50, Board Committees, forward for first reading as amended.

MOTION CARRIED

Policy 1.51 Board Liaison Assignments:

23/124

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.51, Board Liaison Assignments, forward for first reading.

MOTION CARRIED

Policy 1.52 Board Representation:

23/125

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.52, Board Representation, forward for first reading.

MOTION CARRIED

Policy 1.53 Okanagan Labour Relations Council:

23/126

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.53, Okanagan Labour Relations Council, forward for first reading.

MOTION CARRIED

Policy 1.60 Board Correspondence:

23/127

It was moved by Trustee Rainer and seconded by Trustee Ward:

THAT the Board move Policy 1.60, Board Correspondence, forward for first reading.

MOTION CARRIED

Policy 2.30 Public Interest Disclosure:

23/128

It was moved by Trustee Rainer and seconded by Trustee Kent-Laidlaw:

THAT the Board move Policy 1.60, Public Interest Disclosure, forward for first reading as amended.

MOTION CARRIED

TRUSTEE REPORTS**Student Trustee Reports:**

Merritt Student Trustees Hayden Clarke and Owen Bateson provided the Board with their perspective of how student voice, connection, and empowerment are expressed at Merritt Secondary School. They feel the new student portal should be more accessible and better understood by the student body. Student Trustees would like to see increased involvement in Student Council by the student body. They also find that school hours are challenging – especially for older students trying to balance mental and physical demands with school, sports, and jobs. The Assistant Superintendent offered the opportunity for the Student Trustees to report out as they prefer in future meetings to truly represent student voice.

Trustee Reports:

Trustee Chenoweth reported on Collettsville Elementary and SCIDES.

Trustee Rainer reported on John Allison Elementary.

Trustee Hoisington reported on Nicola Canford Elementary.

Trustee Ward reported on Vermilion Forks Elementary.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

Trustee Jepsen was not present to report on Diamond Vale Elementary and Merritt Central Elementary.

Trustee Swan reported on Merritt Bench Elementary and Merritt Secondary School.

CORRESPONDENCE

None.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Motion to adjourn was made by Trustee Ward and seconded by Trustee Hoisington.
The Open meeting adjourned at 8:08 pm.

Chairperson

Secretary Treasurer

MINUTES

**OPEN MEETING OF THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

**VIA TEAMS
TUESDAY, DECEMBER 12, 2023, 3:00 PM**

Success for ALL Learners Today and Tomorrow

PRESENT:	Chairperson	G. Swan
	Trustees	J. Jepsen J. Kent-Laidlaw (Absent) E. Hoisington (Absent) J. Chenoweth L. Ward (Absent) D. Rainer
	Superintendent	S. McNiven
	Assistant Superintendent	J. Kempston
	Secretary Treasurer	D. Richardson
	Assistant Secretary Treasurer	L. Rusnjak (ABSENT)
	Executive Assistant	J. McGifford (ABSENT)
	Director of Education, LNIB	Shane Coutlee
	Consultant	Anne Cooper

The Secretary Treasurer recorded meeting minutes for duration of the meeting.

**ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS
COMMUNITY**

AGENDA

Section 1.00: Organization

Completed at previous meeting. (Today's meeting is picking up where we left off with Policy 2.30 Public Interest Disclosure).

Policy 2.30: Public Interest Disclosure:

This policy needs to be ratified by year end. Legislative changes came through on November 27, 2023, which provide an opportunity to get this policy up to date and will be presented at the December 12, 2023, meeting.

New language in blue and red (previous whistle-blower policy). A broadening of expectations as taken from the former whistle-blower policy.

Items being removed are being replaced with additional definitions using the PSEC template that was provided. Note: are we capitalizing 'policy'? The policy is not intended to displace collective agreements, nor WCB Act. Rather, it is intended to deal with wrongdoing by employees/officers of the district outside of other agreements.

Policy asks the Superintendent to appoint a senior member (see Administrative Procedures). Question by Mr. Coutlee: Is it common practice for an internal person to complete this work; should it be an external, non-biased, person. Answer: Administrative procedures provide clarification for when it would go external.

A review of the definitions for the policy was provided by Ms. Cooper. The PIDA act removes Trustees being defined as an employee for the purpose of this policy.

The Wrongdoings listed are not an exhaustive list, but rather, provide guidance on what wrongdoings are perceived to be in relation to this policy. Question raised by Mr. Swan: Is there a point where other legislation supersedes this policy? Answered by Ms. Cooper: In some cases you would need to seek legal advice and various paths that are available on how to proceed.

Ms. Cooper reviewed the Statement of Principles, the District's commitments for the policy, privacy and confidentiality, and reporting with this policy. Mr. Rainer asked about when this report would be provided. Mr. McNiven will look into this and provide follow-up.

Ms. Cooper provided an overview of responsibilities pertaining to the policy. Mr. Coutlee, moving back to definitions of "Wrongdoings", suggest that the language be tightened up (thinking from a lawyer's perspective and the possible need to re-word, "wrongdoing consists mainly of, but is not limited to..."). Mr. McNiven: was this language taken from the Act. Ms. Cooper: PIDA is only the five items currently being referred to in the policy. For this policy it is in fact a finite list but Mr. McNiven suggested that the Act be referenced to add clarification.

Policy 1.23: Trustee Conflict of Interest

Previously there was no policy in force for conflict of interest and therefore, there are no changes to track in this document.

Mr. Swan asked if the language real or perceived be added when referring to conflict of interest. Ms. Cooper has noted this question as this may need to come up later. You cannot always avoid a perceived conflict but you can always avoid a real conflict of interest.

Ms. Cooper reviewed the three ways a conflict of interest arises (financial, predetermination, relationships), followed by a discussion on definitions and suggestions regarding predetermination.

Ms. Cooper suggested it is best not to guess and rather seek legal advice on whether or not a conflict pertaining to individual circumstances exists. Consider changing “must” to “should.” Mr. McNiven suggested the addition “in each situation individual circumstances should be considered.”

Policy 1.70 Trustee Remuneration and Expenses

Ms. Cooper suggested that it is important for the public to see the remuneration rates and that staff would need to schedule annual housekeeping to this policy to keep the rates updated.

Ms. Cooper provided an overview on how trustees remuneration is paid to trustees (as per existing policy). Board Chair Swan noted that have we tied it to the wrong CPI (Canada) and should be changed to the CPI in BC. Note to review the two indexes.

Board Chair Swan, referring to own community, added that a mileage threshold before mileage is applicable (For example, is Douglas Lake considered local for Merritt residents?). The suggestion was made to pay mileage when the round trip is in excess of 32 km. There should also be clarification in the language to establish District Office or Princeton Secondary (whichever is closer). Ms. Cooper recommends following the BCSTA rates.

Mr. Richardson will confirm when the previous years’ rate increases were retroactive to. It is suspected to be November 1 but this will be confirmed. The existing Policy 205.1 (Trustee Indemnity and Expenses) confirms that rates are applicable for December 1st to coincide the start of a Trustee’s term of office.

Policy 1.71 Trustee Professional Learning

Ms. Cooper clarified that the listed events are the normal business activities and expectations. Then, in addition, there could be other events. Ms. Kempston noted this could exclude a single parent and/or a dependent or spouse.

Consider taking out a set amount. The amount may fluctuate depending on what the needs are from year to year. Mr. Coutlee suggested that this should be more than \$1,500 (A \$2,000

minimum with no carry-over was suggested. It should be expected that trustees engage in Professional Learning every year).

Ms. Cooper asked if we want to allow trustees to carry over the amount year over year (there is already language to provided additional support). Mr. Coutlee explained that it should be expected that trustees complete annual Professional Learning. Mr. McNiven suggested a budget amount per year based on what trustees are engaging in for the respective year.

Next Steps

Ms. Cooper will work on drafts for next session over the winter break.

Next Meeting

Every 3rd Tuesday starting in January.

