

AGENDA

OPEN MEETING OF THE BOARD OF EDUCATION NICOLA-SIMILKAMEEN SCHOOL DISTRICT

**MERRITT SCHOOL BOARD OFFICE, BOARD ROOM
WEDNESDAY, OCTOBER 8, 2025, 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 September 10, 2025
4. Business Arising from the Minutes
5. Report on Closed Meetings
 - a) September 10, 2025
6. Blanketing Ceremony – Jane Kempston - Retirement
7. **EDUCATION**
 - a) Enrolment Update
 - b) Indigenous Education Update (In-person)
 - c) Inclusive Education, Early Learning and Childcare Update
 - d) Collettville – Quebec Trip Approval
 - * e) Superintendent's Report
8. **OPERATIONS**
 - a) District Website Launch
 - b) School Closure Process and Meeting Dates

9. **AUDIT AND FINANCE**

- a) Bylaw – Modification of Covenant (Parking)

10. **POLICY**

Policies for Approval

Second Reading

- a) 3.42 Selection of Learning Resources

Third Reading

- a) 6.51 Disposal of Land or Improvements

Policies Recommended for Repeal

- a) None

11. **TRUSTEE REPORTS**

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

12. **CORRESPONDENCE**

13. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

MINUTES

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

**PRINCETON SECONDARY SCHOOL BOARD OFFICE
WEDNESDAY, SEPTEMBER 10, 2025, 6:00PM**

Success for ALL Learners Today and Tomorrow

Present:	Chairperson	G. Swan
	Vice-Chair	L. Ward
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth (Virtual) D. Rainer
	Student Trustees	M. William S. Pioquid
	Superintendent	C. Lawrance
	Assistant Superintendent	J. Kempston
	Assistant Superintendent	M. Sheldon
	Secretary Treasurer	M. Friesen
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	K. Buckland
	Executive Assistant	S. Chenoweth

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

MINUTES

25/126 It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the minutes of the Open Meeting held June 11, 2025, be adopted as presented.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held June 11, 2025.

PRESENTATIONS

Mayor Michael Goetz (Zoom)

The Mayor of Merritt, Michael Goetz, addressed the Trustees regarding the potential impact of a school closure on the City of Merritt. He highlighted that an influx of businesses expected in the next year or two could create 200-300 jobs. Michael Goetz expressed his desire to meet with the Board and Council to discuss the city's growth plan and patterns. The Board will meet with the Mayor and Council on November 4th to deliberate on the potential coming to Merritt and what that means for the foreseeable future.

2024/25 Audited Financial Statements (Virtual Presentation, BDO Canada)

Trustees were provided with a presentation of the 2024-2025 Audited Financial Statement by the Board's Auditor, Mario Piroddi, of BDO Canada LLP. Trustees were requested to make a motion to approve the Audited Financial Statement and submit to the Ministry of Education and Child Care.

25/127

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

THAT the Board of Education approve the 2024-2025 Audited Financial Statement and submit to the Ministry of Education and Child Care.

MOTION CARRIED

AUDIT AND FINANCE

2024/2025 Financial Statement Discussion & Analysis Report

The Secretary Treasurer provided Trustees with a summary presentation of the Financial Statement Discussion and Analysis (FSDA) Report for the fiscal year 2024-2025. Once approved, staff will submit to the Ministry of Education and Child Care and publish the report on the School District's Website.

25/128

It was moved by Trustee Hoisington and seconded by Trustee Chenoweth

THAT the Board of Education approve the 2024-2025 Financial Statement Discussion & Analysis Report and submit to the Ministry of Education and Child Care.

MOTION CARRIED

Multi-Year Financial Plan report

The Secretary Treasurer provided Trustees with a summary presentation of the Multi-Year Financial Plan for the three-year period July 1, 2025, through to June 30, 2028. Trustees were requested for a motion to approve the Multi-year Financial Plan for submission to the Ministry of Education and Child Care.

25/129

It was moved by Trustee Jepsen and seconded by Vice-Chair Ward

THAT the Board of Education approve the Multi-Year Financial Plan, July 1, 2025 – June 30, 2028, and submit to the Ministry of Education and Child Care.

MOTION CARRIED

Carry Forward Targeted Funds

The Secretary Treasurer provided an overview of revenue and expenses for Indigenous Education targeted dollars, finishing the 2024-2025 school year with a surplus of \$36,476 as of June 30, 2025.

Trustees were requested to make a motion to submit a letter to the Minister of Education and Child Care, seeking permission to underspend Indigenous Education dollars by \$36,476 for the 2024/25 school year and carry forward the targeted funds into the 2025/26 school year.

25/130

It was moved by Vice-Chair Ward and seconded by Trustee Hoisington

THAT the Board of Education request permission from the Ministry of Education and Childcare to underspend Indigenous Education dollars by \$36,476 for the 2024/25 school year and carry forward the targeted funds into the 2025/26 school year.

MOTION CARRIED

EDUCATION

Student Trustees

Chair Swan introduced the newly appointed Assistant Superintendent, Misty Sheldon.

Assistant Superintendent Sheldon informed the Trustees that she has been tasked with finding two Student Trustees from both Merritt Secondary School and Princeton Secondary School. Assistant Superintendent Sheldon then introduced the Princeton Secondary School Student Trustees, Mathew Williams and Sophia Pioquid.

Student Trustee, Mathew William, introduced himself to the Board, mentioning that this will be his third year as a Student Trustee.

Student Trustee, Sophia Pioquid, introduced herself to the Board, mentioning that this will be her second year as a Student Trustee.

We are deeply appreciative of our Student Trustees' commitment to both the Board as well as to representing student voice across the District.

Framework for Enhancing Students Learning Report

Superintendent Lawrance presented the Framework for Enhancing Student Learning Report to the Trustees, emphasizing the District's high participation rates for FSAs, significant increases in Sense of Belonging, and improved graduation rates for both Dogwood and Adult Dogwood across all student groups. Superintendent Lawrance noted areas for growth, including improving Literacy and Numeracy results, addressing the decline in Post-Secondary Transition Rates, and the low results for "Feeling Welcome."

Indigenous Education Report

Superintendent Lawrance presented the written report submitted the District Principal of Indigenous Education Angela McIvor, noting that progress has been made in defining the roles of Indigenous Student Advocates. Staff reviewed their roles, examined placements, and adjusted to better leverage the strengths of the ISAs.

Inclusive Education, Early Learning and Child Care Report

Superintendent Lawrance presented the written report submitted by Director of Instruction – Inclusive Education, & Early Learning/Child Care Adriane Mouland, highlighting that Crisis Prevention Institute (CPI) Training will be in all schools to help staff prevent, deescalate, and safely respond to challenging or crisis situations with students.

Superintendent's Report

Superintendent Lawrance circulated her report and spoke about the events that have taken place across the District since the beginning of the 2025-2026 school year.

OPERATIONS

2026-2027 Capital – Minor Capital Plan Submission

Trustees approved the 2025-2026 Minor Capital plan for submission during the public meeting held June 11, 2025. The deadline for submitting the Minor Capital Plan is September 30, 2025. Trustees were presented with a copy of the Minor Capital Plan that was updated throughout the summer and were requested for a motion to approve and submit the revised 2026-2027 Minor Capital Plan.

Once Submitted, the Ministry of Education and Child Care will review all Capital Plan submissions throughout the Province, providing a Capital Response Letter to the Board for approved projects early in the spring.

25/131 It was moved by Trustee Rainer and seconded by Trustee Jepsen

THAT the Board of Education approve and submit the 2026-2027 Minor Capital Plan for submission to the Ministry of Education and Child Care.

MOTION CARRIED

Potential School Closure (Initiate Process) – Merritt Central Elementary or Collettsville Elementary School

The board discussed motion to initiate a community discussion about potential school closure options due to declining enrollment, with Trustee emphasizing the need to explore this option given the financial implications.

25/132 It was moved by Trustee Rainer and seconded by Vice-Chair Ward

THAT the Board of Education initiate the process to consider the possible closure of one of Merritt Central Elementary School or Collettsville Elementary School.

MOTION CARRIED

Letter of Support – RE: Princeton Transit

Chair Swan mentioned that the Mayor of Princeton has requested the School District to write a letter of support for public transportation in the town of Princeton.

25/133 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw

THAT the Board of Education approves to write a letter of support for Princeton's transit initiative.

MOTION CARRIED

POLICY

First Reading

3.42 Selection of Learning Resources

25/134 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 3.42: Selection of Learning Resources, for first reading and send out for consultation.

MOTION CARRIED

Second Reading

6.51 Disposal of Land or Improvement

25/135 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.51: Disposal of Land or Improvement, forward for second reading.

MOTION CARRIED

Third Reading

3.50 Nsyilxcən and Nłeʔkepmxcín and Culture

25/136 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 3.50: Nsyilxcən and Nłeʔkepmxcín and Culture, forward for third and final reading.

MOTION CARRIED

6.20 Signing Authorities

25/137 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.20: Signing Authorities, forward for third and final reading.

MOTION CARRIED

6.30 Expense Reimbursement

25/138 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.30: Expense Reimbursement, forward for third and final reading.

MOTION CARRIED

6.40 Public Use of Facilities

25/139 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.40: Public Use of Facilities, forward for third and final reading.

MOTION CARRIED

6.60 Video Surveillance

25/140 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.60: Video surveillance, forward for third and final reading.

MOTION CARRIED

6.70 Student Transportation

25/141 It was moved by Trustee Chenoweth and seconded by Trustee Hoisington

THAT the Board approve Policy 6.70: Student Transportation, forward for third and final reading.

MOTION CARRIED

Policies Recommended for Repeal

None.

Trustee Reports:

Student Trustee Reports

At the beginning of the Board meeting both Student Trustees were introduced by Assistant Superintendent Sheldon. A discussion was held with the Student Trustees on how their first week of school went.

P.A.C. Reports

Trustee Hoisington reported that Nicola Canford Elementary PAC meeting will be held next Monday.

Trustee Rainer reported that John Allison Elementary had not had their PAC meeting yet.

Trustee Chenoweth reported that SCIDES PAC meeting date has not be set yet and Collettsville Elementary PAC meeting will be held on September 25th.

Trustee Kent-Laidlaw reported that Princeton Secondary School PAC meeting will be held Tuesday September 23rd.

Trustee Jepsen reported that Merritt Central Elementary PAC meeting will be held on Wednesday September 24th and Diamond Vale Elementary PAC meeting will be held on Tuesday September 16.