Adjournment

The meeting was adjourned at 4:41 pm

Chairperson

Secretary Treasurer



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

**RECORD OF CLOSED MEETING
Held Wednesday, December 13, 2023
Via Microsoft Teams**

PRESENT: **TRUSTEES:** G. Swan (Chair), J. Kent-Laidlaw, E. Hoisington, J. Chenoweth, L. Ward, D. Rainer

STAFF: S. McNiven, Superintendent of Schools
J. Kempston, Assistant Superintendent (Via Teams)
D. Richardson, Secretary-Treasurer
L. Rusnjak, Assistant Secretary-Treasurer
J. McGifford, Executive Assistant (Recording Secretary)

REGRETS: J. Jepsen

Call to Order: 4:30 p.m.

Motion to approve the agenda

Motion to exclude the public

Approval of Minutes of Prior Meetings: November 8, November 11, 2023

Agenda Items

1. Education
 - Updates provided by the Superintendent & Assistant Superintendent
2. Personnel
 - Teacher, Support, Exempt Updates
 - Labour Management Updates
3. Operations
 - Property Update
4. Trustee Queries
 - Parent Advisory Councils
5. Adjournment: 5:59 p.m.

Dylan Richardson
Secretary Treasurer/CFO



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

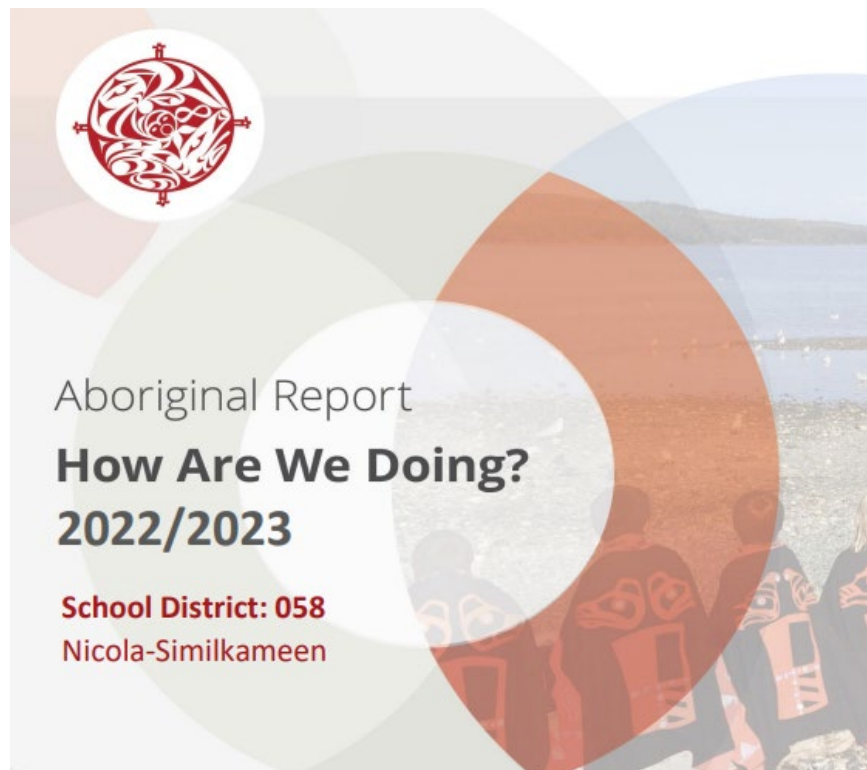
RE: HOW ARE WE DOING REPORT – 2022/2023

DATE: January 10, 2024

Presentation:

Aboriginal Education How We are Doing Report:

As per the Local Education Agreement District staff will provide an overview of the How Are We Doing report for Trustees and the public. This document provides a comprehensive overview of 2022/2023 data for our District, and is available on the Ministry of Education website for review: [SD58 2022-2023 HAWD](#)



SMcN/sc

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**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: CHILDCAREBC NEW SPACES FUNDING

DATE: January 10, 2024

As per the media release provided to the public on January 2nd the district is pleased to announce that B.C.'s Ministry of Education and Child Care has committed to almost \$10.3 million in funding to support child care in Princeton. Senior staff will provide an overview of the New Spaces project for Riverside Learning Centre. Included in the package is the approved media release for your review.

SMcN/sc



NICOLA-SIMILKAMEEN SCHOOL DISTRICT

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

NEWS RELEASE

Date: January 2, 2024

Princeton and Area Families to Benefit from New Child Care Spaces

The NICOLA-SIMILKAMEEN SCHOOL DISTRICT is pleased to announce that B.C.'s Ministry of Education and Child Care has committed to providing almost \$10.3 million in funding through the ChildCareBC New Spaces Fund to support child care in Princeton. The ChildCareBC New Spaces Fund combines provincial investments and funding from the Government of Canada through the Canada-British Columbia Canada-wide Early Learning and Child Care Agreement 2021-2026. This agreement commits Canada and B.C. to work together to create 40,000 new high-quality, affordable, flexible and inclusive licensed child care spaces in the province by fiscal year 2027-2028.

This joint federal and provincial investment will allow the School District to create 80 new child care spaces, of which 50 are for children up to 5 years old, while also providing for the upgrade of 42 existing child care spaces that will continue to be available for families while renovations and new construction takes place. At the completion of the project, the 122 licensed and affordable child care spaces will provide full-day child care to 74 children up to 5 years old, as well as before- and after-school care for 48 school-aged children.

"Building brighter futures starts with investing in our youngest learners. By creating new child care spaces, we build a foundation for lifelong success and strengthen the bonds that allow our community to thrive. We are extremely pleased to be part of the creation of a new dedicated child care space at Riverside Learning Centre through the investment from the ChildCareBC New Spaces Fund," said Leah Ward, Vice Chair of the Nicola-Similkameen District Board of Education. "Accessible and inclusive child care is critical for Princeton. The ChildCareBC New Spaces funding recognizes this by prioritizing the creation of a high-quality child care facility that will enhance and substantially expand the excellent child care service that is currently being provided."

"Our government is working hard to create new spaces where they are most needed," said Grace Lore, B.C.'s Minister of State for Child Care. "In Princeton, we are proud to be able to ensure that families won't be losing access to existing care and that we will be adding even more spaces for children of all ages. The new and renovated spaces will benefit this growing community for years to come."

"Creating new child care spaces in communities like Princeton is an example of what the Canada-British Columbia Canada-wide Early Learning and Child Care Agreement sets out to achieve," said Jenna Sudds, Canada's Minister of Families, Children and Social Development. "Today's announcement reiterates our commitment to increasing access to high-quality, affordable, flexible and inclusive early learning and child care for children and parents across the country."

Securing funding to upgrade and add space to the current Riverside Learning Centre in order to build a high-quality child care facility for Princeton has been a top priority for the School Board. We would like to thank the Province for their support as well as our community partners, Little Seeds Daycare and the YMCA, who have all supported the district throughout the successful grant proposal process. Above all, we are happy for the children and families of Princeton who will benefit from this wonderful opportunity.

Media Contact:

Stephen McNiven
Superintendent of Schools
Nicola-Similkameen School District
T: (250) 378-5161
E: smcniven@365.sd58.bc.ca

*Success for ALL Learners ~ Today and Tomorrow
On the traditional and unceded territories of the Nle?kepmx and Syilx people.*



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees **FROM: Stephen McNiven**
Superintendent of Schools

RE: NICOLA-SIMILKAMEEN ANTI-RACISM PLAN **DATE: January 10, 2024**

Students, families, rightsholders, and staff believe that all students in the Nicola-Similkameen District can only achieve their full potential in an educational community that is equitable, free of racism and systemic barriers, and where all students, staff and families feel welcome, safe, respected and valued. As such, the Nicola-Similkameen School District will be an Anti-Racist District with an authentic and action focused commitment to equity for all students, families, staff, and communities.

Our Anti-Racism Plan will include:

1. A commitment to the ongoing co-development and review of the District Anti-Racism Plan.
2. The District communicating the data, partner input and research used in guiding District vision and direction with students, families, staff and communities.
3. The provision of resources, support, and guidance for schools to create anti-racist learning environments.
4. District accountability for racist acts, incidents and barriers, where all racist incidents are taken seriously and addressed.
5. Multiple processes for reporting concerns that are safe, clear, and available to all.
6. Building culturally safe and welcoming learning environments for all students, families and staff.
7. Providing educational opportunities on antiracism and racism at every level of the District community, and increasing the understanding of racism and its harmful effects both historically and today.
8. A commitment to all District and school practices being reviewed through an equity lens.
9. Building capacity by recruiting a diverse workforce so that all students and families see themselves represented in schools, and creating a system that is welcoming and supportive to all staff.
10. Raising awareness by providing resources and engagement opportunities to highlight the unique identities and experiences of students, families and communities across the District and how we can better appreciate each other.

We look forward to this opportunity and thank the Board in advance for its courage and support in the development, implementation and growth we will be a part of moving forward on behalf of students, families, staff and community.

SMcN/sc

Success for ALL Learners ~ Today and Tomorrow



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: SKILLS, TRADES AND POST-SECONDARY
TRANSITION UPDATE**

DATE: January 10, 2024

Kevin McGifford, District Trades and Skills Coordinator, and senior staff will provide Trustees with a 2023-2024 District Update. Included in this report will be:

- Youth Train in Trades
- Youth Work in Trades
- Work Experience
- Dual Credit Opportunities
- Nicola-Similkameen Rocks
- Career Life Connections
- Nicola-Similkameen/NVIT Post-Secondary Transition Support

A handwritten signature in black ink, appearing to read 'SMcN', followed by a horizontal line.

SMcN/sc



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: 2024/2025 DISTRICT CALENDAR

DATE: January 10, 2024

As per Ministry requirements the 2024/2025 District Calendar will be brought forward for consideration. The calendar will include the correct number of days in session and days of instruction meeting the Ministry of Education requirements. The Non-Instructional Days are outlined below:

- 3 Non-Instructional days for the Summer Institute in August
- 2 Non-Instructional days scheduled in October and February
- 1 Non-Instructional day in-lieu in March
- 1 Non-Instructional administrative day in June

After Board Approval the calendar will be provided to the public for notification and feedback and return for final approval at the February Board Meeting.

SMcN/sc



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees

FROM: Dylan Richardson
Secretary Treasurer/CFO

RE: Statement Of Financial Information Report

DATE: January 5, 2024

The Statement of Financial Information (SOFI report) has been filed, as per the Financial Information Act.

Enclosed, please find the Financial Information Act-Submission Checklist that is used to prepare the SOFI Report.

Following is the link to the ministry website providing access to this report for the 2022-2023 fiscal year:

[Budget & Financial Statements – SD58 Nicola-Similkameen](#)

Dylan Richardson
Secretary Treasurer/CFO

DR/jmg

Statement of Financial Information for Year Ended June 30, 2023

Financial Information Act-Submission Checklist

	<i>Due Date</i>
a) <input type="checkbox"/> A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b) <input type="checkbox"/> An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c) <input type="checkbox"/> A schedule of debts (audited financial statements).	<i>September 30</i>
d) <input type="checkbox"/> A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e) A schedule of remuneration and expenses, including:	<i>December 31</i>
<input type="checkbox"/> i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
<input type="checkbox"/> ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
<input type="checkbox"/> iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f) <input type="checkbox"/> An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g) <input type="checkbox"/> Approval of Statement of Financial Information.	<i>December 31</i>
h) <input type="checkbox"/> A management report approved by the Chief Financial Officer	<i>December 31</i>



**THE BOARD OF EDUCATION OF
NICOLA-SIMILKAMEEN SCHOOL DISTRICT (NO. 58)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees **FROM: Dylan Richardson**
Secretary Treasurer/CFO

RE: 2023-24 Funding Announcement / Budget Update **DATE: December 22, 2023**

Each school year, the Ministry of Education and Child Care funds school districts based on their February enrolment projections. Once students are verified in September, the Ministry announces its finalized funding and school districts prepare an amended annual budget. On December 20th, 2023, senior staff received a funding announcement from the Ministry of Education and Child Care, which will be used to prepare and present the 2023-2024 Amended Annual budget to Trustees in February 2024.

A few provincial details provided by the Ministry during the funding announcement include: The operating grant formula used by the Ministry remains unchanged from the spring 2023 estimates; There are a total of 581,525 school-aged students throughout the province (which is up more than 13,000 FTE from September 2022); There are a total of 6,125 students enrolled in provincial online learning programs; 2023-2024 has seen the largest annual increase in student enrolment since 1996-1997.

Nicola-Similkameen has an increase in September student full time equivalency (FTE), going from 1992.5 in September 2022 to 2039.1875 in September 2023. While the September enrollment accounts for most of the district's funding, enrolment changes throughout the school year can create additional funding fluctuations/retractions which are accounted for in February and May.

When combining the September enrolment with our enrolment projections for February and May 2024, we anticipate a total of 2,172.8125 FTE for the 2023-2024 school year (up from 2,130.5 last year). As reported by the Superintendent in December, enrolment in online learning continues to attract learners from across the province. The 2023-2024 amended annual budget will see an increase in operating dollars totaling \$299,475, which will be included in the amended annual budget.

Dylan Richardson
Secretary Treasurer/CFO



**THE BOARD OF EDUCATION OF
NICOLA-SIMILKAMEEN SCHOOL DISTRICT (NO. 58)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

MEMORANDUM

TO: All Trustees

**FROM: Dylan Richardson
Secretary Treasurer/CFO**

RE: 2022-2023 Charities Report

DATE: December 22, 2023

Enclosed trustees will find a copy of the 2022-2023 Charities Report for the school district. The Registered Charity Information Return is a report all charities must file each year within six months of fiscal year end. Our year end is June 30, which means our annual charities return is due, December 31st.

Our school district is a Not-For-Profit public entity with such a very small portion of its resources being received and disbursed through its charitable status. Our mandate as a registered charity is carried out in the following programs:

- Providing bursaries and scholarships for graduating high school students.
- Fund and enhance school and student-based programs (Ex. After School Program at VFE).
- Fund special projects within schools (Ex. Playgrounds).

In 2022-2023, Nicola-Similkameen received charitable donations of \$55,557 by way of donations and \$21,636 by way of school-based grants, for a combined total of \$77,193.

For 2022-2023, charitable disbursements were \$97,307, which is represented by \$67,650 in scholarships and bursary payments and \$29,657 for school-based programs. The Homework Club, after-school program at Vermillion Forks Elementary, is an example of a school-based program.

The enclosed charities report has been filed and is for your information. Trustees will be provided with an opportunity for discussion.

Dylan Richardson
Secretary Treasurer/CFO



Registered Charity Information Return

Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

1. Charity name:

The Board of Education of School District No. 58 (Nicola-Similkameen)

2. Return for fiscal period ending:

Year		Month		Day	
2	0	2	3	0	6
3	0			3	0

3. BN/registration number:

891046070 R R 0002

4. Web address (if applicable):

www.sd58.bc.ca

- A1** Was the charity in a subordinate position to a head body? 1510 ☐ Yes ☒ No
If **yes**, give the name and BN/registration number of the organization.

Name

BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)

- A2** Has the charity wound-up, dissolved, or terminated operations? 1570 ☐ Yes ☒ No

- A3** Is the charity designated as a public foundation or private foundation? 1600 ☐ Yes ☒ No

If **yes**, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials

- B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Section C: Programs and general information

- C1** Was the charity active during the fiscal period? 1800 ☒ Yes ☐ No
If **no**, explain why in the "Ongoing programs" space below at C2.

- C2** Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs

Provide bursaries for graduating high school students
Fund and enhance school and student based programs
Fund special projects within schools

New programs

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** ☐ Yes ☒ No

Important: If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** ☐ Yes ☒ No

Important: If **yes**, you **must** complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities

This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- | | | |
|--|--|---|
| 2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input type="checkbox"/> Collection plate/boxes | 2580 <input type="checkbox"/> Mail campaigns | 2640 <input type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: _____ |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input type="checkbox"/> Targeted contacts | |

C7 Did the charity pay external fundraisers? **2700** ☐ Yes ☒ No

If **yes**, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$ _____

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$ _____

(c) Select the method of payment to the fundraiser:

- | | | |
|--|---|--|
| 2730 <input type="checkbox"/> Commissions | 2750 <input type="checkbox"/> Finder's fee | 2770 <input type="checkbox"/> Honoraria |
| 2740 <input type="checkbox"/> Bonuses | 2760 <input type="checkbox"/> Set fee for services | 2780 <input type="checkbox"/> Other |
| 2790 Specify: _____ | | |

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** ☐ Yes ☐ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** ☐ Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** ☐ Yes ☒ No

Important: If **yes**, you **must** complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: **3900** ☐ Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

Important: If **yes**, you **must** complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

C11 Did the charity receive any non-cash gifts for which it issued tax receipts? **4000** ☒ Yes ☐ No

Important: If **yes**, you **must** complete Schedule 5, Non-cash gifts.