Trustee Ward reported that Vermilion Forks Elementary PAC meeting will be held on Tuesday September 16th.

Chair Swan reported that Bench Elementary PAC meeting will be held later September and MSS PAC meeting was held yesterday. Chair Swan also reported that there was a Board Chair meeting held last week.

October Branch Meeting (Kamloops)

Vice-Chair Ward announced that this year's branch meeting for all Board Trustees in the Thompson Okanagan region will be held in Kamloops October 17 & 18.

Other Reports:

NONE

CORRESPONDENCE:

NONE

PUBLIC QUESTION PERIOD

Questions from Central Elementary parents

- Will any of the School Board members be eliminated alongside the school closure?
- Have you considered why some parents don't want their students in the brick and mortar schools?
Why are people choosing to homeschool over public schools?
- What is the difference in the amount of money that the school gets for a student that is coming into school physically verses online schooling?
- When the district does renos at a school or maintenance in Princeton, what budget does that come from?

Questions from the public in PSS Board room

- With transportation for the Indigenous students, is that within the 5km walking distance?
- **Stefanie Archie (Education Coordinator for Coldwater Indian Band)** - raised concerns about the potential closure of Central School, noting that it would affect many Indigenous students and create unfair optics given recent funding requests.

The Board acknowledged these concerns and committed to consulting with First Nations communities, including visiting Coldwater and Upper Nicola to discuss potential school closures. The Board also mentioned ongoing budget challenges and the need to explore all options to address funding shortfalls.

- **Trina Moulin** - The Board passed a motion in February to strike an Ad Hoc Committee this fall to review the school calendar for the upcoming year. She would like to gather feedback from all stakeholders regarding the process for placing or scheduling professional development days within the calendar. She is wondering if she has missed any information and what that process looked like.

Vice-Chair Ward mentioned that Trustee Chenoweth and Vice-Chair Ward are considering possible dates moving forward. Vice-Chair Ward also acknowledged that the Princeton Teacher Union and the Pro-D Committee would like to be involved.

ADJOURNMENT

25/142

Motion to adjourn was made by Trustee Rainer and seconded by Trustee Jepsen

THAT the Open Board meeting be adjourned at 8:09pm

Chairperson

Secretary Treasurer

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: Enrollment Update

DATE: October 8, 2025

Our enrollment for 2025/2026 is currently at 1803, which is higher than our projected enrollment of 1786 for our Brick and Mortar schools that was submitted to the Ministry in February 2025.

However, we have a net loss of 45 students from 2024-2025 when enrollment was 1848.

School	MCE	CV	Bench	NC	DV	MSS	JAЕ	VFE	PSS	Total
Kindergarten	19	15	13	7	14	n/a	29	n/a	n/a	98
Grade 1	27	6	16	10	11	n/a	41	n/a	n/a	110
Grade 2	29	14	19	16	21	n/a	39	n/a	n/a	138
Grade 3	15	12	18	14	13	n/a	41	n/a	n/a	117
Grade 4	21	19	20	20	16	n/a	n/a	31	n/a	125
Grade 5	26	10	17	19	14	n/a	n/a	37	n/a	125
Grade 6	33	15	21	14	22	n/a	n/a	38	n/a	141
Grade 7	34	21	19	19	11	n/a	n/a	38	n/a	142
Grade 8	n/a	n/a	n/a	n/a	n/a	129	n/a	n/a	40	169
Grade 9	n/a	n/a	n/a	n/a	n/a	135	n/a	n/a	37	170
Grade 10	n/a	n/a	n/a	n/a	n/a	106	n/a	n/a	51	155
Grade 11	n/a	n/a	n/a	n/a	n/a	112	n/a	n/a	32	145
Grade 12	n/a	n/a	n/a	n/a	n/a	129	n/a	n/a	39	168
2025-2026 Enrollment	203	112	143	119	122	611	150	144	199	1803
2024-2025 Enrollment	226	114	153	140	128	620	136	138	193	1848

We were conservative in our projections and see most growth at John Allison and the secondary level in Merritt.



CL/sc

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: October 8, 2025

The District Principal of Indigenous Education will present in person. The report is attached.



CL/sc

INDIGENOUS EDUCATION

October 8, 2025

I'm so excited to be back in full swing for another wonderful school year. September has proven to be a very busy month. Time was spent buttoning up: IEC reports for the Ministry of Education and Childcare, LEA completion reports, and BCTEA transportation fund documents. ISAs were busy getting to know students, making schedules, planning events and making sure Indigenous self-identified students were on their list to receive support.

Indigenous Events and Activities

Recognizing **Orange Shirt Day** in school districts is vital for fostering awareness about the history and legacy of residential schools. By actively participating, districts demonstrate their commitment to reconciliation and support Indigenous students and families. This collective effort helps create a safe, inclusive environment where all voices are valued and historical truths are acknowledged.

I am proud to say that Nicola Similkameen School District continues to participate with phenomenal teachings and activities, thanks to the outstanding planning and commitment of the Indigenous Student Advocates. They not only plan great events for the day, but provide resources for teachers, organize or join in community walks, hand out orange shirts for students and staff if needed and provide information leading up to the event. It is also part of our work to ensure that this work happens all year, not just on the day.



Community News:

Our communities have faced many recent losses, including the passing of Charlene McRae, who served as Education Coordinator for Upper Nicola Band for 25 years. Her dedication to students and impactful work with Nicola Similkameen are deeply appreciated. She will be missed.

*Due to this loss, the Merritt Welcome Dinner did not take place. The Princeton Welcome Dinner is being planned and will take place On Oct.7.

Supporting Schools:

Effective communication and collaboration have occurred to ensure stakeholder involvement in the required Indigenous-focused professional development for school staff. Schools have submitted their plans, which I have subsequently shared with the Indigenous Education Council (IEC). The IEC has indicated that they would like schools to continue advancing efforts toward decolonizing our practices.



Our knowledge keepers, healers, advisors, counsellors.

[Read More](#)

The new district website also has a new section for Indigenous Education I hope this will be a place where students, families and community members can find the support and information they need.

New Local Education Agreements Complete:

The purpose of a Local Education Agreement (LEA) is to establish a collaborative framework between the Nicola Similkameen School District and the Indigenous communities it serves, including the Coldwater Indian Band, Lower Nicola Indian Band, Nooaitch and Shackan Indian Band, Upper Nicola Indian Band, and Upper Similkameen Indian Band. These agreements aim to ensure that Indigenous students receive a high-quality education that respects and integrates their cultural heritage, values, and traditions. Each LEA is specific to each community and emphasizes the importance of incorporating Indigenous knowledge, languages, and cultural practices into the educational curriculum.

We are working hard to ensure that these documents are working documents. Admin, teachers and ISA's are all provided with the documents and admin are sharing the information so that we can make sure we are doing our best jobs for Indigenous students and our communities.

Local Education Agreements Between



Nicola Similkameen School District
and



Coldwater
Indian Band



Lower Nicola
Indian Band



Nooaitch & Shackan
Indian Band



Upper Nicola
Indian Band



Upper Similkameen
Indian Band

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

**RE: INCLUSIVE EDUCATION, EARLY LEARNING
& CHILDCARE REPORT**

DATE: October 8, 2025

The Director of Instruction for Inclusive Education, Childcare, and Early Learning's report is attached.



CL/sc

Director of Instruction – Inclusive Education &
Early Learning Child Care Report
October 2025

**To enhance accessibility, this document can be easily read out loud through various text-to-speech programs. The background color, font size, and font choice are intentionally selected to enhance readability. **

Here are a few updates and highlights from the last month:

- **1701 Season**

Each of our Student Support teachers, principals, along with the district team has done an excellent job of working through the Ministry 1701 inclusive education data collection process. This collective effort reinforces our district's commitment to inclusion – ensuring that each student is counted, valued, and supported in their learning journey.

- **District Partners**

Our school district is so fortunate to be supported by such a large network. I have had many introductory meetings this month with our partners around the province. All of which provide invaluable services and support to our students and families. I am very much looking forward to continuing the positive partnerships:

- POPARD (*Provincial Outreach Program for Autism & Related Disorders*)
- POPFASD (*Provincial Outreach Program for Fetal Alcohol Spectrum Disorders*)
- SET_BC (*Special Education Technology – British Columbia*)
- ARC-BC (*Accessible Resource Centre – British Columbia*)
- BC CAISE (*British Columbia Council of Administrators of Inclusive Support in Education*)
- Early Learning & Child Care Leads Community
- Safer Schools Together

- **PreVenture Program**

The PreVenture program, a preventative intervention for youth aged 12-18 focused on personality development and mental health is taking place in both Merritt and Princeton again this fall. Through this initiative, students are learning critical coping skills and goal-setting strategies. This program compliments our district's Social Emotional Learning focus and promotes resilience and healthy development, aligning with our broader mental health priorities.

- **Staffing**

In staffing updates, we are pleased to have hired and on boarded our second ELL teacher. Both teachers are now in schools throughout the district supporting students. We have also been able to hire two more Education Assistants to work on a relief basis, which has put us in a favorable position when coverage is necessary. We continue to look for a StrongStart facilitator for Diamondvale Elementary. We are in conversations about modifying the schedule of our other facilities, however, we are seeing the families that had attended DVE now attending Central. Through conversations we are trying to determine how to best serve our community.

Over the next several weeks I am looking forward to facilitating some Professional Development sessions for our Kindergarten and Grade 1 teachers, our Education Assistants, and our Student Support Teachers.

MEMORANDUM

TO: All Trustees

**FROM: Misty Sheldon
Assistant Superintendent**

**RE: FRENCH IMMERSION FIELD
TRIP PROPOSAL**

DATE: October 8, 2025

Collettville Elementary has put forward a proposal for a French Immersion Trip to Quebec City from April 20 to 24, 2026. A total of 15 Collettville students, comprising 13 from grade 7 and 2 from grade 6, will have the opportunity to travel to Quebec and experience the cultural offerings and adventures this trip has to offer. The trip is enthusiastically supported by the administration, staff, parents, and students, and we believe that this will be a successful experience for all involved. An overview of the trip is attached.

Merci!