C12 Did the charity acquire a non-qualifying security? **5800** ☐ Yes ☒ No

C13 Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** ☐ Yes ☒ No

C14 Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** ☐ Yes ☒ No

C15 Did the charity have direct partnership holdings at any time during the fiscal period? **5830** ☐ Yes ☒ No

C16 Registered charities may make qualifying disbursements by way of grants to non-qualified donees (grantees) as described in the Income Tax Act.

Did the charity make qualifying disbursements by way of grants to non-qualified donees (grantees) in the fiscal period?

5840 ☐ Yes ☒ No

If **yes**, you **must** complete lines 5841, 5842 and 5843.

Did the charity make grants to any grantees totalling more than \$5,000 in the fiscal period?

5841 ☐ Yes ☐ No

If **yes**, you **must** complete Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees).

Enter the number of grantees that received grants totalling \$5,000 or less in the fiscal period

5842

Enter the total amount paid to grantees that received grants totalling \$5,000 or less in the fiscal period

5843 \$

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1 Was the financial information reported below prepared on an accrual or cash basis?

4020 ☐ Accrual ☒ Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings?

4050 ☐ Yes ☒ No

Total assets (including land and buildings)

4200 \$ 203,266

Total liabilities

4350 \$

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons?

4400 ☐ Yes ☒ No

D3 Revenue:

Did the charity issue tax receipts for gifts?

4490 ☒ Yes ☐ No

If **yes**, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts

4500 \$ 14,515

Total amount of 10 year gifts received

4505 \$

Total amount received from other registered charities

4510 \$

Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630)

4530 \$ 41,042

Did the charity receive any revenue from any level of government in Canada?

4565 ☐ Yes ☐ No

If **yes**, total amount received

4570 \$

Total tax-receipted revenue from all sources outside of Canada (government and non-government)

4571 \$

Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government)

4575 \$

Total **non** tax-receipted revenue from fundraising

4630 \$

Total revenue from sale of goods and services (except to any level of government in Canada)

4640 \$

Other revenue not already included in the amounts above

4650 \$ 21,636

Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)

4700 \$ 77,193

D4 Expenditures:

Professional and consulting fees

4860 \$

Travel and vehicle expenses

4810 \$

All other expenditures not already included in the amounts above (excluding qualifying disbursements)

4920 \$ 97,307

Total expenditures (excluding qualifying disbursements) (add lines 4860, 4810, and 4920)

4950 \$ 97,307

Of the amount at line 4950:

(a) Total expenditures on charitable activities

5000 \$ 97,307

(b) Total expenditures on management and administration

5010 \$ 0

Total grants made to non-qualified donees (grantees)

5045 \$

Total amount of gifts made to all qualified donees

5050 \$

Total expenditures (add lines 4950, 5045, and 5050)

5100 \$ 97,307

Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Dylan Richardson		Signature
Position in charity Secretary Treasurer	Date 2023-12-13	Phone number 250-378-5161

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	1550 Chapman Avenue	1550 Chapman Ave
City	Merritt	Merritt
Province or territory and postal code	BC V1K 1B8	BC V1K 1B8

F2 Name and address of individual who completed this return.

Name Laura Rusnjak	
Company name (if applicable) The Board of Education of School District No. 58 (Nicola-Sim)	
Complete street address 1550 Chapman Avenue, PO Box 4100	
City, province or territory, and postal code Merritt, BC V1K1B8	
Phone number 250-378-5161	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☒ I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)
- Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees) (if applicable)

If financial statements are not included, the charity's **registration may be revoked**.

Foundations		Schedule 1
1	Did the foundation acquire control of a corporation?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">100</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
2	Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">110</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
For private foundations only:		
3	Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">120</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
4	Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period?	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">130</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>

If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.

Activities outside Canada	Schedule 2
Important: If you complete this section, you must answer yes to question C4.	
For more information, go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.	

1	Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">200</div> <div>\$ _____</div> </div>
2	Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding qualifying disbursements)?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">210</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you **must** answer **yes** in line 210.

3	Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

4	Were any projects undertaken outside Canada funded by Global Affairs Canada?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">220</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
	If yes , what was the total amount the charity spent under this arrangement?	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">230</div> <div>\$ _____</div> </div>
5	Were any of the charity's activities outside of Canada carried out by employees of the charity?.....	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">240</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
6	Were any of the charity's activities outside of Canada carried out by volunteers of the charity?	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">250</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>
7	Did the charity export goods as part of its charitable activities?	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">260</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>

If yes, list the items exported, their destination, the country code, and their value.

Item exported	Destination (city/region)	Country code	Value (CAN \$)

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

QS-Other countries in Africa
 QR-Other countries in Asia and Oceania
 QM-Other countries in Central and South America
 QP-Other countries in Europe
 QO-Other countries in the Middle East
 QN-Other countries in North America

Compensation

Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

- 1** (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

- (b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox"/> \$40,000 – \$79,999	315 <input type="checkbox"/> \$80,000 – \$119,999
320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over

- 2** (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

- (b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$

- 3** Total expenditure on all compensation in the fiscal period. **390** \$

Confidential data

Schedule 4

Important: If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add row

Remove row

Non-cash gifts

Schedule 5

Important: If you complete this section, you **must** answer **yes** to question C11.

- 1** Select all types of non-cash gifts received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input checked="" type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: <input type="text"/>
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/computers/software	

- 2** Enter the total amount of tax-receipted non-cash gifts **580** \$ **850**

Detailed financial information

Schedule 6

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
 (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
 (c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? **4020** ☐ Accrual ☐ Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:		Liabilities:	
Cash, bank accounts, and short-term investments	4100 \$	Accounts payable and accrued liabilities	4300 \$
Amounts receivable from non-arm's length persons	4110 \$	Deferred revenue	4310 \$
Amounts receivable from all others	4120 \$	Amounts owing to non-arm's length persons	4320 \$
Investments in non-arm's length persons	4130 \$	Other liabilities	4330 \$
Long-term investments	4140 \$	Total liabilities (add lines 4300 to 4330)...	4350 \$
Inventories	4150 \$		
Land and buildings in Canada	4155 \$		
Other capital assets in Canada	4160 \$		
Capital assets outside Canada	4165 \$		
Accumulated amortization of capital assets	4166 \$	Amount included in lines 4150, 4155,	
Other assets	4170 \$	4160, 4165 and 4170 not used in	
		charitable activities	4250 \$
10 year gifts	4180 \$		
Total assets (add lines 4100 to 4170)	4200 \$		

Statement of operations

Revenue:	
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts	4500 \$
Total eligible amount of tax-receipted tuition fees	5610 \$
Total amount of 10 year gifts received	4505 \$
Total amount received from other registered charities	4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630).....	4530 \$
Total revenue received from federal government.....	4540 \$
Total revenue received from provincial/territorial governments	4550 \$
Total revenue received from municipal/regional governments.....	4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571 \$
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575 \$
Total interest and investment income received or earned	4580 \$
Gross proceeds from disposition of assets	4590 \$
Net proceeds from disposition of assets (show a negative amount with brackets)	4600 \$
Gross income received from rental of land and/or buildings	4610 \$
Total non tax-receipted revenues received for memberships, dues and association fees	4620 \$
Total non tax-receipted revenue from fundraising	4630 \$
Total revenue from sale of goods and services (except to any level of government in Canada)	4640 \$
Other revenue not already included in the amounts above.....	4650 \$
Specify type(s) of revenue included in the amount reported at 4650 4655	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700 \$

Expenditures:

Advertising and promotion	4800	\$	
Travel and vehicle expenses.....	4810	\$	
Interest and bank charges.....	4820	\$	
Licences, memberships, and dues	4830	\$	
Office supplies and expenses.....	4840	\$	
Occupancy costs	4850	\$	
Professional and consulting fees	4860	\$	
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	
Amortization of capitalized assets.....	4900	\$	
Research grants and scholarships as part of charitable activities	4910	\$	
All other expenditures not included in the amounts above (excluding qualifying disbursements)	4920	\$	
Specify type(s) of expenditures included in the amount reported at 4920	4930		
Total expenditures before qualifying disbursements (add lines 4800 to 4920)	4950	\$	

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities.....	5000	\$	
(b) Total expenditures on management and administration	5010	\$	
(c) Total expenditures on fundraising	5020	\$	
(d) Total other expenditures included in line 4950.....	5040	\$	

Total grants made to non-qualified donees (grantees).....	5045	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950, 5045 and 5050)	5100	\$	

Other financial information**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose.....	5510	\$	

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	\$	
--	------	----	--

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.23 – CONFLICT OF INTEREST

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.23– Conflict of Interest. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for first reading.

A handwritten signature in black ink, appearing to read 'Stephen McNiven', is written over a horizontal line.

SMcN/sc



POLICY 1.23 CONFLICT OF INTEREST

A trustee is expected and always required to act in the best interest of the district, without regard to their personal interest. Trustees have an obligation to avoid conflicts of interest, to enable them to remain in a position to provide an unbiased and objective consideration of matters that come before the Board. A trustee must never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including: a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflicts of interest arising because of a personal interest resulting from circumstances or relationships of individual trustees.

A pecuniary interest is an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in the *School Act*.

A conflict of interest may also arise when there is a predetermination where the decision-maker has a "closed mind" and is unable to come to an issue willing to be influenced by facts or logic to make a decision. Suggestions of predetermination usually arise because of something that has been previously said or done.

In accordance with common law, a trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A trustee who has a conflict of interest in a matter before the Board must declare that interest and the general nature of the conflict of interest – and not take part in the discussion, vote or not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. If the meeting is not open to the public the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a trustee knowingly contravene the requirements of section 58 of the *School Act*, the courts may declare the trustee's office vacant and require financial restitution.



As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or the Board may wish to seek external legal advice on such matters. In each situation, the individual circumstances should be considered before a determination of conflict can be made.

DRAFT



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: POLICY 1.70 – TRUSTEE REMUNERATION AND
EXPENSES**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.70– Trustee Remuneration and Expenses. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for first reading.

SMcN/sc



POLICY 1.70 TRUSTEE REMUNERATION AND EXPENSES

Trustee Remuneration

In accordance with the provisions of the *School Act*, the Board may authorize the payment of remuneration to the chair, vice chair and other trustees. The remuneration for the chair and vice chair may be greater than for other trustees.

The annual remuneration shall be paid to each trustee in twelve equal instalments.

Trustees' annual remuneration effective December 1, 2023:

Position	Remuneration
Chairperson	\$20,525.28
Vice-Chairperson	\$19,025.28
Trustee	\$17,525.28

Effective January 1st of each year, the British Columbia Consumer Price Index, at December of the previous year, will be applied to each of the three positions: Chairperson, Vice-Chairperson, and Trustee..

Trustee Expenses

Expenses shall be paid to Trustees for attending authorized meetings, conferences, workshops, seminars, etc., in accordance with BCSTA rates and guidelines. The following additional guidelines affect trustee expense reimbursement:

1. Trustees will be paid mileage while travelling on school board business, in excess of 32 km, round trip from closer of the district office or Princeton Secondary School.
2. Technology Allowance of \$75.00 per month, paid quarterly
3. Payment of Expenses in Advance - Trustees may seek an advance on per diems and mileage for approved out-of- town business engagements of two or more days.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: POLICY 1.71 – TRUSTEE PROFESSIONAL
LEARNING AND ENGAGEMENT**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.71– Trustee Professional Learning and Engagement. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for first reading.

SMcN/sc



POLICY 1.71 TRUSTEE PROFESSIONAL ENGAGEMENT AND LEARNING

Trustees shall, each year, to the best of their ability, attend the following as a part of the normal business of the Board, and the Board's normal expectations of Trustees.

BCSTA Thompson Okanagan Branch Meetings	All Trustees
BCSTA Annual General Meeting	All Trustees
BCSTA Trustee Academy/ New Trustee Academy	All Trustees
BCSTA Provincial Council	Appointed Trustee
BCPSEA Symposium	Appointed Trustee
BCPSEA Annual General Meeting	Appointed Trustee
Ministry Provincial Chairperson's Meetings	Chairperson

The Board also expects Trustees to participate at appropriate conferences, workshops, and seminars, recognizing the need for, and the value of, taking advantage of learning activities available to trustees.

In addition to the above, the Board shall establish an annual travel budget for each Trustee. The purpose of the annual travel budget shall be for relevant professional development in their role as a Trustee. Additional attendance at education meetings by a trustee who has expended their annual travel budget may be approved by a majority vote of the Board. Expenses related to attend the seminar shall be reimbursed in accordance with the Board policy on travel expenses.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.20 – VISION AND GUIDING PRINCIPLES

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.10 – Vision and Guiding Principles. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. Areas of focus include:

- Vision – Success for ALL Learners ~ Today and Tomorrow
- Guiding Principles

SMcN/sc



POLICY 1.10 VISION AND GUIDING PRINCIPLES

The Board has established a clear vision for the district: Success for All Learners ~Today and Tomorrow.

This vision is supported by seven guiding principles:

- Inclusion, equity, dignity and diversity
- Innovation and promising educational practices
- Relationships built on trust and mutual respect
- The well-being of student, families, staff, and the community
- The pursuit of excellence, personal best, and citizenship
- The important role families have in their children's education
- The heritage and culture of Indigenous people and the recognition of the traditional territories of the Nlaka'pamux and Syilx peoples



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: POLICY 1.20 – BOARD AUTHORITY AND
RESPONSIBILITIES**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.20 – Board Authority and Responsibilities. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.20 BOARD AUTHORITY AND RESPONSIBILITIES

The Board of Education's authority is established within the *School Act* and its regulations. The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees.

The Board has, as its primary responsibility, the continuous improvement of student achievement in the district.

The Board provides effective governance of the school district, and fulfills this role, in part, through the development and implementation of a strategic plan that establishes a vision, mission and goals that directs resources and aligns the work of staff.

The Board is committed to Truth and Reconciliation within the two traditional territories of the Nl̓eʔkepmx and Syilx people and the development of goals, priorities, and measurable actions to carry out this responsibility.

The Board has a foundational responsibility to competently safeguard the interests, image and credibility of the district, to ensure its financial viability and to act in accordance with all applicable laws, regulations and policies.

The Board exercises its authority and responsibilities through the development of policy and long-range strategic and financial planning.

Specific Responsibilities

1. To carry out legislated duties as set forth in the School Act.
 2. To act in the interests of all learners in the district, advocating for their learning and well-being.
 3. To engage with rightsholders and Indigenous communities to further the success of Indigenous students and the commitment to Truth and Reconciliation.
 4. To establish effective open communication opportunities for consultation from its communities and education partners.
 5. To make decisions as a corporate body with the benefit of the whole district in mind.
-



Board of Education
School District No. 58 (Nicola Similkameen)
Policy

Success for All Learners ~Today and Tomorrow

6. To develop policy and bylaws which support its vision, mission, core values and operational priorities that will provide a framework within which the Superintendent can discharge their duties.
7. To monitor outcomes through reporting from staff through the Superintendent.
8. To promote confidence in the district through its communications about the goals and achievements of the Board.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: POLICY 1.21 – ROLE OF CHAIRPERSON &
VICE-CHAIRPERSON**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.21 – Role of Chairperson & Vice-Chairperson. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought. Areas of focus include:

- Common Responsibilities for the Chairperson
- Specific Responsibilities for the Vice-Chairperson

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POLICY 1.21 ROLE OF THE CHAIRPERSON & VICE-CHAIRPERSON

The Board of Education believes that the roles of the Chairperson and Vice-Chairperson support effective meeting processes and is central in setting the tone of the Board.