MS/sc



École Élémentaire Collettville • Collettville Elementary School

615 Lindley Creek Road, Merritt, B.C., V1K 1L4

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M. Brandon Sambrook – Directeur / Principal

Mme Ouimet – Assistant Administratif / Administrative Assistant

2026 Quebec City & Montreal Field Trip

Request for Approval

September 29, 2025

Attn: Ms. Misty Sheldon, Assistant Superintendent
Nicola Similkameen School District (No. 58)
1550 Chapman Street
Merritt, BC
V1K 1B8

Dear Misty,

In accordance with Policy 603.2, Collettville Elementary School is requesting approval from the Board of Education for an out-of-province field trip. The trip involves 15 students, consisting of 13 Grade 7 students and 2 Grade 6 students, who will be travelling to Quebec from April 20-24, 2026.

This trip is designed to immerse students in authentic Québécois culture, history, and language. It provides a culminating experience that celebrates their K–7 French Immersion journey while offering real-world opportunities to apply their language learning in cultural and historical contexts. This trip has been a longstanding tradition at Collettville that relies heavily on parent consultation and cooperation, staff dedication and initiative, and, of course, the support of the Board of Education.

Although the plans for this trip continue to be finalized, I've attached a preliminary planning checklist, a sample parent information letter and higher-risk parent consent form, a quote from the Brightspark Tour Company, and a full itinerary for the 5-day trip. I will continue to work closely with Jory Berthelet to ensure that all policy requirements and conditions for this class of field trip will be met.

Thank you for your consideration of our request.

Sincerely,

Brandon Sambrook & Jory Berthelet

**CHECKLIST – HIGHER RISK FIELD TRIP
OUT OF PROVINCE**

School: Collettsville Elementary
Trip: Quebec City & Montreal Trip
Departure Date: April 20, 2026 Return Date: April 24, 2026
Sponsoring Teacher: Brandon Sambrook (Principal) & Jory Berthelet
Name of Group: _____
Number of Students: 15
Administrator: Brandon Sambrook

(Grade
6/7
teacher)

A) Supervision

1. Supervision ratio should be 10:1
2. There is at least 1 teacher supervisor
3. **Overnight Trip** – 1 male and 1 female supervisor at the venue

Brandon Sambrook
Jory Berthelet
Ange Russell
Sheri Bishop

B) Parent Information

1. Copy of parent information letter is provided which informs parents of:
 - a. Purpose
 - b. Destination
 - c. Proposed activities
 - d. Method(s) of transportation
 - e. Costs
 - f. Methods of fundraising
2. A sample Higher Risk Parent Consent Form has been provided which specifies event(s), date(s) and method(s) of transportation.
3. An emergency contact and medical information binder created. ✓
4. Parent Information - Overnight
 - a. There is evidence that parents have been informed of accommodation arrangements. ✓
 - b. There is evidence/assurance that parents have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met. ✓
 - c. Telephone number where student can be contacted (for parent and school). ✓

C) Supervisor Information - Overnight

1. There is evidence that supervisors have been informed of their duties in supervising students, including no alcohol and being *on-call* 24 hours during the trip. ✓
2. Criminal record checks have been completed for volunteer supervisors as determined by the principal. ✓

D) Student Information - Overnight

1. There is evidence/assurance that students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met. ✓

E) Costs

1. Be clear about all costs	Total Cost	÷	# Students	=	Cost per student
a. Cost of transportation (bus)	_____		_____		
b. Cost of admission	_____		_____		
c. Meal costs estimates	_____		_____		
d. Incidental costs estimates	_____		_____		
e. Package price	_____		_____		
Total Cost	_____		_____		

*In some cases a package price may include transportation, meals and admissions. In such cases a breakdown of these costs is not required. Incidental costs could include a suggested amount for spending money.

F) Transportation

1. Transportation is by:
 - a. Licensed bus
 - b. Approved vans (up to 9 passenger capacity including driver)
 - c. Parent drivers (Volunteer Driver Form)
 - d. Train
 - e. Airline

Parents responsible for transportation to/from Kelowna Intl. Airport on April 20 & 24.

G) Communication with Administration

1. Principal to give initial approval ✓
2. Principal approves letter to parents ✓
3. Principal gives final approval ✓
4. Principal receives list of field trip participants ✓
5. Principal informs Assistant Superintendent and the Board within required timeframes ✓
6. Principal has a copy of trip itinerary including accommodation plans ✓

Transportation during the trip provided by coach bus (included in cost of trip)

please see attached



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M. Brandon Sambrook – Directeur / Principal

Mme Ouimet – Assistant Administratif / Administrative Assistant

2026 Quebec City & Montreal Field Trip

April 20–24, 2026

Parent Information Letter

Dear Parents and Guardians,

We are excited to share the details of our upcoming milestone trip for Grade 7 students to Quebec City and Montreal, taking place April 20–24, 2026. This journey marks a major celebration of your child's French Immersion education at Collettville Elementary.

Educational Purpose

This trip is designed to immerse students in authentic Québécois culture, history, and language. It provides a culminating experience that celebrates their K–7 French Immersion journey while offering real-world opportunities to apply their language learning in cultural and historical contexts.

Destination

Students will spend five days exploring Quebec City and Montreal, two cities rich in history, culture, and contemporary French Canadian life.

Proposed Activities

The itinerary will include a variety of cultural, educational, and historical activities (full schedule attached). Students will explore museums, historical sites, guided tours, and hands-on cultural experiences that connect directly to their learning in French Immersion.

Transportation

- Families are responsible for arranging transportation to and from Kelowna International Airport on:
 - April 20 (departure day)
 - April 24 (arrival day)
- All in-trip transportation will be provided by a private coach bus, included in the trip cost.

Costs

A detailed quote from Brightspark Tours is attached for your review. This includes flights, accommodations, meals (except lunches), excursions, and transportation.

Fundraising

Fundraising initiatives began in May 2025 and will continue until mid-April 2026. Based on projections, fundraising efforts are expected to cover a significant percentage of the total trip cost. The exact percentage will be confirmed closer to the trip.

Accommodations

- Students: 4 students per room, 2 beds per room
- Parent Chaperones: 2 chaperones per room, 2 beds per room
- School Staff Chaperones: Separate rooms provided
- Overnight Security: Brightspark Tours provides professional overnight security at each hotel

This trip is a meaningful milestone for our students and an unforgettable opportunity to deepen their connection to French language and culture. We look forward to working together as a school community to make it a success.

Thank you for your support,

Brandon Sambrook
Principal
Collettsville Elementary

HIGHER RISK ELEMENTARY FIELD TRIP

PARENT CONSENT FORM

Principal's approval: _____

Please return before: _____

Activity: Quebec Trip Teacher: Brandon Sambrook & Tony Berthelet
 Location: Quebec Date(s): April 20-24
 Departure time from school: _____ Arrival time back at school: _____
 Overview Itinerary for the Field Trip Program:
Attached

Transportation: ☐ Walking to and from the activity ☐ Transported by school bus
☐ Driven in private vehicles ☐ Drivers required

Volunteer drivers must be at least 21 years old and have at least \$1,000,000.00 liability insurance. There must be a seatbelt for each child/youth and no air bag on the front passenger side unless the passenger is 12 years of age or older. Drivers are responsible for complying with all child/youth restraint/booster seat requirements. Driver must have completed an SD58 Volunteer Driver Form.

Booster Seat Requirements for Private Vehicles:

- ☐ My child is over 9 years of age **OR** over 4 ft. 9 in. ⇒ No booster seat is required
☐ My child is over 18 kg/40 lbs **AND** under 4 ft. 9 in. ⇒ A booster seat is required
☐ My child will bring a portable booster seat. (Please note that it is the responsibility of the parent or guardian to provide booster seats, when required, for school field trips.)

Parent Helpers Required: _____

Lunch Required: _____

Fee to be Paid: _____

Amount Required: \$ _____

* This permission slip must be returned for your child/youth's participation - written notes or phone calls will not be accepted to grant permission.

PERMISSION SLIP

The following statement must be signed by the parent/guardian for students participating in Higher Risk Field Trips:

I am aware and understand that participation in the Higher Risk Field Trip involves certain inherent risks, dangers and hazards which may result in serious personal injury or death or other loss or damage to property. I am aware that downhill skiing, Nordic track skiing, snowboarding and snow-blading, ice skating, road cycling, mountain biking, adventure hiking, canoeing, kayaking, swimming in natural settings, wilderness orienteering and residential camping are dangerous activities and that in addition to the usual risks inherent in these activities, certain additional dangers and risks including, but not limited to, varying snow, ice and visibility conditions and the danger and risk of collision with natural and man-made objects. For International travel, I have been informed that the Higher Risk Field Trip may become a dangerous activity due to global unrest. Further I agree that there may be other risks not known to me or not reasonably foreseeable at this time. I release and agree to indemnify and hold harmless the Board of School Education of School District No. 58 (Nicola-Similkameen) "the Board", its employees, and agents ("the Releasees") from any loss, claim, or demand for any and all negligence arising as a result of the Student's involvement or participation in the Higher Risk Field Trip except where such negligence is caused by the Releasees. I understand and accept that the Board and its employees and agents may at any time cancel the Higher Risk Field Trip for appropriate reasons including travel advisories indicating international air travel is unsafe or the destination is unsafe. Accordingly, I agree to waive any and all claims against the Board, its employees, and agents for any monetary loss arising from the cancellation of the Higher Risk Field Trip. I understand that during the Higher Risk Field Trip the Student may incur additional unforeseen financial expenses required for reasons of safety and I agree to waive and reimburse for any and all claims against the Board, its employees, and agents for any such expenses that are reasonably required. Both my child/youth and I understand that Board Policy #502.1 "Code of Conduct for Students" applies on all field trips. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. **Students engaging in these behaviours are liable to be sent home at their families' expense.**

I have read and am informed about the proposed field trip to _____ on _____.

I, the undersigned parent or guardian of the above named student, request that my child/youth _____, participate in this trip. I understand that, if there is a cost involved, it should be enclosed with this form. Enclosed is \$ _____.

List medical conditions/medication the staff and supervisors should be aware of:

Please supply the school with: family physician, Care Card number and emergency numbers (if not already on file).

Parent/Guardian Signature: _____ Phone: _____ Cell: _____

I can help supervise: Yes ____ No ____

I have a Volunteer Application Form AND valid CRC on file with the office and all information is still current: Yes ____ No ____

To download/print the Volunteer Application Form, please visit our website: https://cves.sd58.bc.ca/?page_id=934

Copies of this form are also available at the Office.