Role of the Chairperson

The Chairperson is often the appointed public face of the Board, serving as its primary spokesperson. When trustees elect the Board Chairperson, they are selecting a person who will conduct their official meetings, and who will represent them to rightsholders, education partners and the general public.

In fulfilling this role, the Chairperson is an equal, with no more power or authority than any other trustee. The Chairperson has additional functions and responsibilities to speak for and represent the positions and decisions of the Board. In this regard, the Chairperson may represent the Board at events and meetings with representatives from other governing bodies and organizations. In these activities, the Chairperson's role is limited to speaking only for what the Board has already decided, to receive input and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Establishing agendas and notice of meetings for Board meetings in consultation with the Superintendent and the Secretary Treasurer.
- Ensuring that members of the Board have the information needed for informed discussion of meeting agenda items in advance of meetings.
- Presiding over meetings of the Board, in accordance with the Board's procedures, enforcing appropriate parliamentary processes.
- Appointing Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Signing all Board correspondence and legal documents, as approved by the Board.
- Representing the Board as necessary at community, regional and provincial events.
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
- Conveying directives and directions of the Board to the Superintendent.
- Providing leadership to the Board in maintaining the Board's focus on the strategic plan.
- Assuming such other responsibilities as may be specified by the Board.



Role of the Vice-Chairperson

Specific responsibilities of the Vice-Chairperson include:

- Act on behalf of the Chairperson, in the latter's absence and have all of the duties and responsibilities of the Chair.
- The Chairperson may, on an as needed basis, delegate the presiding officer task to the Vice-Chairperson.
- Assume other duties and responsibilities assigned by the Board Chairperson.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.22 – TRUSTEE CODE OF CONDUCT

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.22 – Trustee Code of Conduct. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought. Areas of focus include:

- Decorum
- Decision Making
- Confidentiality
- Engagement
- Conflict of Interest
- Legal Authority of Individual Trustees
- Support for Board Decisions
- Trustee Professional Learning
- Scope of Delegated Responsibility
- Addressing Breaches of the Trustee Code of Conduct

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POLICY 1.22 TRUSTEE CODE OF CONDUCT

The Board of Education resides in the two Traditional Territories of the Nt̓eʔkepmx and Syilx people and serves the seven distinct communities of Shackan, Nooaitch, Lower Nicola, Coldwater, Upper Nicola, Princeton and Merritt. The Board is comprised of elected members from these diverse communities and are committed to serving its members and meeting the vision of "Success for ALL Learners – Today and Tomorrow" with a commitment to both equity and Truth and Reconciliation.

As democratically elected members of the Board, Trustees fully acknowledge the critical trust invested in the Board by the electorate and are dedicated to governing the affairs and business of the District in a respectful and professional manner that recognizes and affirms the rights and dignity of all students.

The Board, representing all members of the community, wishes to operate under the highest of standards of conduct. To this end, trustees will be guided by the following statements of conduct:

1. Decorum

By working collaboratively and creatively with rightsholders, administrators, teachers, parents, and community leaders, Trustees model and contribute to a positive and receptive learning and working culture both within the Board and the School District. In exercising their duties of governance, Trustees will demonstrate mutual respect, transparency, and impartiality. Trustees will act with integrity and be accountable for their actions and decisions. To fulfill the responsibilities of public office effectively, Trustees are expected to attend all scheduled meetings of the Board; in the event of an unavoidable absence, Trustees will inform the Board Chair.

2. Decision Making

Trustees will consider information received from all sources, base their decisions upon all available facts, and vote impartially in every situation. To facilitate effective decision making, Trustees must be knowledgeable about the School Act; statutory requirements; existing Board policy and practices; Local Education Agreements; initiatives; long-range plans; and current educational issues, both local and provincial. It is expected Trustees will be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.



3. Confidentiality

Trustees will preserve the confidentiality of information discussed at closed school board or committee meetings and will not release privileged information in any format to the public until the Board has done so in an official capacity.

4. Working Relationships

Trustees will work with each other in a spirit of harmony and cooperation and be respectful of differences of opinion. Trustees will refrain from making discrediting comments about others, engaging in unwarranted criticism, or taking private action that could compromise the integrity or authority of the Board. Trustees will observe proper decorum and encourage full, open, and courteous discussions in all matters with other Trustees. Information that may be of potential concern should not be concealed or withheld.

5. Engagement

Trustees are committed to constructive engagement and participation from rightsholders and the broad school community in establishing and interpreting policy on school operations, goals, and directions. Trustees will endeavour to share and incorporate the opinions and views of others in the deliberations and decisions of the Board. Timely reporting out of information will be provided to those who are impacted by Board decisions.

6. Conflict of Interest

It is the legal duty of each trustee to avoid conflict of interest in all trusteeship responsibilities. Trustees will not use the schools or the School District's programs for personal advantage or for the advantage of family and friends. When a trustee becomes aware that they are in a position that creates a conflict of interest or a perceived conflict of interest, they will declare the nature and extent of the conflict at a public board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

7. Legal Authority of Individual Trustees

Trustees recognize that, as a Corporate Board, the authority to make decisions must only be made within an official meeting of the Board. Individual Trustees or committees of Trustees may not exercise the rights, duties, and powers of the Board. The Chair acts as the official spokesperson for the Board; other Trustees will not speak on behalf of the Board unless authorized by the Board to act in such a capacity.

8. Support for Board Decisions



Trustees will present their views through the process of Board debate. Regardless of holding a minority position in debate or casting an opposition vote, Trustees will accept and support the majority decisions of the Board including any proposed action or implementation that will ensure decisions have the intended outcome.

9. Trustee Professional Learning

Trustees will endeavour to attend the BCSTA's Annual AGM, Academy, and Regional Branch Meetings, and take advantage of educational conferences, workshops, and training sessions made available by local, Indigenous or provincial affiliations. Through participating in professional learning opportunities, Trustees can enhance their knowledge of Trustee roles and responsibilities and become acquainted with current educational topics and trends.

10. Scope of Delegated Responsibility

Trustees will respect the authority vested in the role of the Superintendent of Schools and their senior staff and will give them responsibility to manage and operationalize policies and directions, which have been established and evaluated by the Board.

Trustees will uphold the commitments articulated in the Trustee Code of Conduct and address any violation(s) through the process outlined below.

Upon being elected to a term as trustee for the district, and as part of the inaugural meeting, trustees will commit to these statements by formally signing this Code of Conduct. Trustees will also annually indicate their commitment to this Code of Conduct.

Addressing Breaches of the Trustee Code and Conduct

Trustees are required to conduct themselves in an ethical and prudent manner in compliance with the Code of Conduct (the "Code"). The failure by Trustees to conduct themselves in compliance with the Code may result in the Board instituting sanctions.

The Board believes that it is essential to have a clear, fair, and effective process for ensuring the adherence to and enforcement of the obligations established under the Code. Trustees also believe that Trustee discipline processes must not be used for frivolous, vexatious, or bad faith reasons, or as a response to legitimate disagreements that have been expressed in a manner consistent with this Code on matters relating to the Board's business.



A Trustee who believes that a Trustee has violated the Code is encouraged to seek resolution of the matter through the Informal Complaint Process when possible, prior to commencing a formal complaint under the Code.

1. Conduct constituting breach of the Code of Conduct

- 1.1. Allegations of breaches of the Code may arise in many diverse circumstances and it is not possible to exhaustively specify in advance what conduct constitutes a breach of this Code.
- 1.2. The Board recognizes that disciplinary proceedings concerning Trustees are serious matters not to be taken lightly, having regard to the democratically elected nature of the Trustee's role and that such proceedings must not be utilized as a response to legitimate policy disagreements.
- 1.3. Notwithstanding the above, the following are provided as examples of conduct that could be subject to sanction or to proceedings:
 - 1.3.1. Where a Trustee violates the law, or advocates the violation of a law;
 - 1.3.2. Where a Trustee's conduct is a violation of expected standards of decorum, is uncivil, or is otherwise disruptive of the meetings of the Board;
 - 1.3.3. Where a Trustee breaches the confidences of the Board;
 - 1.3.4. Where a Trustee's conduct gives rise to a breach of the Human Rights Code;
 - 1.3.5. Where a Trustee's conduct is discriminatory or otherwise in breach of a policy of the Board;
 - 1.3.6. Where a Trustee fails to disclose a conflict of interest or acts while in conflict of interest;
 - 1.3.7. Where a Trustee harasses or otherwise engages in misconduct in relation to School district staff;
 - 1.3.8. Where a Trustee misuses social media;
 - 1.3.9. Where a Trustee engages in personal attacks on other Trustee's or staff members' integrity or conduct or otherwise defames them;
 - 1.3.10. Where the Trustee's conduct exposes the Board to potential liability; or
 - 1.3.11. Where the Trustee's conduct is otherwise a clear breach of the Trustee Code of Conduct.