Your Tour Includes

Transportation

- Round trip transportation by Motor Coach Transportation
- Round trip transportation by Flight between Kelowna and Montreal
- Driver Tip
- Autocar Excellence Airport transfer - Charter 21 Passenger Mini Bus

Accommodation

- Quebec City Economical Class Hotel: Apr 22 - Apr 24
- Hotel Faubourg Montreal : Apr 20 - Apr 22
- Quad Occupancy for Students (2 Beds Per Room)
- Single Occupancy for Chaperones
- Night security each evening at the hotel(s) - 1 guard

Room Upgrades

- Single room supplement: \$800.00 per student
- Single room supplement: \$800.00 per adult

Tour Leader

- 1 French-speaking Tour Guide(s)

Meals

- 4 Breakfasts
- 3 Dinners

Attractions and activities

- Explore Old Montreal
- Mount Royal Lookout
- Old Montreal Orientation Walking Tour
- Visit Montmorency Falls
- Quel beau pré!
- Orientation Walk of Lower Town
- Guided Tour of the Chateau Frontenac
- Evening Walk, Bonfire and Marshmallows
- Visit the Notre Dame Basilica
- Montreal Planetarium Visit
- Self-Guided visit at the Biodome
- Guided Tour of the Bell Centre
- École de Cirque de Quebec
- Guided Tour of Québec National Assembly
- Visit at the Observatoire de la Capitale
- Soldier of the Martello Tower- less than 30

Tour Pricing

Paying Passengers	16 (15 students + 2 parents)
Complimentary Chaperones	2
Student Price	\$ 3000 + \$155 Insurance
Paying Adult Price	\$ 3500 + \$222 Insurance

Additional Options Available

	Student
Choose Earth Carbon Offset Program	\$10.00

Travel Guard Deluxe Package

The Travel Guard Deluxe Package will be offered as an option to your students. The insurance is a great way for your students to avoid cancellation penalties and protect themselves while on tour. For additional peace of mind the insurance also covers cancellation by the School Board or principal of the school "for any reason" due to unforeseen events.

Travel Guard Deluxe Package: \$155.00 per student
Travel Guard Deluxe Package: \$222.00 per adult

Brightspark Benefits

- Brightspark Souvenir with emergency contact number for every passenger
- Exclusive Brightspark Programming (applicable in specific destinations)
- Your personal Sales Consultant & Coordinator dedicated to making your trip planning simple
- Customized Parent Information Evening presentation and documentation
- Access to WorldStrides Canada Financial Assistance program to provide financial aid to qualifying students
- Online registration and payment for parents - easy to navigate and less work for you
- 24/7 emergency on-tour support team
- Brightspark Bundle - rewarding schools with more than one trip
- Curriculum justifications and school support materials
- Choose Earth Carbon Offset Program

Brightspark Incentives



Day One - Monday April 20, 2026

- 7:30 AM Group arrives at the local airport 3 hours prior to departure, to check in for your flight.
- 10:30 AM **Flight between Kelowna and Montreal**
Scheduled departure time of Air Canada from Kelowna (YLW) to Vancouver (YVR) - arriving at 11:32pm. Connecting flight to Montreal departing at 1:15pm to Montreal (YUL) - arriving at 9:02pm
1 Bag included
- Lunch and Dinner**
Please pack a lunch to eat on the plane. Dinner will be at your own cost at the airport during your layover.
- 9:02 PM Approximate time of arrival in your destination. Proceed to the baggage carousel to collect your luggage.
Your Tour Leader will meet you at Montreal Airport.
- 10:00 PM **Autocar Excellence Airport transfer - Charter 21 Passenger Mini Bus**
Approximate time of arrival of a mini bus.
NOTE: no washroom and limited luggage space.
- 10:15 PM Board your motor coach and transfer to your accommodations.
- 11:00 PM **Hotel Check In**
Approximate time of arrival at the Hotel Faubourg Montreal.
- Night Security provided by the Hotel Faubourg - 6 hours**
Night security will patrol hallways each evening between 10:00pm - 4:00am

Day Two - Tuesday April 21, 2026

- 8:00 AM **Deluxe Continental Breakfast at Hotel**
- 9:00 AM **Motor Coach Transportation**
Board your coach for your next activity
- 9:00 AM Board your motor coach and depart for your next activity.
- 9:30 AM **Old Montreal Orientation Walking Tour**
Your Tour Director will guide you through Old Montreal to learn about this historic district. Students will see Notre Dame Basilica, Place Jacques-Cartier and the oldest skyscraper in Canada, the New York Life Building.

- 10:30 AM **Visit the Notre Dame Basilica**
Situating in the heart of Old Montreal, Notre Dame is an architectural masterpiece. Students will follow the history of the basilica as they marvel at the gorgeous paintings, sculptures and stained glass.
- 11:15 AM **Explore Old Montreal**
Free time to shop and explore the cobblestone streets of Old Montreal.
- 1:15 PM Board your motor coach and depart for your next activity.
- 2:00 PM **Montreal Planetarium Visit**
For over 45 years, the Montreal Planetarium has been sharing its passion for the sky and stars with its visitors, young and old. While at the newly opened Rio Tinto Alcan Planetarium, students will get a fresh experience of astronomy through complementary shows and exploration through the exhibition.
- 3:30 PM **Self-Guided visit at the Biodome**
The Biodome is located in a former velodrome used in the 1976 Olympics, and consists of four different ecological habitats with the plant and animal life found in each ecosystem.
- 4:45 PM Board your motor coach and depart for dinner.
- 5:30 PM **Taco Dinner at 3 Amigos**
- 6:30 PM Board your motor coach and depart for your next activity.
- 7:00 PM **Graffiti Workshop**
Learn techniques from a local expert at Café Graffiti during your workshop. Students will learn the history of the art form, participate in a Q & A session, practice techniques with paint markers to create their own "signature" and then apply it to a baseball cap to take home with them as a souvenir!

- 8:30 PM Board your motor coach and transfer to your accommodations.

Day Three - Wednesday April 22, 2026

- 8:00 AM **Deluxe Continental Breakfast at Hotel**
- 9:00 AM **Hotel Check Out**
Check out of your accommodations and load your luggage onto the motor coach.
- 9:30 AM Board your motor coach and depart for your next activity.



- 10:00 AM Mount Royal Lookout**
The group will head up to the top of Mount Royal to get a bird's eye view of the city. From the lookout, students will get a great panorama of the Saint Lawrence River and the Monteregian Hills - the perfect place for pictures!
- 11:30 AM Guided Tour of the Bell Centre**
Head behind the scenes to the home of the Montreal Canadiens from the rink level all the way up to the press boxes and get an up close look at the iconic Canadiens torch in the Alumni lounge.
- 12:45 PM Board your motor coach and depart for Quebec City.**
Board your motor coach and depart for Quebec City.
Lunch stop will be made en-route
- 4:00 PM Self Guided visit at the Aquarium du Québec**
Learn more about life under the sea at the Quebec Aquarium. The visit begins with a multimedia show that takes students on and under the St. Lawrence River and to the North Pole. Afterwards, a series of paths wind through other exhibits that showcase the flora and fauna and underwater life of the world's water.
- 5:30 PM** Board your motor coach and depart for dinner.
- 6:00 PM Dinner at Chez Victor (Menu 1)**
- 7:15 PM Orientation Walk of Lower Town**
Experience the city as it was in the days of New France. Your Tour Director will take you through the lower half of the UNESCO World Heritage Site to see the Place Royale, and Fresque du Petit-Champlain.
- 7:45 PM Orientation Walk of Upper Town**
Experience the city as it was in the days of New France. Your Brightspark Tour Director will take you through the upper half of the UNESCO World Heritage Site to see the Dufferin Terrace, Rue de Tresor "Artist Alley", and the iconic Château Frontenac.
- 8:30 PM** Board your motor coach and transfer to your accommodations.
- 9:00 PM Approximate arrival at your Quebec City Hotel**
- 10:00 PM Night Security provided each evening by Securite de la Capitale - 5 hrs**
Night Security will patrol the hallways each evening between 11:00pm - 4:00am.

Day Four - Thursday April 23, 2026

- 8:00 AM Enjoy breakfast at your hotel**
- 9:00 AM Quel beau pré!**
Explore the route to Nouvelle France and the people that inhabited the coast throughout history. As you drive along this historic coastline, your students will learn about a few of the important figures that once called this area home.
- 9:30 AM Visit Montmorency Falls**
Stop at one of the most spectacular natural wonders of the Beupre Coast. Make sure to take a breathtaking picture from the middle of the bridge spanning the top of the falls!
- 10:15 AM** Board your motor coach and depart for your next activity.
- 10:45 AM Guided Tour of the Chateau Frontenac**
Experience the Castle Life at the Château Frontenac during a guided tour of this iconic hotel located on one of the most beautiful sites in Quebec City. You will discover the famous people and historical events that have shaped the identity of the Fairmont Château Frontenac over the years, as well as its architectural development and rejuvenation process undergone in recent years.
- 11:45 AM Old Quebec Exploration**
Opportunity to explore Old Quebec in small groups. Visit rue du Tresor, the street of artists, and the many shops and boutiques.
- 1:30 PM** Board your motor coach and depart for your next activity.
- 2:00 PM École de Cirque de Quebec**
Let's go to the Circus! Learn to fly the trapeze, juggle, jump on the trampoline, and take a general lesson on clowning around. You will find yourself enrolled in a school unlike any other you have ever been in at École de Cirque de Québec.
- 5:00 PM** Board your motor coach and depart for the Sugar Shack.
- 5:45 PM French Canadian Dinner at Erablere du Lac Beauport**
Enjoy a traditional sugar shack meal followed by lively folk music, dancing and maple taffy served on snow. You will also visit the maple sugar museum and the trapper camp where you will learn about the ancient and modern techniques of Quebec trappers.



Evening Walk, Bonfire and Marshmallows

Wander through a forest of over 10,000 maple trees in the Maple Sugar Bush, followed by an evening bonfire where students will relax and roast marshmallows.

8:15 PM Board your motor coach and transfer to your accommodations.

Day Five - Friday April 24, 2026

7:00 AM **Enjoy breakfast at your hotel**

7:45 AM Hotel Check Out

Check out of your accommodations and load your luggage onto the motor coach.

8:00 AM Board your motor coach and depart for your next activity.

8:30 AM Soldier of the Martello Tower- less than 30

Accompanied by British officers, learn all about the soldiers living in Martello Tower in 1812 and experience the military lifestyle through competitions and games.