2. Informal Complaint Process

- 2.1. It is recognized that a contravention of the Code may occur that is relatively minor, or committed inadvertently or due to an error of judgment made in good faith. In such



instances the priority will be to alert the offending Trustee to the violation and their obligations under the Code. Only serious and/or reoccurring breaches of the Code should be investigated following the formal complaint procedure.

- 2.2. Any Trustee, the Superintendent or the Secretary Treasurer who has reasonable grounds to believe that a Trustee has breached the Code, will seek resolution in an informal, cooperative fashion marked by mutual respect with an openness to growth and improvement.
 - 2.2.1. The party will engage in an individual private conversation with the Trustee affected.
- 2.3. Failing resolution through the private conversation the parties will engage the Board Chair, Vice Chair or designate to gain resolution. If the concern is with the Board Chair, the concern should be raised with the Vice Chair.
 - 2.3.1. The Chair and at the Chair's option the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the Trustees involved.
- 2.4. It is recognized that for reasons which may include the nature of the issue of concern or the way it has come to a Trustee's attention, informal measures may not be appropriate.
- 2.5. If resolution through the Informal Complaint Process is not possible, the Formal Complaint Process, outlined below, will be followed.
- 2.6. All serious and/or reoccurring breaches of the Code by a Trustee should be addressed following the Formal Complaint Process.

3. Formal Complaint Process

- 3.1. Any Trustee who has reasonable grounds to believe that another Trustee has breached this Code, the Superintendent or the Secretary Treasurer may bring an alleged breach ("Complaint") to the attention of the Chair of the Board or designate.
- 3.2. Where an allegation is made against the Chair, all other references to the Chair in this Policy will be deemed to read "Vice Chair".
- 3.3. Absent exceptional circumstances, an allegation of a breach of the Code must be brought to the attention of the Chair within 30 days after the breach comes to the knowledge of the Complainant.
- 3.4. The Complaint will be in writing, signed by the Complainant advancing it, and will contain:
 - 3.4.1. the name of the Trustee who is alleged to have breached the Code;
 - 3.4.2. the alleged breach or breaches of the Code;
 - 3.4.3. information as to when the breach came to the Complainant's attention;



- 3.4.4. the grounds for the belief by the Complainant that a breach of the Code has occurred; and
- 3.4.5. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

4. Notification of Trustees

- 4.1. A copy of the complaint will be forwarded to all Trustees, including the allegedly breaching Trustee, the Superintendent and Secretary Treasurer, within seven (7) days of receiving it.
- 4.2. The filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code.
 - 4.2.1. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code hearing.

5. Decision Not to Proceed on Complaint

- 5.1. If the Chair is of the opinion that the Complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds to proceed; or where the complainant has withdrawn their complaint and the Chair believe the Complaint should proceed, the Chair will prepare a confidential report to all Trustees stating their opinion and the rationale. The Trustees, excluding the Trustee who is alleged to have breached the Code, will determine by resolution whether, notwithstanding the Chair's opinion, to continue proceedings with respect to the Complaint.

6. Investigation

- 6.1. The Board may direct the appointment of an independent investigator to investigate the circumstances of the alleged breach.. It is recognized that not all allegations of breach require the appointment of an independent investigator, but that allegations of a breach of this Code may be adequately addressed through the processes outlined below. If an independent investigator is appointed, the independent investigator will determine their own investigative procedure within the scope of terms of reference established by the Board with the assistance of counsel. The Trustee who is the subject



of the Complaint (the "Respondent Trustee") will be provided a fair opportunity to respond to the Complaint to the independent investigator.

- 6.2. The independent investigator will prepare a report that will be provided to the Board and the Respondent Trustee.

7. Processes may be amended

- 7.1. If, in the opinion of the Board, the circumstances of a particular Complaint so require, the Board may amend these processes, but in no case will the Respondent Trustee be denied procedural fairness.

8. Inquiry Procedure

- 8.1. All meetings in respect of Trustee discipline will be conducted in a closed meeting.
- 8.2. The Secretary Treasurer is responsible to facilitate the Board's process and make any administrative arrangements for the Board's consideration of a Complaint against a Trustee.
- 8.3. The Complainant and the allegedly breaching Trustee may make representations to the Board in respect of the Complaint.
- 8.4. A Complaint may be considered on the basis of written representations, oral representations or a combination of both, as determined by the Board. Where an independent investigation has occurred, the investigator's report will be placed before the Board. The Secretary Treasurer will make arrangements to provide relevant documents to the Board and the Trustee who has allegedly breached the Code.
- 8.5. The Trustee may be represented by counsel or another representative, at their own expense, unless the Board determines otherwise, provided that counsel or representative agrees to maintain the confidentiality of the proceedings. The Board may have counsel to assist the Board with matters of procedure, law, and in respect of its deliberations.
- 8.6. Witnesses will not be called and cross examination will not be permitted at any meeting concerning a Complaint. The Complainant and allegedly breaching Trustee may be asked questions of clarification by the other Trustees in respect of their written and oral representations.
- 8.7. The Board will endeavor to address any Complaint within 90 days of receipt the complaint. Consideration of a Complaint may, if in the opinion of the Board circumstances so require, be deferred if the matter is subject to investigation by the police or to proceedings under any applicable legislation.



9. Trustee Deliberations and Decision

- 9.1. Following receipt of submissions by the Respondent Trustee, the Complainant and the other information before the Board in accordance with this Policy, the Trustees, excluding the Respondent Trustee, and, if the alleged misconduct is directed at another Trustee, excluding that other Trustee, will deliberate in a closed session.
- 9.2. Trustees will reach a decision with respect to whether a breach of the Code of Conduct occurred, what that breach was, and what, if any, sanction will be imposed.

10. Sanctions

- 10.1. If the Board determines that there has been no breach of the Code of Conduct or that although a contravention occurred, the Trustee took all reasonable measures to prevent it, or that the contravention was trivial or committed through inadvertence or an error of judgment made in good faith, no sanction will be imposed.
- 10.2. Where a sanction is to be imposed, Trustees will determine, by resolution, the appropriate level. Sanctions for a violation of the Code should be imposed in a remedial and restorative manner and should reflect the seriousness of the breach.
- 10.3. Sanctions may include:
 - 10.3.1. having the offending Trustee write a letter of apology;
 - 10.3.2. having the offending Trustee participate in a restorative justice process;
 - 10.3.3. having the offending Trustee participate in specific training, coaching or counselling as directed by the Board
 - 10.3.4. having the Board Chair write a letter of censure marked "personal and confidential" to the offending Trustee;
 - 10.3.5. having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, for a period of time, barring the Trustee from sitting on one or more committees of the Board.
 - 10.3.6. any other sanction the Trustees consider appropriate in the circumstances.
- 10.4. A Trustee who is barred from attending all or part of a meeting or meetings of the Board or a meeting or meetings of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to members of the public.

11. Publication of Decision



Board of Education
School District No. 58 (Nicola Similkameen)
Policy

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- 11.1. The Board may, in its discretion and by resolution of the Voting Trustees, determine to publish any sanctions respecting a Trustee, including disclosing the substance of the Complaint, the Board's decision and any sanction imposed.
- 11.2. Personal privacy of any affected third party will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

12. Powers of Presiding Officer Preserved

- 12.1. Nothing in this Policy prevents the Board from exercising its power pursuant to s. 70 of the *School Act* to expel or exclude from any meeting any Trustee person who has been guilty of improper conduct at the meeting without the necessity of a complaint or conducting an investigation or other inquiry before an expulsion or exclusion from a meeting.