10:15 AM Visit at the Observatoire de la Capitale

Located in the heart of Parliament Hill, at an altitude of 725 feet above the sea level, the Observatoire de la Capitale dominates the capital and surrounding area. Like a life-size model, this breathtaking panoramic view reveals 400 years of the capital's history.

11:30 AM Guided Tour of Québec National Assembly

Visit Quebec's National Assembly, the provincial legislature building. Interior tours bring students into the heart of Quebec's provincial politics and the site of many heated discussions. Walk the corridors and chambers where ideas have been debated and laws passed that have shaped the province.

12:00 PM Board your motor coach and depart for your next activity.

12:15 PM Lunch at your own cost and time to explore Old Quebec.

2:00 PM Board your motor coach and depart for the Montreal Airport.
Lunch stop will be made en-route.

5:10 PM Scheduled departure time of Air Canada from Quebec City (YQB) to Toronto (YYZ) - arriving at 6:46pm. Connecting flight departing at 8:25pm to Kelowna (YLW) - arriving at 10:11pm
1 Bag included

10:11 PM **Welcome Home!**

Offset your flight emissions with Choose Earth to achieve carbon neutrality on your travel program. No matter where your tour takes you, rest assured that your climate impact is mitigated. Brightspark will match each contribution made because we believe working together is how we achieve a more sustainable tomorrow.

This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.



MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: District Website Launch

DATE: October 8, 2025

We did a soft launch of our new District Website on September 23, 2025. The new website was created in response to overwhelming feedback from our parents and partners that our old website was difficult to navigate, hard to find relevant information (which was often outdated), and not intuitive. From our staff's perspective, the previous website was difficult to update/delete/replace information.

Our Executive Assistant to the Secretary Treasurer and Human Resources put in a significant amount of time building our new website from May to September. Kassey did an amazing job! Thank you for your attention to detail and tech savvy.



CL/sc

MEMORANDUM

TO: All Trustees **FROM: Courtney Lawrance**
Superintendent of Schools

RE: School Closure Process and Meeting Dates **DATE: October 8, 2025**

We have a dedicated webpage for the school closure process, which can be found under the “Our District” tab. This page will house all documents related to the potential school closure process.

Rightsholder and Community engagement are part of the consultation process on potential school closure. Below is the list of dates for the first round of meetings from October to December 2025.

October 20, 2025		7:00 pm Merritt Central Elementary
October 28, 2025	Lower Nicola Indian Band – (Tentative Date and time to be confirmed)	7:00 pm Collettsville Elementary
October 29, 2025	5:00 pm Merritt Bench Elementary	7:00 pm Diamond Vale Elementary
October 30, 2025	5:00 pm Nicola-Canford Elementary	7:00 pm Merritt Secondary/CLC
November 4, 2025	5:30 pm Coldwater Band	
November 18, 2025	5:00 pm Upper Nicola Band	
December 1, 2025		7:00 pm All Princeton Schools Location: Princeton Secondary
December 3, 2025	Nooaitch/Shackan (Tentative – date to be confirmed)	

Programs, Services and Facilities – A Community Engagement Process

Nicola Similkameen School District is embarking on community engagement on two interconnected themes. First, it is to update its communities and partners on current student achievement, recent data trends, and priorities for attention. In its full form, this information, along with input from staff and communities, will inform the next Strategic Plan and identify the resources required to deliver it. The other key area involves the Board’s options regarding excess space, program locations, and the

efficiencies that could be achieved to direct more resources to the provision of direct services to students.

The Approach:

- Engage in a series of community consultations that provide information on:
 - student achievement data and learning agenda areas that require priority attention; current enrolments, school capacities and enrolment projections;
 - Ministry and other funding sources; and,
 - Options for consideration to “right size” facilities, programs/services, or both.
- Presenters/Facilitators will share the information overview with session attendees, respond to any questions of clarification and share the discussion prompts for table group engagement and reporting out;
- Staff and Trustees will facilitate table groups (staff and trustees) will support discussion and focus input on the questions related to the Strategic Plan and School Closure process. Notes will be summarized and reported out by table facilitators prior to the conclusion of each meeting;
- Materials will be shared on the district’s website following each session, and there will be an opportunity for online contributions and questions; and,
- As the community engagements proceed, presentations will be updated to incorporate themes or learnings gained. The District website’s school closure page will include a *Frequently Asked Questions* section to continue to inform the conversation.

Timeline of Process:

- Data Analysis – December 2025
- Release of Summary Reports to facilitate School Closure, Strategic Plan & Budget Secondary Consultation processes – January 2026
- Secondary Community Consultation on all 3 Processes – Winter 2026
- Board Decisions on School Closure and Strategic Plans Goals & Objectives – March 2026
- BoE Decision on 26/27 Budget – April 2026



CL/sc

MEMORANDUM

TO: All Trustees

FROM: Mark Friesen
Secretary Treasurer

RE: Modification of Covenant Bylaw

DATE: October 3, 2025

Background

The School Board has been asked by the owner of an adjacent property (Lot 3) to the Princeton Skills Centre (Lot 2) to reduce the number of parking spaces in order to facilitate waste management and gain access to Lot 3 which will undergo redevelopment.

There is an existing covenant agreement with the City of Princeton (KL60730) for the parking lot which needs to be modified in order to accommodate this request. The parking lot (the Land) is owned by the School District as a separate property from Lot 2 and 3.

The developer will enter into a "License to Occupy" and "Maintenance Agreement" with the School District once the modified covenant is in place in order to carry out construction and ongoing access to the new development.

Staff are requesting the BoE complete all three readings of the Modification of Covenant Bylaw at their October 8, 2025 meeting as facilitated by the following recommended motions.

Motions Requested

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) allow all three readings of the Modification of Covenant Bylaw No. 2025-26 MCSD58-01 at their October 8, 2025 meeting.

If the above noted motion is passed unanimously, staff would ask the BoE to consider the following motion to pass the Modification of Covenant bylaw:

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) give first, second and third readings to the Modification of Covenant Bylaw No. 2025-26 MCSD58-01.

Prepared by:

Mark Friesen

Secretary Treasurer/CFO

Nicola-Similkameen School District

Encl. Modification of Covenant Bylaw
Land Title Act Charge – Modification of Covenant
Existing Covenant KL60730

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)
162 TAPTON AVENUE, PRINCETON, BC MODIFICATION OF COVENANT BYLAW, 2025-26 MCSD58-01

WHEREAS The Board of Education of School District No. 58 (Nicola-Similkameen) (the “Board”) is a board of education constituted under the School Act (British Columbia);

WHEREAS a board of education may dispose of land or improvements owned or administered by the board of education under the authority of Section 96(3) of the *School Act* (British Columbia), subject to the Orders of the British Columbia Minister of Education and Child Care (the “**Minister**”);

AND WHEREAS the *Interpretation Act* (British Columbia) defines the word “dispose” to mean to transfer by any method and includes, among other things, grant and charge;

AND WHEREAS the Minister issued Order M193/08 (Disposal of Land or Improvements Order) effective September 3, 2008 requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board;

AND WHEREAS a disposal of land or improvements by way of a grant of a covenant does not require approval from the Minister pursuant to Order M193/08 (Disposal of Land or Improvements Order);

AND WHEREAS Section 65(5) of the *School Act* (British Columbia) requires a board of education to exercise a power with respect to the acquisition or disposal of property owned or administered by the board of education only by bylaw;

AND WHEREAS:

- A. The Board is the owner of those certain lands and premises with a civic address of 162 Tapton Avenue, Princeton, British Columbia and legally described as follows:

Parcel Identifier: 023-280-727

Legal Description: Lot B District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP56011

(the “**Property**”);

- B. The Property is facility number XXXXXX;
- C. Pursuant to Covenant KL60730 registered against the Property in favour of the Town of Princeton (the “**Original Covenant**”), the Board agreed with the Town of Princeton that the Property shall not be used except as parking for the benefit of the lands with a civic address of 206 Vermilion Avenue, Princeton, British Columbia and legally described as Parcel Identifier: 023-162-856, Lot 2 District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP55283 (“**Lot 2**”) and the lands with a civic address of 196 Vermilion Avenue, Princeton, British Columbia and legally described as Parcel Identifier: 023-163-631, Lot 3 District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP55283 (“**Lot 3**”);
- D. Furthermore, pursuant to the Original Covenant, the Board agreed that the Property shall have twenty-six (26) parking spaces for the benefit of Lot 2 and twenty (20) parking spaces for the benefit of Lot 3;

- E. The Board and the Town of Princeton wish to enter into a Modification of 219 Covenant Agreement (the “**Modification**”) in order to, amongst other things, modify the Original Covenant to reduce the number of parking spaces on the Property for the benefit of Lot 2 and Lot 3 and to expand the use of the Property to permit access for purposes of on-site parking, waste management , operating purposes and such other uses as may be consented by the Town of Princeton; and
- F. The Board has determined and hereby confirms that the Modification a will not conflict with or detract from the regular or extracurricular program of a school or the current or future educational needs of the school district, and will not interfere with the Board’s use of the Property for educational purposes.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Modification a be and is hereby authorized and approved, and the Board enter into the Modification in the form required by the Town of Princeton, subject to amendments as the Secretary-Treasurer may, in his or her discretion, consider advisable, and register the Modification against title to the Property at the Land Title Office.

BE IT FURTHER resolved as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Modification in such form and with such amendments thereto as the Secretary-Treasurer may, in his or her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents required to complete the granting of the Modification on such terms and conditions as the Secretary-Treasurer may, in his or her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as “School District No. 58 (Nicola-Similkameen) 162 Tapton Avenue, Princeton, BC Modification of Covenant Bylaw, 2025”.

Read a first time this 8th day of October, 2025.

Read a second time this 8th day of October, 2025.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on the 8th day of October, 2025, and finally passed and adopted this 8th day of October, 2025.

Chairperson of the Board

Corporate Seal

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of the School District No. 58 (Nicola-Similkameen) 162 Tapton Avenue, Princeton, BC Modification of Covenant Bylaw, 2025-26 MCSD58-01, adopted on the 8th day of October, 2025.