13. Appeal of Decision

- 13.1. Trustees who have been sanctioned or have had other measures imposed upon them by the Board under this Policy can appeal those decisions through the legal system, at their own expense.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.30 – DELEGATION OF AUTHORITY

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.30 – Delegation of Authority. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.30 DELEGATION OF AUTHORITY

The Board of Education designates the Superintendent as the Board's Chief Executive Officer. The Board further delegates to the Superintendent responsibility and authority for all administrative functions unless specifically otherwise expressed.

The Secretary Treasurer, while reporting to the Superintendent, assumes the responsibility and duties of Chief Financial Officer.

The duties and responsibility of the Superintendent and Secretary Treasurer shall be those provided for by the School Act and its Regulations and by the Board Policy, and such other related duties as the Board may assign.



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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.50 BOARD COMMITTEES

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.50 – Board Committees. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.50 BOARD COMMITTEES

Board committees may be created to advise the Board on specific matters as determined by the Board. Committees have no authority in themselves; all resolutions passed at a Committee meeting require the assent of the Board in a Board meeting.

Committees, some with broad based membership, provide an opportunity to engage with students, rightsholders, staff, employee, and partner groups in areas of Board responsibility.

Standing committees provide advice to the Board on an ongoing basis. Working committees are formed for time-limited, specific purposes. When the purpose or goal of the working committee has been accomplished, the committee is retired.

The Board will approve a Terms of Reference for each standing or working committee that will include the nature of the committee, purpose, deliverables, membership, representative group participation, chairperson, appointment, secretariat support, meeting schedule, quorum, and reporting mechanisms. When necessary, any budget provisions will be articulated.

Guidelines

1. Standing Committees include;
 - 1.1. Policy
 - 1.2. Aboriginal Advisory Council
 - 1.3. Local Education Agreement Committee
 - 1.4. Education
 - 1.5. Audit and Finance
 - 1.6. Facilities and Transportation
2. The following provisions govern the appointment unless otherwise provided within the terms of terms of reference governing the committee.
 - 2.1. The Chairperson of the Board is ex-officio a member of all Committees.
 - 2.2. In structuring membership of committees, consideration will be made regarding diversity.



Board of Education
School District No. 58 (Nicola Similkameen)
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- 2.3. The Chairperson of the Board shall, at the inaugural meeting or at a regular meeting, if necessary, appoint any Trustee representatives to Board committees, in consultation with trustees.
- 2.4. Committee member appointments, consistent with the terms of are described below.
- 2.4.1. Membership of rightsholders, organizations or partners – committee members will be formally identified by the group providing the representative.
 - 2.4.2. Community members – Where community representation is required, the committee Chair will work with administration on a process for advertising.
 - 2.4.2.1. Selection process – The Board will review all applications and make the final selection for community representation.

[Drafting note: From Procedural Bylaw – lets talk about these Steve]



**THE BOARD OF EDUCATION OF
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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.51 BOARD LIAISON ASSIGNMENTS

DATE: January 10, 2023

Enclosed please find an updated copy of draft Policy 1.51 – Board Liaison Assignments. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.51 BOARD LIAISON ASSIGNMENTS

The Board of Education may assign trustees to represent the Board within the district and the community through trustee liaison assignments.

The liaison role is limited to speaking only for what the Board has already decided, to receive input and to bring matters back to the Board for consideration.

Liaison assignments for individual trustees provide an opportunity for increased communication with school communities and organizations.

The purpose of trustee liaison assignments is to:

- Provide opportunities for trustees to become acquainted with schools and act as a representative when necessary
- Provide opportunities for engagement with organizations.



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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.52 BOARD REPRESENTATION MEMO

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.52 – Board Representation. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.52 BOARD REPRESENTATION

The Board of Education will assign trustees to perform the following representative functions annually:

- B.C. School Trustees Association Provincial Council
- B.C. School Trustees Association - Okanagan Branch
- B.C. Public Schools Employers' Association Representative Council
- Okanagan Labour Relations Council
- any contractual requirements for a trustee representative



**THE BOARD OF EDUCATION OF
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ADMINISTRATION OFFICE

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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: POLICY 1.53 OKANAGAN LABOUR RELATIONS
COUNCIL**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.53 – Okanagan Labour Relations Council. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.53 OKANAGAN LABOUR RELATIONS COUNCIL

The Board has approved membership in the Okanagan Labour Relations Council for the purpose of supporting collective bargaining and labour management activities. .

The Board agrees that the rules adopted by the Okanagan Labour Relations Council are approved for the transaction of its business.

The Board shall appoint a Trustee to serve on the Board of Directors of the Council as a Director and the Secretary-Treasurer or designate will act as an Alternate Director in their absence.



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ADMINISTRATION OFFICE

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MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

RE: POLICY 1.60 BOARD CORRESPONDENCE

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 1.60 – Board Correspondence. The policy has been reviewed and updated by the Nicola-Similkameen Policy Committee. The policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought.

SMcN/sc



POLICY 1.60 BOARD CORRESPONDENCE

All correspondence addressed to the Board of Education shall be reviewed by the Board Chairperson prior to a Regular Board Meeting and will be included on an agenda as requiring action by the Board or as information.



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161, Fax: (250) 378-6263

MEMORANDUM

TO: All Trustees

**FROM: Stephen McNiven
Superintendent of Schools**

**RE: DRAFT POLICY 2.30 PUBLIC INTEREST
DISCLOSURE**

DATE: January 10, 2024

Enclosed please find an updated copy of draft Policy 2.30 – Public Interest Disclosure. The updated policy is being brought forward for second reading. After second reading it will be circulated and further feedback will be sought. Areas of focus include the following:

- Definitions
- Statement of Principles
- Privacy and Confidentiality
- Reporting
- Responsibility

SMcN/sc



POLICY 2.3 PUBLIC INTEREST DISCLOSURE

All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, to adhere to applicable laws, regulations, policies and procedures that apply to their work activities and to demonstrate ethical behavior in all their decisions and interactions.

The Board is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. Accordingly, and consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA"), the Board encourages and supports employees in bringing forward reports of unlawful acts and acts of wrongdoing.

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with the PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the District's operations or its employees. This Policy does not displace other mechanisms set out in District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

The Superintendent will appoint a senior staff member(s) who will be responsible for responding to requests for advice, receiving disclosures and investigating disclosures of wrongdoing.

1. Definitions

- 1.1. **"Advice"** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;
- 1.2. **"Discloser"** means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 1.3. **"Disclosure"** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
- 1.4. **"Employee"** refers to past and present employee of the District;



- 1.5. **"FIPPA"** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 1.6. **"Investigation"** means an investigation undertaken by the District under this Policy or by the Ombudsperson under the PIDA;
- 1.7. **"Personal Information"** has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 1.8. **"PIDA"** means the *Public Interest Disclosure Act of British Columbia*, and all regulations thereto;
- 1.9. **"Procedure"** means any School District's Administrative Procedure associated with this Policy;
- 1.10. **"Reprisal"** means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a Discloser because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and
- 1.11. **"Wrongdoing"** refers to:
 - 1.1.1. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - 1.1.2. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - 1.1.3. a serious misuse of public funds or public assets;
 - 1.1.4. gross or systematic mismanagement; or
 - 1.1.5. knowingly directing or counselling a person to commit any act or omission described in the paragraphs above.

2. Statement of Principles

- 2.1. The District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- 2.2. The District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.



- 2.3. The District will not commit or tolerate Reprisals against Employees, who in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- 2.4. The District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.
3. Privacy and Confidentiality
- 3.1. All Personal Information that the District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.
4. Reporting
- 4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.
5. Responsibility
- 5.1. The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and the PIDA.
- 5.1.1. In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of staff.
- 5.2. Individuals who knowingly make a false complaint of Wrongdoing and/or who provide false information about a complaint are in violation of this policy and subject to disciplinary and/or corrective action, up to and including termination of employment.
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