Secretary-Treasurer



1. Application

Bryshun Mace Lawyers
304-3330 Richter Street
Kelowna BC V1W 4V5
2508781127

2. Description of Land

PID/Plan Number	Legal Description
023-280-727	LOT B DISTRICT LOT 706 YALE (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN KAP56011

3. Nature of Interest

Type	Number	Additional Information
MODIFICATION	KL60730	Modification of Covenant registered as #KL60730

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

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

6. Transferee(s)

TOWN OF PRINCETON

P.O. BOX 670
151 VERMILION AVENUE
PRINCETON BC V0X 1W0

360 VOLUMETRIC CONSTRUCTION MANAGEMENT LTD.

BC1279188

UNIT 108 - 713 COLUMBIA STREET
NEW WESTMINSTER BC V3M 1B2

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-
SIMILKAMEEN)**
By their Authorized Signatory

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

TOWN OF PRINCETON
By their Authorized Signatory

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

**360 VOLUMETRIC CONSTRUCTION
MANAGEMENT LTD.**
By their Authorized Signatory

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

PART 2 – PROPOSED TERMS OF INSTRUMENT
MODIFICATION OF COVENANT AGREEMENT

THIS AGREEMENT is dated for reference the 10th day of July, 2025

AMONG:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN),
PO Box 4100,
1550 Chapman Street,
Merritt, British Columbia V1K 1B8

(the "Covenantor")

AND:

TOWN OF PRINCETON,
PO Box 670,
151 Vermilion Avenue,
Princeton, British Columbia V0X 1W0

(the "Municipality")

AND:

360 VOLUMETRIC CONSTRUCTION MANAGEMENT LTD. (Inc. No. BC1279188),
Unit 108 – 713 Columbia Street,
New Westminster, British Columbia V3M 1B2

(the "Lot 3 Owner", and together with the Covenantor and the Municipality, the "Parties" and each a "Party")

WHEREAS:

- A. The Covenantor is the registered owner of certain lands with a civic address of 162 Tapton Avenue, Princeton, British Columbia and legally described as Parcel Identifier: 023-280-727, Lot B District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP56011 (the "Land");
- B. In addition to the Land, the Covenantor is the registered owner of certain lands with a civic address of 206 Vermilion Avenue, Princeton, British Columbia and legally described

as Parcel Identifier: 023-162-856, Lot 2 District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP55283 ("Lot 2");

- c. 360 Volumetric Construction Management Ltd. (Inc. No. BC1279188) (the "Lot 3 Owner") is the registered owner of certain lands with a civic address of 196 Vermilion Avenue, Princeton, British Columbia and legally described as Parcel Identifier: 023-163-631, Lot 3 District Lot 706 Yale (Formerly Osoyoos) Division Yale District Plan KAP55283 ("Lot 3");
- D. Pursuant to a covenant registered against title to the Land at the Kamloops Land Title Office under Registration Number KL60730 for the benefit of Lot 2 and Lot 3 and in favour of the Municipality (the "Covenant"), the owner of the Land covenanted and agreed with the Municipality that the Land shall not be used except as parking for the benefit of Lot 2 and Lot 3;
- E. Furthermore, pursuant to the Covenant, the owner of the Land agreed that Lot 2 shall have twenty-six (26) parking spaces on the Land and Lot 3 shall have twenty (20) parking spaces on the Land; and
- F. The Covenantor, as owner of the Land and as owner of Lot 2, the Lot 3 Owner, as owner of Lot 3, and the Municipality have agreed to amend the Covenant on the terms and conditions set out in this Agreement.

NOWHEREFORE, THIS AGREEMENT WITNESSES that in consideration of the sum of TEN DOLLARS (\$10.00) now paid by each of the Parties to the other and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the Parties), the Parties hereby covenant and agree as follows:

1. MODIFICATION OF COVENANT

The Parties hereby agree that the Covenant is hereby amended as follows:

- (a) By deleting Section 1 of the Covenant in its entirety and replacing therefor with the following Section 1:

"1. The Covenantor covenants and agrees with the Municipality that the Land shall not be used, EXCEPT as parking for the benefit of Lots 2 and 3, and to allow access through the Land to Lots 2 and 3 for purposes of on-site parking, waste management, operating purposes and such other uses as may be consented to in writing by the Municipality, acting reasonably, from time to time. The Municipality consents to a portion of the Land to be used as a temporary laydown area for the storage of materials, equipment and supplies in connection with the

redevelopment of Lot 3 by the Lot 3 Owner pursuant to a licence to occupy entered into between the Covenantor and the Lot 3 Owner on terms and conditions acceptable to the Covenantor and the Lot 3 Owner; and “

(b) By deleting Section 2 of the Covenant in its entirety and replacing therefor with the following Section 2:

“2. Lot 2 shall have Sixteen (16) parking spaces on the Land and Lot 3 shall have Sixteen (16) parking spaces on the Land “

2. COVENANT OTHERWISE IN FULL FORCE

Except as modified by this Agreement, the Covenant shall remain in full force and effect and unmodified.

3. GOVERNING LAW

This Agreement will be governed and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

4. EXECUTION

In accordance with Section 233 of the Land Title Act (British Columbia), this Agreement and the General Instrument- Part 1 to which this Agreement is attached forms a single instrument. The act of signing by a Party in Item 8 of Part 1 of this instrument constitutes effective execution of this Agreement by that Party.

END OF DOCUMENT

LAND TITLE ACT
FORM C

(Section 219.81)

Province of
British Columbia

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

Page 1 of 6 pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

STANLEY G. TURNER Client # 10579
Barrister and Solicitor,
Box 568,
Princeton, B.C. VOX IWO Tel: 295-6971

signature of applicant, applicant's solicitor or agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID) (LEGAL DESCRIPTION)
023-280-727 Lot B, DL 706, Y(O)DYD, Plan KAP56011

3. NATURE OF INTEREST:*

DESCRIPTION

DOCUMENT REFERENCE

(page and paragraph)

PERSON ENTITLED TO INTEREST

Section 219 Covenant

Entire Instrument

Transferee

4. TERMS: Part 2 of this instrument consists of (select only one)

- (a) Filed Standard Charge Terms
(b) Express Charge Terms
(c) Release

- [] D.F. No.
[x] Annexed as Part 2
[] There is no Part 2 of this instrument.

A Selection of (a) Includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):*

JOHN EDWIN OWENS and SHEILA LOUISE OWENS

06/16/97 AB138w CHARGE 50.00

6. TRANSFEREE(S): (including postal address(es) and postal code(s))*

TOWN OF PRINCETON, a Municipality incorporated under the Municipal Act R.S.B.C. 1979, C.290 and having a postal address at Box 670, Princeton, B.C. VOX 1WO

7. ADDITIONAL OR MODIFIED TERMS:*

NIL

8. EXECUTION(S):** This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Y M D

Party(ies) Signature(s)

STANLEY G. TURNER
Barrister and Solicitor,
Box 568,
Princeton, B.C.
VOX 1WO

"As to Both Signatures"

97 05 20

JOHN EDWIN OWENS


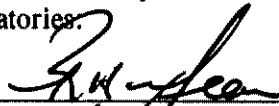
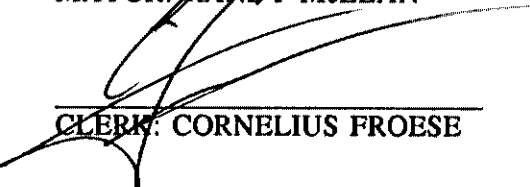
SHEILA LOUISE OWENS

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument. *If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E. **If space insufficient, continue executions on additional page(s) in Form D.

**LAND TITLE ACT
FORM D**

PAGE 2

EXECUTIONS CONTINUED

Officer Signature(s)	Execution Date Y M D	Transferor/Borrower/Party Signature(s)
 STANLEY G. TURNER Barrister and Solicitor, Box 568, Princeton, B.C. VOX IWO	97 06 09	Transferee Signature TOWN OF PRINCETON by its authorized signatories.  MAYOR: KANDY McLEAN  CLERK: CORNELIUS FROESE
"As to Both Signatures"		

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

Terms of the Instrument - Part 2**BETWEEN:**

JOHN EDWIN OWENS, Businessman, and
SHEILA LOUISE OWENS, Businesswoman, both of
Box 1865,
Princeton, B.C.
VOX 1WO

(the "Covenantor")

OF THE FIRST PART**AND:**

TOWN OF PRINCETON, a municipality incorporated
under the Municipal Act, R.S.B.C. 1979, C.290 and having
a postal address at Box 690,
Princeton, B.C.
VOX 1WO

(the "Municipality")

OF THE SECOND PART**WHEREAS:**

A. The Covenantor is the registered owner in fee simple of that parcel of land located in the Town of Princeton and legally described as set forth in paragraph **2** of Part 1, Page 1 hereof (hereinafter referred to as the "Land").

B. (a) The Covenantor is also the registered owner in fee simple of the following parcels of land in the Town of Princeton and legally described as follows:

(i) Lot 2, DL 706, Y(O)DYD, Plan KAP55283
PID #023-162-856

(hereinafter referred to as "Lot 2")

(ii) Lot 3, DL 706, Y(O)DYD, Plan KAP55283
PID #023-163-631

(hereinafter referred to as "Lot 3")

(b) Lots 2 and 3 are adjacent to the Land.

- C. Section 219 of the Land Title Act R.S.B.C. 1979, C.219 and amendments thereto permits the registration of a covenant of a negative or positive nature in favour of the Municipality in respect of the use of land.

NOW THEREFORE THIS AGREEMENT WITNESSETH that pursuant to Section 219 of the Land Title Act, and in consideration of the terms of this Covenant and of other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the Covenantor hereby covenants and agrees with the Municipality as follows:

1. The Covenantor covenants and agrees with the Municipality that the Land shall not be used, **EXCEPT** as parking for the benefit of Lots 2 and 3.
2. Lot 2 shall have twenty-six (26) parking spaces on the Land and Lot 3 shall have twenty (20) parking spaces on the Land.
3. Nothing contained or implied herein shall prejudice or affect the Municipality's rights and powers in the exercise of its functions pursuant to the Municipal Act, R.S.B.C. 1979 c.290 or its rights and powers under all of its public and private statutes, bylaws, orders and regulations to the extent the same are applicable to the Lands, all of which may be fully and effectively exercised in relation to the Lands as if this Covenant had not been executed and delivered by the Covenantor.
4. The Covenants set forth herein shall charge the Lands pursuant to Section 219 of the Land Title Act, and shall be covenants, the burden of which shall attach to and run with the Lands, and each and every part to which the Lands may be divided or subdivided, whether by subdivision plan, strata plan or otherwise howsoever. The covenants set forth herein shall not terminate if and when a purchaser becomes the owner in fee simple of the Lands, but shall charge the whole of the interest of such purchaser and shall continue to run with the Lands and bind the Lands and all future owners of the Lands and any portion thereof.
5. Notwithstanding anything contained herein, neither the Covenantor nor any future owner of the Lands or any portion thereof shall be liable under any of the covenants and agreements contained herein where such liability arises by reason of an act or omission occurring after the Covenantor or any future owner ceases to have any further interest in the Lands.
6. The Covenantor will, at their own expense do or cause to be done all acts necessary to grant priority to this Covenant over all financial charges and encumbrances which may have been registered against the title to the Lands in the Land Title Office.

7. Wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

8. The parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Covenant.

9. Waiver of any default by either party shall not be deemed to be a waiver of any subsequent default.

10. Every reference to a party is deemed to include the heirs, executors, administrators, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party wherever the context so requires or allows.

11. If any section, subsection sentence, clause or phrase in this Covenant for any reason be held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Covenant.

12. This Covenant shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law thereof.

13. This Covenant and each and every provision hereof shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, as the case may be.

14. The Covenantor shall bear all the costs of entering into this Covenant and all modifications of it, including Land Title Office registration costs.

15. The Covenantor hereby releases, indemnifies and saves the Municipality harmless from and against any and all manner of actions, causes of action, claims, costs, expenses, debts, demands and harm of whatsoever kind suffered by the Municipality, directly or indirectly, whether arising from death, bodily injury, property loss, property damage or economic loss, which may result from or in any way be connected with:


- (a) the granting or existence of this Covenant;
- (b) any breach or default of the Covenantor under this Covenant; or

(c) any act, omission, negligence or misconduct of the Covenantor.

Officer Signature

Execution Date

Covenantor Signature:



STANLEY G. TURNER
Barrister and Solicitor,
Box 568,
Princeton, B.C.
VOX 1WO

Y M D

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970612

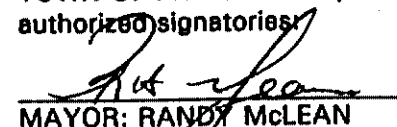


JOHN EDWIN OWENS



SHEILA LOUISE OWENS

TOWN OF PRINCETON by its
authorized signatories:



MAYOR: RANDY McLEAN



CLERK: CORNELIUS FROESE

"As to All Signatures"

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this Instrument. *If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E. **If space insufficient, continue executions on additional page(s) in Form D.

END OF DOCUMENT

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

**RE: POLICY RECOMMENDATIONS, REVIEWS,
REPEALS AND ADMINISTRATIVE PROCEDURES**

DATE: October 8, 2025

Recommendations:

We continue to work on our Administrative Procedures, which is the next step in the policy review process. The following policies are presented for second and third readings:

Policies:

First Reading

a) n/a

Second Reading

a) 3.42 Selection of Learning Resources

Third Reading

a) 6.51 Disposal of Land or Improvements

Policies Recommended for Repeal

a) None

Administrative Procedures (For Information Only)

1. Anaphylaxis Risk & Responsibilities
2. Administration of Medication



CL/sc

POLICY 3.42 SELECTION OF LEARNING RESOURCES

1. Board Responsibilities

- 1.1 Board of Education may only use educational resource materials (i.e., learning resources) that the board considers appropriate, specific in an educational program guide, or are recommended by the Minister of Education from time to time.
- 1.2 The Ministry of Education no longer conducts evaluation processes to recommend learning resources. Boards must have policies and procedures for approving the learning resources chosen for use in schools. See Administrative Procedure – Selection of Learning Resources.
- 1.3 Districts are required to establish a process for ensuring the list of recommended learning resources is up to date and aligned with the changes in the curriculum.

2 Concerns or Challenges – Learning Resources

- 2.1 Any concerns or challenges to the use of Learning Resources should be dealt with at the District level. See Administrative Procedure – Learning Resources – Challenged Materials.

POLICY 6.51 DISPOSAL OF LAND OR IMPROVEMENTS

The Board of Education recognizes that occasionally certain lands or improvements owned by the Board may become surplus to the educational needs of the District and may therefore consider the disposal of such surplus land or buildings.

Prior to consideration of any possible disposal of lands or buildings, the Board will make a determination whether such lands or buildings are surplus to the educational needs of the District. In making such determination, the Board will:

- consider and comply with any guidance or direction from the Ministry responsible for K-12 public education in British Columbia; and
- undertake, with our local First Nations (Lower Nicola, Upper Nicola, Shackan, Coldwater, Nooaitch, and Upper Similkameen) stakeholders, local governments, community organizations and/or the public, such consultations as the Board may consider appropriate with respect to the lands or buildings involved.

A consultation process shall include:

- consideration of future enrolment growth in the District, including K-12, adult programs and early learning;
- consideration of alternative community use of surplus space in school buildings and other facilities; and
- a fair consideration of the community's input and adequate opportunity for the community to respond the Board's possible plan for the lands or buildings.

Where District lands or buildings have been designated as surplus, every effort should be made to dispose of that asset in a manner consistent with Ministry direction, and where such land or buildings are to be disposed of, the Board will seek to accrue the maximum financial benefit to the District given the nature of the body which is acquiring the lands or buildings.

Where the Board has determined that any given land and/or facility is surplus to current needs and should be disposed of, the following will apply:

1. The Board shall obtain an appraisal of the property by an independent professional appraiser to obtain an estimate of the fair market value of the land and/or buildings.

2. Following consultation and subject to the approval of the Minister, and as an act of reconciliation, the Board will first offer and attempt to negotiate an agreement with one or more local First Nations for the purchase of the property.
3. If there is no interest from one or more of the local First Nations to purchase the property and/or purchase agreement is not finalized, the Board shall, subject to the terms of this policy, offer such surplus land and building assets for sale to the local governments and then the general public, unless such disposal is to another board or institution for educational purposes.
4. After appraisal, authority to dispose of the surplus asset is delegated to the Secretary-Treasurer, who will establish the public process for its disposal, which shall be consistent with the intent of this Policy.
5. Acceptance or rejection of any offer is subject to Board approval.
6. Once the Board has determined a successful purchaser, a Board bylaw authorizing the disposal will be made pursuant to Section 65(5) of the *School Act*.
7. Notification to the Minister responsible for K-12 public education will be made pursuant to the Disposal of Land or Improvements Order.

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Anaphylaxis Risk & Responsibilities	Pending

Purpose

To establish procedures to protect students at risk of anaphylaxis, minimize exposure to known allergens, ensure prompt and appropriate response in emergencies, and promote an allergy-aware school environment across the District.

Scope

These procedures apply to all schools in the District, staff (teaching, non-teaching, support staff, volunteers), students, parents/guardians, and any persons (e.g. contractors, coaches) acting under the authority of the school when students are under school supervision or involved in school-sponsored activities.

Definitions

- **Anaphylaxis:** A sudden, severe allergic reaction that can be life-threatening, requiring immediate medical intervention.
- **Allergen:** Substance that causes an allergic reaction; e.g. foods, insect stings, medication, latex.
- **Auto-injector:** A device (e.g. epinephrine auto-injector like EpiPen) used to deliver epinephrine in emergency situations.
- **Allergy-aware / Allergen-aware environment:** An environment in which measures are taken to reduce risk of exposure to allergens, while balancing normal peer interactions.

General Procedures

Roles & Responsibilities

	Develop and maintain District-level policy in compliance with applicable laws, Ministerial Orders, and guidelines.
Board / District Office	<ul style="list-style-type: none"> • Provide oversight and support to schools, including resources, training, and monitoring. • Collect aggregate data on anaphylactic incidents from schools annually for review.
Superintendent / Designate	<ul style="list-style-type: none"> • Ensure these procedures are communicated to all schools. • Ensure compliance by schools. • Review reports from schools; recommend improvements.

Principals / School Administrators	<ul style="list-style-type: none"> • Ensure these procedures are implemented in their school. • Identify students at risk. • Ensure Individual Anaphylaxis Emergency Plans are developed/updated. • Arrange school-level training and awareness. • Ensure auto-injectors are stored and accessible. • Ensure emergency procedures are visible and known by staff. • Monitor and report incidents.
Teachers / Staff / Volunteers	<ul style="list-style-type: none"> • Participate in required training. • Be aware of students with anaphylaxis in their class or under their care. • Know the school's emergency procedures. • Assist in minimizing allergen exposure. • Respond appropriately in case of a reaction. • Inform school upon registration (or upon diagnosis) if their child is at risk of anaphylaxis. • Provide medical documentation and Anaphylaxis Emergency Plan signed by a qualified physician.
Parent(s) / Guardian(s)	<ul style="list-style-type: none"> • Supply required medication (e.g. auto-injectors) and replacements (not expired). • Update school when medical condition changes. • Encourage use of medical identifying information (e.g. Medic-Alert).
Student (where appropriate)	<ul style="list-style-type: none"> • When capable, self-manage and notify staff of allergy risks. • Understand and follow avoidance strategies. • Use auto-injector if trained and authorized.

Identification & Documentation

1. Registration/Disclosure

- Upon registration or at the start of the school year (or when diagnosed), parents/guardians must disclose any life-threatening allergies / risk of anaphylaxis.
- Record relevant information: type of allergy, triggers, symptoms, emergency contacts, physician's information.

2. Individual Anaphylaxis Emergency Plan

- Develop for each student at risk, in partnership with parent/guardian, student (as appropriate), and physician.
- The plan should include:
 - Photograph of student

- List of allergens / triggers
- Signs and symptoms to watch for
- Emergency treatment protocol (including auto-injector dosage)
- Contact information (parents/guardians, physician)
- Consent to administer medication
- Storage location(s) of auto-injectors.
- Update annually or whenever there is a change in student's condition.

3. Record-keeping

- Maintain files for each identified student with anaphylaxis.
- Emergency Plan in school records and health file.
- Ensure staff with need-to-know access to Emergency Plan, while respecting privacy.
- Maintain school-level records and district aggregate data for monitoring.

Prevention / Allergen Avoidance

1. Allergy-Aware Environment

- Promote awareness among staff, students, parents.
- Communicate rules around foods / allergens in classrooms, cafeteria, etc.
- Ensure handwashing facilities and policies (e.g. wash hands before and after eating).
- Avoid sharing of food, utensils or containers.

2. Special Events / Field Trips / Extracurricular Activities

- Prior planning to ensure auto-injectors accompany the student.
- Identify any potential exposure risks (snacks, meals, etc.) and plan accordingly.
- Ensure staff / supervisors know which students are at risk and know emergency plan.

3. Signs & Alerts

- Post medical alert notices (with consent) in the office, classrooms, and other relevant areas.
- Inform relevant staff: classroom teacher(s), substitute teachers, bus drivers, food service personnel, custodians, coaches, volunteers.

Training & Awareness

- All school staff (teaching and non-teaching, including substitutes and volunteers) receive training annually. Topics to cover: basic understanding of anaphylaxis; recognition of symptoms; use of auto-injectors; district and school emergency protocols.

- Refresher training mid-year or when needed (e.g. when a new student with anaphylaxis arrives).
- Students may receive awareness lessons (age-appropriate) about allergies, respecting peers, not sharing food, etc.
- Parents/guardians are provided with information about the school's approach and their responsibilities.

Emergency Response

1. When Reaction Occurs

- At first sign of anaphylaxis, administer epinephrine auto-injector immediately (do not wait)

Note time.

- Call emergency services (e.g. 911).
- Contact parent/guardian.
- Ensure student is cared for (one person with student, one to call for help).
- If symptoms do not improve / recur, a second dose may be administered as per plan.
- Transport to hospital, even if symptoms resolve.

2. Field Trips / Off-site

- Ensure plan and medication travel with the student.
- Ensure adult supervision includes trained staff.
- Know location of nearest medical facility.
- Communication means (phone, etc.) available.

3. After Incident

- Review incident: what happened, what worked, what could be improved.
- Offer support (medical, emotional) to student/staff as needed.
- Report the incident to Principal / District — include aggregate reporting to district office.

Medication / Auto-Injector Management

- Parents are responsible for supplying auto-injectors that are current (not expired).
- At least one auto-injector must be available for the student at school; best practice is two (one carried by student if capable, one stored in school).
- Store in a centrally accessible, clearly marked, unlocked location known to staff.
- For mature students: possibility for self-carry, evaluated case by case.
- Maintain a procedure for storage, inspection, replacement of devices (e.g. tracking expiry dates).

Monitoring, Reporting & Review

- Principals must monitor all anaphylactic incidents; report to District annually (or as required)
In aggregate: number of students with anaphylaxis, number of incidents, response times, outcomes.

- Review of procedures at regular intervals (e.g. annually) to ensure effectiveness.
- Feedback from staff, parents, students.
- Make revisions as needed.

Confidentiality & Privacy

- Health information about students (e.g. diagnoses, treatment plans) is confidential. Access limited to those who need to know (staff caring for or supervising the student).
- Consent from parents/guardians is required for disclosure.
- Ensure records are securely stored.

Legal / Policy Compliance

- Ensure compliance with any applicable legislation (e.g. Anaphylaxis Protection Orders, relevant provincial acts, school act, etc.).
- These procedures supplement the District's Policy on Anaphylaxis (or Allergies & Anaphylaxis).
- In case of conflict, follow legislative/regulatory requirements.

Communication

- Publicize to all stakeholders (staff, parents, students, volunteers) the existence of the Policy & Procedures.
 - Include in school handbooks, orientation, staff meetings.
 - Make Emergency Plans visible (with consent), and clearly labelled in the school.

Review Schedule

- These procedures should be reviewed at least every two years, or earlier if required (e.g. significant incident, changes in law, or medical practice).

Date of Original Superintendent Approval: September 24, 2025

Date Amended:

Cross Reference:

Administrative Procedure		Nicola Similkameen School District
Section:	Students, Instruction & School Operations	
Title:	Administration of Medication	Pending

Background

The primary responsibility of schools is the education of the students. However, in an effort to maintain the health and safety of students, it may sometimes be necessary to provide medical treatment for some students while they are at school. These students are commonly referred to as students with a Medical Alert Condition.

These conditions are those that are physician diagnosed, potentially life-threatening and include:

- Diabetes,
- Epilepsy/Seizure Disorders,
- Anaphylaxis (history of a severe allergy response which requires planned care and support inside as well as outside the school environment, e.g., field trips),
- Severe Asthma (history of episodes requiring immediate medical treatment or a history of requiring immediate medical administration to avert an emergency),
- Blood clotting disorders such as hemophilia that require immediate medical care in the event of injury,
- Serious heart conditions,
- Other conditions that may require emergency care as determined in consultation with parent/guardian/student, family physician, school and Medical Health Officer or designate.

Procedures:

Developing the Plan

1. The Principal has primary responsibility for ensuring the health, safety and well-being of students during school hours. To ensure that students with Medical Alert Conditions will be reasonably accommodated, each school in the district must have a Medical Alert Plan in place that will meet the health and safety needs of the students it serves. The Plan should be posted in each school's staff room or other appropriate place.
 - 1.1 School staff should only administer medical support or medication that has been prescribed by the student's physician and appropriate documentation has been provided to the school. Medication must be provided to the school in the original container and include the prescription and directions. Any over-the-counter medication will require a physician's note as well.
 - 1.2 When a student requires medical support at school, treatment should be provided within the limits of information, medication, and equipment provided by the parents/guardians, the physician, and appropriate employees of the Health Region (e.g. Public Health Nurse).

- 1.3 A member of the school staff should only administer medical treatment if the parents/guardians, the student him/herself, or another agency, cannot reasonably administer it.
- 1.4 In the event of a life-threatening emergency, it is the responsibility of any staff member to provide treatment, though the most qualified person would be the more appropriate person to do so.
- 1.5 Those providing the treatment are protected as provided by Section 94 of the School Act and the district's insurance coverage. The Board will provide employees with indemnification in accordance with Indemnification Bylaw #2-96.
- 1.6 School staff should not administer short-term prescriptions (less than three weeks) and non-prescription medications (e.g. Aspirin, Tylenol, Benadryl, etc.), unless authorized by a physician.
- 1.7 If, in the opinion of the principal, a student is able to administer her/his own prescribed medication while at school, a procedure should be implemented to inform appropriate staff members that this action has been approved.
- 1.8 In the event that parents/guardians notify a school in writing that they do not want members of the school staff to administer medical support to their child while he/she is at school, it will be understood that the parents/guardians assume full responsibility for any hardship that this request may cause for the student. A student in this situation must have a parent/guardian accompany him/her on out-of-school activities.

Role of Parents/Caregivers

2. The Parent/Guardian will:

- 2.1 Retain primary responsibility for managing his/her child's medication.
- 2.2 For medication given on a regular basis, where possible, and in consultation with their doctor, have medication administration times set for outside regular school hours, unless advised otherwise.
- 2.3 Complete the Medical Alert Planning Form and the Request for Medication Administration at School Form at the time of registration and ensure that the school is informed in a timely and accurate manner of any changes to the medical condition occurring during the school year.
- 2.4 Consult with the school staff and the Public Health Nurse to ensure that designated staff members are trained to assist the student in the event of an emergency.
- 2.5 Check the Medical Alert Planning Form at the beginning of each school year and revise it if medical conditions change during the year.
- 2.6 Ensure their son/daughter wears a Medical Alert Bracelet, if required.

Role of Principal

3. The Principal (or designate) will:

- 3.1 Collect demographic and health information about students with Medical conditions at the time of registration.

- 3.2 Give the parent/guardian of students with identified medical conditions a Medical Alert Planning Form and, if necessary, a Request for Medication Administration in School Form with instructions for completion and return of the form(s) to the school.
- 3.3 The parent/guardian should also be given a copy of this policy to assist them in understanding their own, the school's and the Public Health Nurse's responsibility.
- 3.4 Consult with the Public Health Nurse, as necessary, to clarify which students may require Medical Alert procedures.
- 3.5 Ensure that all staff members are aware of which students may require Medical procedures and where the plan/medication forms for these students are stored. This should be reviewed with the staff at least twice during the school year.
- 3.6 Consult with appropriate members of district staff to ensure that other employees who work with students from the school (i.e., secretaries, custodians, noon hour supervisors, Education Assistants, bus drivers, etc.) are trained to administer Medical Alert procedures in the case of an emergency.
- 3.7 Consult with the parents/guardians and Public Health Nurse to assure training is provided to appropriate school personnel for Medical Alert procedures that may be required by students. This training may be conducted by:
 - i. Parents/guardians/older student
 - ii. Parents/guardians/students with assistance of the Public Health Nurse
 - iii. The Public Health Nurse, when the parent/student is unable to train, or where training for a number of students is needed (e.g., use of Epi Pens).
- 3.8 Ensure that medication administered for both non life threatening health concerns and life threatening health concerns (e.g. epi pen, ana kit) are labeled and securely stored. It is understood that for some school activities, medication may be required at locations other than at the school (e.g., when students go on field trips).
- 3.9 Plan and implement a procedure that assures that staff members who administer medication to a student, sign and indicate the date and time that this action was taken.
- 3.10 Ensure that Medical Alert Planning Forms are reviewed and updated annually or when parents/guardians notify the school of changes in the student's medication or health condition.
- 3.11 Contact the parents/guardians of a student who refuses to take her/his medication or if there is reason to believe that a student is misusing his/her medication, or if the prescription supply is low. The date and time of this contact should be recorded.

Role of Public Health Nurse

4. It is expected that the Public Health Nurse will:
 - 4.1 Meet with the Principal at the beginning of each school year to discuss and review the Medical Alert Plan for the school, and the role of the Public Health Nurse.
 - 4.2 Refer new families/students with Medical Alert conditions to the school before the end of June when the student's condition is previously known to Public Health.

- 4.3 At the request of the Principal, review the Medical Alert Planning Forms collected at the time of registration to clarify which students actually have Medical Alert conditions that may require medical support while at school. This may involve additional clarification with the parents/guardians/older students, or the student's physician.
- 4.4 Work jointly with the parents/guardians and school staff members to finalize the Medical Alert Plan and to develop an appropriate training plan for staff members.
- 4.5 Provide information about Medical Alert conditions to school staff, parents/guardians and students as required, including safety options (e.g., Medical Alert bracelets).

Role of Staff Members:

5. The Classroom Teachers or other Staff Members in charge of students will:

- 5.1 Attend training sessions co-ordinated by the Principal (or delegate) and the Public Health Nurse to support a healthy environment for students who have Medical Alert conditions.
- 5.2 Prepare appropriate information for any Teachers on Call or other replacement staff members working with students under his/her authority.
- 5.3 Communicate to parents any changes to the classroom or school environment that may create a health concern for a student with a Medical Alert condition.

Date of Original Superintendent Approval: September 24, 2025

Date Amended:

Cross Reference: