

## **AGENDA**

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

**Merritt School Board Office  
Wednesday, June 10, 2026, 6:00 P.M.**

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*Success for ALL Learners Today and Tomorrow*

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes
  - a) Regular Meeting held April 8, 2026
  - b) Regular Meeting held May 13, 2026
4. Business Arising from the Minutes
5. Reports:
  - a) Closed Meeting held April 8, 2026
  - b) Closed Meeting held May 13, 2026
6. Trustee Signing of the Code of Conduct
7. **PRESENTATIONS**
  - a) Board Authorized Course Presentation – Val Grimshire and Dan Duncan
    - i. Learning Practices 10 & 11
    - ii. Personal Wellness and Resiliency 12
  - b) Strategic Plan Framework – Harold Cull and Jane Kempston
8. **EDUCATION**
  - a) Indigenous Education
  - b) Inclusive Education, Early Learning & Child Care Update
  - c) 2026-2027 – Quebec Trip (Ecole Merritt Central Elementary School)
  - \* d) Superintendent’s Report
9. **OPERATIONS**
  - a) 2027-2028 Major 5-Year Capital Plan Submission
  - b) Operations Manager Update

- c) Amendment to Bylaw 2.23
- d) Trustee Election Bylaw 1.26

10. **AUDIT AND FINANCE**

- a) 2026-2027 Preliminary Annual Budget Bylaw – 2<sup>nd</sup> and 3<sup>rd</sup> Readings
- b) Restricted Funds Transfer

11. **POLICY**

First Reading

- a) n/a

Second Reading

- a) n/a

Third Reading

- a) Policy 1.31 – Role of the Superintendent
- b) Policy 1.32 – Role of the Secretary Treasurer

Policies Recommended for Repeal

- a) None

Administrative Procedures

- a) Annual Review of Available Childcare Space in Elementary Schools
- b) Signing Authority

12. **TRUSTEE REPORTS**

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

13. **CORRESPONDENCE**

14. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

**MINUTES**

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

**MERRITT BOARD OFFICE, BOARD ROOM  
WEDNESDAY, APRIL 8, 2026, 6:00PM**

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*Success for ALL Learners Today and Tomorrow*

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

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

**Grad Hockey Tournament**

Chair Swan mentioned that the MSS Grads are holding a Hockey Tournament fundraiser tonight at the Merritt Arena in support of the Johnson family.

**AGENDA**

26/050 It was moved by Vice-Chair Ward and seconded by Trustee Chenoweth  
THAT the agenda be adopted as presented.

**MOTION CARRIED**

**MINUTES**

26/051 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw  
THAT the minutes of the Open Meeting held March 11th, 2026, be adopted as presented.

**MOTION CARRIED**

## **Business Arising from the Minutes**

None.

### **EDUCATION**

#### **Indigenous Education Report**

Superintendent Lawrance presented the written report from the District Principal of Indigenous Education Angela McIvor highlighting upcoming events including an Elders Luncheon on April 9th and traditional games for grade 6 students on April 22nd.

#### **Inclusive Education, Early Learning and Childcare Report**

The Superintendent presented a written report from Adriane Moulard, Director of Instruction – Inclusive Education and Early Learning/Child Care, providing Trustees with an update on progress in staffing the Integrated Children and Youth (ICY) team. A candidate is being considered for the Health program lead position, which could support recruitment of a clinician.

#### **Superintendent's Report**

The Superintendent circulated her report and spoke about the various events that have taken place across the School District over the past month.

### **OPERATIONS**

#### **School Closure Update – Next Steps & French Immersion Relocation**

Superintendent Lawrance provided Trustees with an update on the French Immersion relocation process. She advised that a survey had been distributed to parents regarding plans for the coming school year and that approximately 81 students are currently out of catchment. Enrolment is projected to decrease from 112 current students to 107 next year. Lawrance also noted that Brandon Sandbrook will be the new principal of Central School.

### **AUDIT AND FINANCE**

#### **2026-2027 Annual Facilities Grant Program Approval**

Secretary Treasurer Friesen presented the 2026-2027 Annual Facilities Grant totaling \$872,000 from an \$896,000 funding allocation.

26/052

It was moved by Trustee Rainer and seconded by Trustee Chenoweth

THAT the Board approves the list of Annual Facilities Grant (AFG) projects as presented.

**MOTION CARRIED**

#### **2026-2027 Capital Budget Bylaw**

Secretary Treasurer Friesen presented the 2026-2027 Capital Budget Bylaw, mentioning that the District requested \$3.7 million for repairs and upgrades for the District buildings, with the ministry approving approximately \$1.2 million plus an additional \$300,000-400,000 for buses.

- 26/053 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw  
THAT the 2026-2027 Capital Budget Bylaw be approved for first reading. **MOTION CARRIED**
- 26/054 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw  
THAT the 2026-2027 Capital Budget Bylaw be approved for second reading. **MOTION CARRIED**
- 26/055 It was moved by Trustee Kent-Laidlaw and seconded by Trustee Kent-Laidlaw  
THAT the 2026-2027 Capital Budget Bylaw be approved for second reading. **MOTION CARRIED**
- 26/056 It was moved by Trustee Rainer and seconded by Trustee Jepsen  
THAT the 2026-2027 Capital Budget Bylaw go to third reading. **MOTION CARRIED**
- 26/057 It was moved by Trustee Rainer and seconded by Trustee Chenoweth  
THAT the 2026-2027 Capital Budget Bylaw be approved for third and final reading. **MOTION CARRIED**

### **2026-2027 Preliminary Annual Budget**

Secretary Treasurer Friesen informed the Trustees that the Budget Working Group met last month. The Ministry of Education and Child Care has confirmed no increase to base funding rates for 2026/27, with wage increase funding to be announced separately. Due to enrolment decline, the District is receiving funding protection limiting losses to 1.5%, allowing for gradual budget adjustments. Public budget consultations will be held April 22 in Merritt and April 23 in Princeton, with budget readings scheduled for May 13 and June 10, 2026.

### **POLICY & ADMINISTRATIVE PROCEDURES**

#### **First Reading**

##### **1.31 Role of the Superintendent**

- 25/058 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw  
THAT the Board approved Policy 1.31, Role of the Superintendent, forward for first reading. **MOTION CARRIED**

##### **1.32 Role of the Secretary Treasurer**

- 25/059 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw  
THAT the Board approved Policy 1.32, Role of the Secretary Treasurer, forward for first reading.

**Administrative Procedures**

The Board reviewed the following administrative procedures:

- Child Abuse and Neglect – Reporting and Response
- Role of the Assistant Superintendent
- Role of the Director of Human Resources
- Role of the Director of Inclusive Education, Childcare and Early Learning
- Role of the District Principal of Indigenous Education
- Role of the Assistant Secretary Treasurer

**Trustee Reports:**

**Student Trustee Reports**

Student Trustee Shanny Sterling shared ideas with the Board on how students from Collettsville could be introduced to Central School next year like organizing a grade 6 and 7 meeting.

**P.A.C. Reports**

Trustee Hoisington was absent for this meeting.

Trustee Rainer reported that John Allison Elementary PAC will meet later this month.

Trustee Chenoweth reported that Collettsville Elementary and SCIDES meet later this month.

Trustee Kent-Laidlaw reported on Princeton Secondary School.

Trustee Jepsen reported that Diamond Vale Elementary and Merritt Central Elementary will meet later this month.

Trustee Ward was absent for this portion of the meeting.

Chair Swan reported on Bench Elementary and MSS PAC Meeting that they will meet next week.

**Other Reports:**

Chair Swan mention that the annual AGM for Trustees is in Vancouver this weekend.

**CORRESPONDENCE:**

None.

**PUBLIC QUESTION PERIOD**

None

**ADJOURNMENT**

26/060

Motion to adjourn was made by Trustee Kent-Laidlaw and seconded by Trustee Rainer

THAT the Open Board meeting be adjourned at 6:41pm

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary Treasurer

**MINUTES**

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

**PRINCETON SECONDARY SCHOOL, BOARD ROOM  
WEDNESDAY, MAY 13, 2026, 6:00PM**

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*Success for ALL Learners Today and Tomorrow*

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

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

**AGENDA**

26/064 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw

THAT the agenda be adopted as presented.

**MOTION CARRIED**

**MINUTES**

The minutes of the open meeting held on April 8, 2026, will be presented for approval at the next meeting on June 10, 2026.

**Business Arising from the Minutes**

None.

## **PRESENTATIONS TO THE BOARD**

### **Collettsville French Immersion – Quebec Trip**

Students from Collettsville presented a slideshow of pictures from their Quebec trip.

### **Princeton Secondary School – Travel Club**

Lauren McKenzie and Sophia Pioquid, students from Princeton Secondary School presented a slideshow of pictures from their trip to Europe.

## **EDUCATION**

### **Indigenous Education Report**

The District Principal of Indigenous Education presented virtually and introduced Jo-Anne Mansfield, one of the District's language teachers, along with Lisa Nelson-Smith, coach, who has supported the language teachers and program throughout the year.

### **Inclusive Education, Early Learning and Childcare Report**

The Superintendent presented a written report from Adriane Mouland, Director of Instruction – Inclusive Education and Early Learning/Child Care, highlighting work in early literacy, safer schools, and strengthening protective factors for students. Trustees were also advised of ongoing challenges in recruiting an ICY (Integrated Clinical Youth) counsellor due to the competitive market and difficulties attracting candidates to rural communities.

### **Strategic Plan Development – Harold Cull**

Harold presented an update on the strategic plan refresh, including work completed on the vision, mission, and values statements and next steps to develop goals, strategies, and performance measures, with a conceptual framework to be presented to the Board in June.

### **Superintendent's Report**

The Superintendent circulated her report and spoke about the various events that have taken place across the School District over the past month.

## **OPERATIONS**

### **Board Meeting Dates**

Secretary Treasurer Friesen presented the proposed 2026/27 board meeting dates to the Trustees; the Board approved proposed dates.

### **French Immersion Program Relocation Update**

Superintendent Lawrance updated the Trustees on the French Immersion program relocation to Central, including classroom assignments, library arrangements, a \$5,500 investment in library resources, staffing changes, and farewell events.

## **School Name Change – Merritt Central Elementary School to École Merritt Central Elementary School**

Secretary Treasurer Friesen informed the Board that with the relocation of the elementary school French Immersion program to Merritt Central Elementary School effective September 1, 2026, the district is seeking to change the name of Merritt Central Elementary School to École Merritt Central Elementary School.

26/065

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

THAT the Board approves the name change from Merritt Central Elementary School to École Merritt Central Elementary School.

**MOTION CARRIED**

### **Amendment Notice – Bylaw 2.23**

Secretary Treasurer Friesen advised the Board, in accordance with clause 1.2 of Bylaw No. 2-23, Procedural Bylaw, of a proposed amendment to add clause 11.5, which would allow the Board to suspend delegation presentations between the start of the trustee election nomination period and general voting day. The proposed amendment will be brought as a bylaw to the Board's Open meeting in June 2026.

### **Trustee Remuneration**

Secretary Treasurer Friesen advised the Board that, under Board Policy 1.70 Trustee Remuneration and Expenses, trustee remuneration is adjusted each January based on the December Consumer Price Index (CPI), and that the adjustments for 2025 and 2026 have not yet been applied. The December 2024 CPI was 2.40% and the December 2025 CPI was 2.10%, which will be used to recalculate trustee remuneration. Trustee positions will be adjusted to January 1, 2026, effective immediately and appropriate retro pay will be applied back to the respective dates.

## **AUDIT AND FINANCE**

### **2025-2026 Q3 Quarterly Financial Update**

Secretary Treasurer Friesen provided a copy of the quarterly financial updated for the period, July 1, 2025 - March 31, 2026. An overview of the report was given following by an opportunity for questions and discussion.

### **2026-2027 Budget Development Memo**

Secretary Treasurer Friesen presented a comparison of the 2025/26 Amended Budget and the proposed 2026/27 Preliminary Budget, noting reduced revenue, lower staffing, and higher supply and service costs.

### **2026-2027 Annual Budget Bylaw – First Reading**

Secretary Treasurer Friesen presented the 2026-2027 Annual Budget with a total budget bylaw of \$40,573,111.00, built on the enrolment projection and estimated funding grants provided by the Ministry of Education and Child/Care.

26/066

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

THAT the 2026-2027 Annual Budget Bylaw total budget of \$40,573,111.00 be moved for first reading.

**MOTION CARRIED**

## **POLICY & ADMINISTRATIVE PROCEDURES**

### **Second Reading**

#### **1.31 Role of the Superintendent**

25/067 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw

THAT the Board approved Policy 1.31, Role of the Superintendent, forward for second reading.

**MOTION CARRIED**

#### **1.32 Role of the Secretary Treasurer**

25/068 It was moved by Vice-Chair Ward and seconded by Trustee Kent-Laidlaw

THAT the Board approved Policy 1.32, Role of the Secretary Treasurer, forward for second reading.

**MOTION CARRIED**

### **Trustee Reports:**

#### **Student Trustee Reports**

Student Trustee Sophia Pioquid presented earlier in the meeting; therefore, no Student Trustee report was provided this month.

#### **P.A.C. Reports**

Trustee Hoisington reported on Nicola Canford Elementary School PAC.

Trustee Rainer reported that John Allison Elementary PAC.

Trustee Chenoweth was absent.

Trustee Kent-Laidlaw reported on Princeton Secondary School PAC.

Trustee Jepsen reported on Diamond Vale Elementary and Merritt Central Elementary PACs.

Trustee Ward reported on Vermillion Forks Elementary PAC.

Chair Swan reported on Bench Elementary and MSS PACs.

### **Other Reports:**

- Vice-Chair Ward reported on the recent BC School Trustee Academy (BCSTA) AGM meeting.
- Trustee Rainer reported on the recent BCPSEA meeting regarding the provincial framework agreement.

### **CORRESPONDENCE:**

None.

### **PUBLIC QUESTION PERIOD**

- What is the school district doing to build a supportive school culture with regards to:
  - a) How to attract certified teachers
  - b) How to retain certified teachers
- What plans are in place if the senior class postings at PSS are not filled?
- Has there been consultation with First Nation Bands regarding the name change of Central Elementary?

- Would consideration be given to having a part-time maintenance employee based in Princeton?

**ADJOURNMENT**

26/069

Motion to adjourn was made by Trustee Jepsen and seconded by Trustee Kent-Laidlaw

THAT the Open Board meeting be adjourned at 9:12pm

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Chairperson

\_\_\_\_\_  
Secretary Treasurer

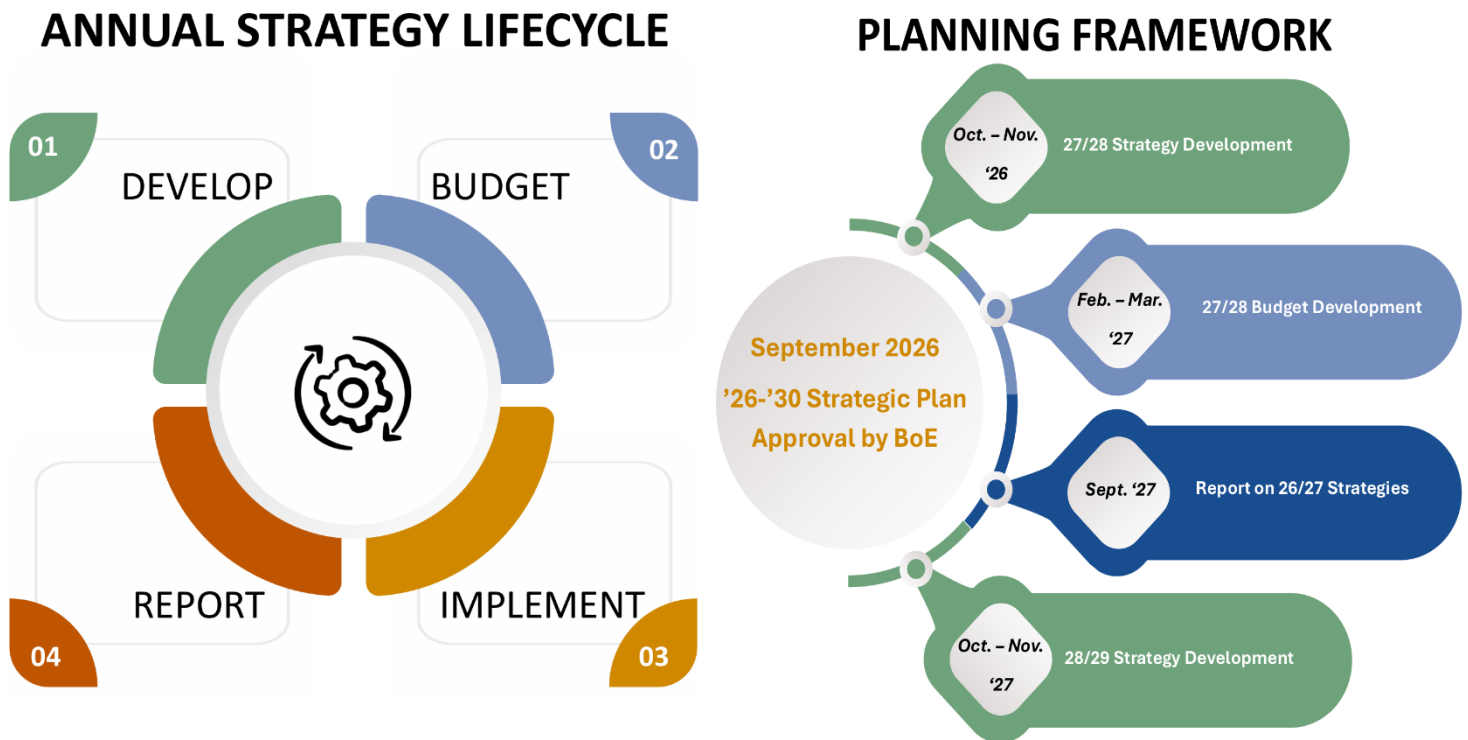


**Dynamic Strategies** – the other option for the Board to consider is to develop the Strategic Plan down to the objective level allowing staff to develop annual strategies to achieve the goals and objectives. This provides the opportunity to address the changing needs of the District under the Board defined goals and objectives.

The SPWC could provide input on the necessary strategies on an annual basis (October-November) that could segue nicely into the annual budget development process (February-March). This process will ensure the budget is developed on the current needs of the District as defined in the strategy development process. This two-step process creates a structured annual planning framework that is centered on consultation and the strategic direction set by the Board as displayed below.

Another advantage is that the dynamic strategy development process will also keep the Strategic Plan in the forefront of planning and discussion and creates a more systems approach to planning. The continuation of the SPWC also builds the organizational knowledge and capacity – both benefits a stronger District.

**Annual Strategy Lifecycle and Planning Framework**



**Priority Areas/Goals Update**

Through discussions at the SPWC meetings, it was determined that the Well-Being and Connection priority areas were the same and that **Communication** is an important area to focus on over the next 4 years. As a result, trustees will see a change in the Priority Areas/Goals on the attached Conceptual Frameworks.



The order of the Priority Areas noted above is based on the thoughts of the SPWC specifically having Well-Being as foundational and supporting the delivery of educational programming through strong communications. Staff would like to confirm with the Board that the order of Priority Areas noted above is supported by the Board.

### **Performance Measures and Targets**

As part of the accountability framework, initial discussions on creating performance measures and targets were started to measure the District's success in meeting the strategic direction of the Board. These discussions will continue and will be provided to the Board for consideration as part of the overall Strategic Plan.

### **Next Steps**

The next steps, as shared with the SPWC, include sharing the work of the team through the Conceptual Frameworks and the meeting summaries. Staff would like the Board to consider the following:

- 1) Does the Board want their Strategic Plan to include static strategies or to end at the objective level allowing for annual strategies to be developed?
- 2) Does the Board support the order of Priority Areas being:
  - a. Well-Being
  - b. Learning
  - c. Communications

Based on the decisions above, the framework will then be converted to a draft Strategic Plan for the Board, rightsholders and partner feedback at the August Committee of the Whole meeting prior to the Board's consideration for approval at their September 16<sup>th</sup> Board meeting.

**SD 58 SPWC – Summary of Feedback from May 22 & 29, 2026 Meetings**

<b>1. Well-Being and Belonging</b>		
<b>Goal Statement:</b>		
Students and staff experience safe, caring, culturally responsive, and inclusive learning environments where all individuals feel connected, supported, respected, and valued.		
<b>Objective</b>	<b>Potential SMART Strategies</b>	<b>Votes</b>
1-A. Implement Indigenous wellness, land-based practices, and cultural safety.	<b>1. By June 2027, all schools will implement a minimum of one Indigenous-informed wellness, land-based, or circle learning experience per term, and 100% of staff will participate annually in professional learning focused on Indigenous perspectives, cultural safety, and wellness practices.</b>	<b>10</b>
	2. By June 2027, every school will collaborate with local Indigenous communities, Knowledge Keepers, or Elders in at least two learning or wellness activities annually to strengthen cultural understanding, belonging, and student connection.	2
	3. Beginning September 2026, schools will integrate Indigenous-informed self-regulation and wellness practices (e.g., circles, calming spaces, land-based reflection, medicine wheel teachings) into school-wide support systems, with annual student survey data showing improved feelings of safety, belonging, and connection.	3
1-B. Meet students where they are and support student well-being and basic needs.	1. By June 2027, all schools will implement coordinated student support processes that identify and respond to academic, social-emotional, wellness, and basic needs concerns within 4–6 weeks of identification for at least 90% of referred students.	4
	<b>2. By June 2027, every school will establish a student support team that meets at least monthly to review student attendance, engagement, wellness, interventions, and support needs.</b>	<b>10</b>

	3. Beginning September 2026, schools will expand access to food, wellness, and community support programs, resulting in a 10% increase in students reporting that their school helps meet their well-being and basic needs.	1
1-C.Ensure students feel cared for, connected, and supported.	1. By June 2027, at least 85% of students will report feeling cared for, supported, and connected at school through annual student survey data, supported by school-based connection strategies and trusted adult check-ins.	
	<b>2. Beginning September 2026, schools will implement a tiered student check-in process to identify and respond to student wellness and connection concerns, with follow-up support initiated within two weeks for identified students.</b>	<b>14</b>
	3. Beginning September 2026, schools will track student participation in extracurricular and engagement opportunities and implement targeted outreach for students who are not yet connected to school activities or supports.	1
1-D. Strengthen student voice and relationships.	<b>1. Beginning September 2026, all schools and classrooms will implement regular student check-in opportunities (e.g., advisory, circles, mentor groups, classroom meetings) at least twice monthly to strengthen relationships, communication, and student voice.</b>	<b>10</b>
	2. Beginning September 2026, school staff will document and review student connection and support strategies through collaborative team meetings at least three times annually to ensure students are regularly engaged in supportive conversations.	2
	3. By June 2027, schools will implement consistent relationship-building and student voice practices that result in improved student survey data related to belonging, trust, and communication with adults at school.	3

<b>2. Goal: Teaching &amp; Learning Excellence</b>		
<b>Goal Statement:</b>		
All students experience high-quality instruction, meaningful assessment, and appropriate support to achieve success.		
<b>Objective</b>	<b>Potential SMART Strategies</b>	
2-A. Continue to implement explicit literacy and numeracy instruction.	<b>1. By June 2028, all K–12 schools will implement evidence-informed explicit instruction practices in literacy and numeracy, resulting in a 10% increase in students meeting or exceeding grade-level expectations from district baseline data.</b>	<b>10</b>
	2. Beginning September 2026, all elementary schools will implement regular literacy and numeracy interventions a minimum of three times weekly for students identified through screening and classroom assessment data.	1
	3. By June 2027, all instructional staff will participate in at least two professional learning opportunities annually focused on evidence-based literacy and numeracy instructional strategies, with implementation monitored through collaborative planning and classroom walkthroughs.	4
2-B. Continue high expectations for student achievement.	1. Beginning September 2026, schools will implement consistent intervention and support processes to ensure student achievement is based on demonstrated learning evidence, with annual reductions in incomplete or unsupported passing grades.	4
	2. By June 2027, all schools will implement consistent assessment and intervention processes to ensure student achievement is based on demonstrated learning evidence and appropriate student supports are documented.	4

	<p><b>3. Beginning September 2026, schools will review student achievement, intervention, and course completion data at least three times annually to identify and respond to students at risk of not meeting learning standards</b></p>	7
<p>2-C. Utilize screening and assessment data to direct instruction.</p>	<p><b>1. By June 2027, all schools will complete at least three collaborative data review cycles annually using screening and assessment data to guide instructional planning and targeted student interventions</b></p>	11
	<p>2. By June 2027, all schools will participate in at least three collaborative data review cycles annually to analyze screening and assessment data and adjust instructional practices accordingly.</p>	1
	<p>3. Beginning September 2026, intervention plans for students identified through screening data will be created, monitored, and reviewed each term, with measurable growth tracked over time.</p>	3
<p><b>3. Communication &amp; Transparency</b></p>		
<p><b>Goal Statement:</b></p> <p>Communication across the district is clear, consistent, accessible, and relationship focused.</p>		
<b>Objective</b>	<b>Potential SMART Strategies</b>	
<p>3-A. Ensure consistent communication across schools and classes.</p>	<p>1. Beginning September 2026, schools will review communication practices annually through staff and family feedback surveys to improve consistency and accessibility across classrooms and schools.</p>	6
	<p><b>2. By June 2027, all schools will implement district communication guidelines outlining minimum expectations for communication frequency, timelines, and approved platforms.</b></p>	9

3-B. Implement annual communication refresher for families.	1. Beginning September 2026, all schools will provide annual family orientation and communication support sessions focused on MyEd, school contacts, reporting processes, and accessing supports, with participation tracked annually.	2
	<b>2. By October of each school year, all schools will provide annual family orientation sessions and communication guides explaining MyEd access, reporting processes, attendance procedures, and school contacts.</b>	<b>11</b>
	3. Beginning September 2026, schools will provide accessible communication resources for families, with usage and participation data reviewed annually.	2
3-C. Ensure consistent school social media communication and access.	1. By June 2027, every school will maintain at least one active communication platform (website or social media) with monthly updates celebrating student learning, school events, and important information.	2
	<b>2. By June 2027, every school will maintain at least one active and regularly updated communication platform (website or social media account) with a minimum of two updates per month.</b>	<b>11</b>
	3. Beginning September 2026, the district will provide annual social media and digital communication guidelines for schools to support consistent, accessible, and professional online communication practices.	2

**Preferred Quantitative Evidence**

1. Literacy/numeracy data = 14 votes
2. Attendance = 12
3. Graduation rates = 7
4. Behaviour/discipline data = 7
5. Survey percentages = 2
6. Participation rates = 2

### **Preferred Qualitative Evidence**

1. Student voice = 15 votes
2. Indigenous partner reflections = 11
3. Family feedback = 8
4. Staff reflections = 5
5. Classroom observations = 3
6. Learning stories and case studies = 3

# STRATEGIC PLAN CONCEPTUAL FRAMEWORK

VISION | Success for all learners, today and tomorrow

MISSION | Together with our families and communities, we nurture safe, inclusive, and equitable learning environments that honour Truth and Reconciliation, celebrate diversity, and support every learner to achieve excellence in literacy, numeracy, and lifelong learning.

## GOALS

## OBJECTIVES

### WELL-BEING

Students and staff experience safe, caring, culturally responsive, and inclusive learning environments where all individuals feel connected, supported, respected and valued.



Implement Indigenous wellness land-based practices, and cultural safety.

Meet students where they are and support well-being and basic needs.

Ensure students feel cared for, connected, and supported.

Strengthen student voice and relationships.

### LEARNING

All students experience high-quality instruction, meaningful assessment, and appropriate support to achieve success.



Continue to implement explicit literacy and numeracy instruction.

Continue high expectations for student achievement.

Utilize screening and assessment data to direct instruction.

### COMMUNICATION

Communication across the district is clear, consistent, accessible and relationship focused.



Ensure consistent communication across schools and classes.

Implement annual communication refresher for families.

Ensure consistent school social media communications and access.

# STRATEGIC PLAN CONCEPTUAL FRAMEWORK

**VISION** | Success for all learners, today and tomorrow

**MISSION** | Together with our families and communities, we nurture safe, inclusive, and equitable learning environments that honour Truth and Reconciliation, celebrate diversity, and support every learner to achieve excellence in literacy, numeracy, and lifelong learning.

## GOALS

## OBJECTIVES

## 2026/2027 STRATEGIES

### WELL-BEING

Students and staff experience safe, caring, culturally responsive, and inclusive learning environments where all individuals feel connected, supported, respected and valued.

Implement Indigenous wellness land-based practices, and cultural safety.

Meet students where they are and support well-being and basic needs.

Ensure students feel cared for, connected, and supported.

Strengthen student voice and relationships.

#### INDIGENOUS WELLNESS AND CULTURAL LEARNING

Implement at least 1 indigenous-informed wellness land-based learning, or cultural safety practice; while all staff participate in ongoing learning.

#### STUDENT SUPPORT TEAMS

Regularly review and respond to student attendance, engagement, and wellness needs through the School Based Team.

#### STUDENT WELLNESS CHECK-INS

Identify, support, and follow up with priority students experiencing wellness or connection challenges.

#### RELATIONSHIP-BUILDING OPPORTUNITIES

Provide twice-monthly student check-in opportunities to strengthen relationships.

### LEARNING

All students experience high-quality instruction, meaningful assessment, and appropriate support to achieve success.

Continue to implement explicit literacy and numeracy instruction.

Continue high expectations for student achievement.

Utilize screening and assessment data to direct instruction.

#### EVIDENCE INFORMED INSTRUCTION

Use effective literacy and numeracy practices at all levels to improve student achievement.

#### DATA INFORMED SUPPORT

Review student data to identify and support learners at risk at least 3 times annually.

#### COLLABORATIVE DATA REVIEWS

Use assessment data to guide instruction and interventions.

### COMMUNICATION

Communication across the district is clear, consistent, accessible and relationship focused.

Ensure consistent communication across schools and classes.

Implement annual communication refresher for families.

Ensure consistent school social media communications and access.

#### COMMUNICATION EXPECTATIONS

Follow consistent district communication guidelines.

#### COMMUNICATION SUPPORT

Provide families orientation and documents to support understanding data and platforms related to child's learning.

#### ACTIVE COMMUNICATION PLATFORMS

Maintain regular updates through school communication channels.

## OUR VALUES

Inclusion. Diversity. Fairness/due process. Heritage/culture/recognition. Dignity. Support. Excellence/personal best. Well-being. Choice. Citizenship.

**MEMORANDUM**

**TO: All Trustees**

**FROM: Courtney Lawrance  
Superintendent of Schools**

**RE: INDIGENOUS EDUCATION REPORT**

**DATE: June 10, 2026**

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The District Principal of Indigenous Education's report is attached. The Indigenous Student Advocates once again created a meaningful experience for our Indigenous Grads. There are 79 Indigenous Graduates this year from across our District and over 630 people attended to support and recognize our Grads. Thank you to all staff who helped to create this memorable experience for our District and communities.



CL/sc

# INDIGENOUS EDUCATION UPDATE

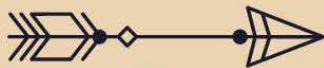
JUNE 10, 2026

Preparations are now underway for the busy schedule of end-of-year activities.

## INDIGENOUS EVENTS AND ACTIVITIES

### Language and Culture Camp - May 14, 2026

On April 9 Nicola-Similkameen Indigenous Education Department honored the Elders and Knowledge Keepers who support our students across Nicola Similkameen. Their presence was a gift—grounding our schools in language, culture, values, and lived experience that can't be found in a textbook. Knowledge keepers help our students. Our elementary nte?kepmxcin and nsylxən students from Nicola Similkameen had a great day celebrating language and culture. They moved through fun learning stations that included t-shirt designing with words in both languages, an Elder's station sharing animal words in both languages with pelts to feel, a herbal tea station, 4 Food Chief's station, Bingo, medicine pouch station and a "Talk About" game show station. The students had a great day, and we are so thankful for the resource and elder support.



### Indigenous Graduation Dinner and Blanket Ceremony- June 3, 2026



## Indigenous Graduation Dinner and Blanket Ceremony - June 3, 2026

Indigenous Grad was a meaningful celebration that honored Indigenous and Metis students for their hard work, identity, and journey. Drumming started the ceremony with a nte?kepmx and syilx welcome song. Andrew Dexel and his language fluency class from NVIT honored the students with well wishes all in nte?kepmxcin.

Before the meal, prayers were shared in nte?kepmxcin and nsyilxcən. Sharing food was also an important part of the celebration, bringing people together in a good way and honoring community, relationship, and care. Honoring families recognized the love, support, and encouragement that helped students reach this milestone.

The Grand Entrance participants were drummed in led by Bear Dancers. They led the path with smudging and prayer. Berry Dancers followed. They carry the teachings and traditions of the nte?kepmx and syilx peoples. Berry picking has been an important seasonal practice, bringing families and communities together to harvest from the land. Followed behind were guests from the 5 bands, Metis reps, School District admin, principals and the graduating class.

A powerful message was delivered by Upper Nicola community member Robert Manuel.

The blanket ceremony was the heart of the celebration. Elders and Knowledge Keepers from each community brushed our students on their way to the blanket ceremony with fir boughs. This symbolically cleared their path ahead with good intentions, strength, wellness and encouragement.

Students were blanketed and Metis students were honored with a Metis sash. Students received a medicine pouch.

The evening was a powerful reminder that celebrating Indigenous students in ways that honour culture, language, community, and family is also part of living out truth and reconciliation in our schools. My hands go up to the hard work of the grad committee lead Melissa Pinyon and her team.

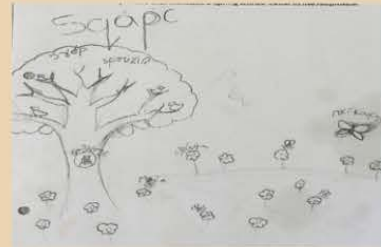


## LANGUAGE

We are very sad that Amy Smith has decided to move on from Nicola-Canford as the nte?kepmxcin teacher. But we are also happy to Welcome Stephanie Michel into that role for the 2026-27 School year. Steffanie is receiving her diploma in the nte?kepmxcin Language Fluency program from NVIT this year. We are very thankful to have her join the language teacher team.

### Nicola-Canford nte?kepmxcin

Vocabulary focused on emotion words and Spring time words. Grade 7 students are in the process of creating traditional rattles with Tim Manuel.



### MSS- nte?kepmxcin Gr 10-12

Finishing off with the most complicated part of Nte'kepmxcin and I'm trying to do that by functional language use. I'm feeling inspired and I think it would show in the kids when going up to them and asking them questions because they are building a little bit of capacity to actually speak rather than just naming, things, objects, and counting.

Attended the Indigenous Fluency now transfer Program workshop that was in Esquimalt BC .

### Central and MSS nsyilxcən

The nsyilxcen 5-7 classes have been continuing to work towards their introduction and learning how to express emotions. We have been enjoying are puppet friends, and practicing introducing them, as well as telling us how they are feeling. In the time of spring, we looked at the captikwł of the four food chiefs learning the names of spiłəm, siya?, ntytyix, skmxist, and ǰǰmǰt. Students stretched their creativity by creating a chief or fly with torn up craft paper.

For our 8/9 class we have been working on emotions, nsyilxcən prayer, and counting 1-50. We spent time practicing a prayer that they can use in their day to day life. In our emotion unit we introduced six emotions ʔayǰwt, npyils, ti kn ǰast, ńyǰxwpiłs, maʔaʔ, and ʔimt. We practice our emotions everyday adding it into our class check in's. We have been working on introducing our greeting into our check-ins as well.

### Central, Diamond Vale MSS nte?kepmxcin

Family vocabulary, Mother's Day vocabulary, beading, making dandelion tea, games that incorporate the language

### District Planning, Coordination, and Support

- Participating in the Strategic Planning Committee to help shape district priorities, support long-term planning to guide future direction.
- Hosting a "Battle of the Books" round
- BCTEA Transportation info session
- "Waves of Change in School Attendance Challenges" workshop
- Indigenous Leads meetings



**MEMORANDUM**

**TO: All Trustees**

**FROM: Courtney Lawrance  
Superintendent of Schools**

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

**DATE: June 10, 2026**

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The Director of Instruction for Inclusive Education, Childcare, and Early Learning's report is attached. As we come to end of another school year, we continue to grow in our Inclusive Education Practices, explore Childcare opportunities and build on Early Learning knowledge.

Adriane Mouland will be in person to present to the board about "Welcome to Kindergarten" and the importance of play.



CL/sc

**Director of Instruction – Inclusive Education &  
Early Learning Child Care Report**  
**June 2026**

\*\*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. \*\*

Over the past month there are three important highlights to share:

**Student Wellness and Health Initiatives**

For the fourth consecutive year, the Lions Club of Kamloops generously partnered with Nicola-Similkameen schools to provide vision screening for all Grade 3 and Grade 6 students across the district. This year's initiative reached 203 students, with 10.8% referred for follow-up care. These referrals reinforce the importance of early identification and intervention, as undetected vision challenges can significantly impact learning, literacy development, confidence, and overall student well-being.

We are deeply appreciative of the continued commitment and community partnership demonstrated by the Lions Club of Kamloops in supporting the health and success of our students.

**BC CAISE Conference – Inclusive Education Learning**

In May, I had the opportunity to attend the BC CAISE (BC Council of Administrators of Inclusive Support in Education) Conference, which focused on inclusive practices, student belonging, wellness, and equitable learning environments.

Conference learning focused on creating inclusive, supportive, and culturally responsive learning environments where all students can thrive. Keynote speaker Katie Novak highlighted the strong connection between student wellness, belonging, behavior, and academic success through approaches such as Universal Design for Learning (UDL),

Social Emotional Learning (SEL), restorative practices, and wellness supports. Sessions led by Grant Bruno deepened understanding of Indigenous perspectives on neurodiversity and autism, emphasizing culturally responsive, strengths-based approaches grounded in Indigenous ways of knowing and the importance of balancing community, kinship, culture, and therapeutic supports. Additional learning from Carly Christensen and Leyton Schnellert explored Disability Justice frameworks and challenged educators to move beyond traditional models of inclusion to foster authentic belonging and participation for all learners.

These learning opportunities continue to support our district's ongoing commitment to inclusive education, culturally responsive practice, and student-centered learning environments.

## **Welcome to Kindergarten**

*Welcome to Kindergarten* events were held across all elementary schools throughout the district this May. These events provided families and incoming students with an opportunity to begin building connections with school staff, explore learning spaces, and support a positive transition into school.

British Columbia's full-day Kindergarten program is grounded in play-based learning, recognizing play as an essential vehicle for developing communication, problem-solving, self-regulation, creativity, social responsibility, and early literacy and numeracy skills. Through purposeful play experiences, children build foundational competencies while fostering curiosity, confidence, and a sense of belonging within the school community.

Each incoming Kindergarten student received a *Welcome to Kindergarten* bag that included: a district t-shirt featuring local language and pictographs meaningful to our district and communities; family support resources; and "loose parts" materials intended to encourage creativity, exploration, and imaginative play at home. These materials reflect our district's commitment to culturally responsive learning, early years development, and meaningful family engagement.

**MEMORANDUM**

**TO: All Trustees**

**FROM: Courtney Lawrance  
Superintendent of Schools**

**RE: CVE Quebec Field Trip Approval**

**DATE: June 10, 2026**

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While the French Immersion is relocating to Ecole Merritt Central Elementary School, the Quebec Trip is a meaningful learning opportunity for our students. Attached is the request for Board Approval for this Out of Province field trip as well as the trip details.

My recommendation would be for the Board to approve this Out of Province field trip.



CL/sc



## École Élémentaire Colletville • Colletville Elementary School

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

250-378-2230 | [cvschool@365.sd58.bc.ca](mailto:cvschool@365.sd58.bc.ca)

M. Brandon Sambrook – Directeur / Principal

Mme Ouimet – Assistant Administratif / Administrative Assistant

### 2027 Quebec City Field Trip Request for Approval

April 28, 2026

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, Colletville Elementary School is requesting approval from the Board of Education for an out-of-province field trip. The proposed trip to Quebec City in May 2027 will include 18 students (9 entering Grade 7 and 9 entering Grade 6 in the 2026-27 school year), 2 school chaperones (Mr. Sambrook and Ms. Berthelet), and 2 parent chaperones.

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 Colletville 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



## École Élémentaire Colletville • Colletville Elementary School

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

250-378-2230 | [cvschool@365.sd58.bc.ca](mailto:cvschool@365.sd58.bc.ca)

M. Brandon Sambrook – Directeur / Principal

Mme Ouimet – Assistant Administratif / Administrative Assistant

### 2027 Quebec City Field Trip

5-day Trip in May 2027

Parent Information Letter

Dear Parents and Guardians,

We are excited to share details of our proposed 5-day trip to Quebec City in May 2027 for Grade 6 and 7 students. This journey represents a meaningful opportunity to bring your child's French Immersion learning to life beyond the classroom.

#### Educational Purpose

This trip is designed to immerse students in authentic Québécois culture, history, and language. It serves as a significant milestone in their K–7 French Immersion journey, providing real-world opportunities to apply their language skills in meaningful cultural and historical contexts.

#### Destination

Students will explore Quebec City, a destination rich in history, culture, and contemporary French Canadian life.

#### Proposed Activities

The itinerary will include a variety of cultural, educational, and historical experiences. A preliminary itinerary is attached for your review. Students will visit key civic and historical sites and participate in hands-on cultural activities that connect directly to their learning in French Immersion.

Please note that the itinerary is designed to meet the needs of the group as a whole and cannot be modified to accommodate individual family requests.

#### Transportation

- Families are responsible for arranging transportation to and from Kelowna International Airport.
- Transportation during the trip will be provided by a private coach bus and is included in the overall 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 may begin once Board approval is confirmed and will continue until April 2027. Fundraising for the Quebec trip is organized independently by participating families and is separate from school operations. The school does not manage fundraising activities but expects that all efforts are conducted with fairness and equity as guiding principles. In recent years, families have reported that grants and fundraising efforts have helped offset a significant portion of trip costs. Families are encouraged to connect with previous groups for additional insight.

## **Supervision**

Students will be supervised by two school staff chaperones (Mr. Sambrook and Ms. Berthelet), two parent chaperones (selected by the school), and a professional tour guide. At the hotel, overnight security personnel will monitor hallways to ensure students remain in their rooms after curfew.

## **Accommodations**

- Students: 3-4 students per room (2 beds)
- Parent Chaperones: 2 per room (2 beds)
- School Staff Chaperones: Separate rooms
- Overnight Security: Provided by the tour company

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

Thank you for your support,

Brandon Sambrook  
Principal  
Collettsville Elementary

### Your Tour Includes

#### Transportation

- Round trip transportation by Motor Coach Transportation
- Round trip transportation by Flight between Kelowna and Montreal
- Round trip transportation by Autobus Fleur de Lys - Charter Mini Bus

#### Accommodation

- Quebec City Economical Class Hotel: Apr 19 - Apr 23
- Quad Occupancy for Students (2 Beds Per Room)
- Single Occupancy for Chaperones
- Night security each evening at the hotel(s) - 1 guard

#### Tour Leader

- 1 French-speaking Tour Guide(s)

#### Meals

- 4 Breakfasts
- 3 Dinners

#### Attractions and activities

- Soldier of the Martello Tower- less than 30
- One-way Cable Car Ride and Admission to Montmorency Falls Park
- Quel beau pré!
- Orientation Walk of Upper Town
- Orientation Walk of Lower Town
- Guided Tour of the Chateau Frontenac
- Evening Walk, Bonfire and Marshmallows
- Lunch at your own cost and time to explore Old Quebec
- Visit Chocolaterie de l'île d'Orléans
- Haunted Walk of Quebec City
- Guided Tour of Québec National Assembly
- Les Galeries de la Capitale
- Visit at the Observatoire de la Capitale
- École de Cirque de Quebec
- Ziptour at Arbraska Chauveau
- Immersion Quebec
- Indoor Rock Climbing at Rock Gyms (2 hours)

### Tour Pricing

Paying Passengers	20
Complimentary Chaperones	2
Student Price	\$ 2950 + \$171 Insurance
Paying Adult Price	\$ 3350 + \$244 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: \$171.00 per student
Travel Guard Deluxe Package: \$244.00 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 19, 2021~~**

8:00 AM Board your flight

Lunch and dinner at your own cost en route.

En route your Tour Director will get to know the students on a first name basis and lead discussions.

Approximate time of arrival in your destination. Proceed to the baggage carousel to collect your luggage.

9:15 AM **Autobus Fleur de Lys - Charter Mini Bus**  
Meet your mini bus and prepare to depart.

10:15 PM Board your motor coach and transfer to your accommodations.

10:45 PM **Approximate arrival at your Quebec City Hotel**

11:00 PM **Night Security provided each evening by Securite Sirois - 5 hrs**  
Night Security will patrol hallways each evening between 10:00pm - 3:00am

**Day Two - ~~Tuesday April 20, 2021~~**

8:00 AM **Enjoy breakfast at your hotel**

9:00 AM Board your motor coach and depart for your next activity.

**Motor Coach Transportation**  
Meet your coach at your hotel.

9:30 AM **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.

10:00 AM **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.

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.

12:00 PM Lunch at your own cost and time to explore Old Quebec.

2:00 PM **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.

3:00 PM Board your motor coach and depart for your next activity.

3:30 PM **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.

5:00 PM Board your motor coach and depart for the Sugar Shack.

6:00 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.

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

**Day Three - ~~Wednesday April 21, 2021~~**

8:00 AM **Enjoy breakfast at your hotel**



- 9:15 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.
- 9:45 AM **One-way Cable Car Ride and Admission to Montmorency Falls Park**  
Stop at one of the most spectacular natural wonders of the Beupre Coast. Experience the falls in style while you ride a cable car one-way from the bottom to the top of Montmorency Falls!
- 11:15 AM **Driving Tour of Ile d'Orleans**  
Your Brightspark Tour Director conducts a driving tour of l'île d'Orleans.
- 12:00 PM Visit Ile d'Orleans, travelling by coach. The island is a living treasure chest of history, an authentic sanctuary of century old homes, churches, mills and chapels, where visitors can admire four centuries of work by a highly original people. In 1970, the island was classified a historical district, making it the largest in Quebec. Taking the Pont de l'île bridge and following chemin Royal, visitors will discover the numerous traditional aspects of this part of the country. In each village, you will find an interpretation sign explaining historical characteristics of the site.
- 1:15 PM **Visit Chocolaterie de l'île d'Orléans**  
Located in an ancestral home that is over two hundred years old, producing high-quality chocolates since 1988 with ingredients imported from Belgium. In 1990 they began making ice cream and sherbet/gelato in the European tradition.
- 2:30 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.
- 5:30 PM Board your motor coach and depart for dinner.
- 6:00 PM **Dinner at Le Chic Shack**
- 7:00 PM Board your motor coach and depart for your next activity.
- 7:30 PM **Haunted Walk of Quebec City**  
Follow your costumed guide through the cobblestone streets by lantern light. Hear fascinating stories about the tragedies, mysteries and hauntings of the past.
- 9:00 PM Board your motor coach and transfer to your accommodations.
- Day Four - ~~Thursday April 22, 2027~~**
- 8:30 AM **Enjoy breakfast at your hotel**
- 9:30 AM Board your motor coach and depart for your next activity.
- 10:00 AM **Ziptour at Arbraska Chauveau**  
This course is the ultimate adventure with seven zip lines, four of which pass directly over the Saint-Charles River. Three of the zip lines are over 100 meters long! However, this course remains physically demanding since several climbs are present between the zip lines. Minimum height is 4 feet, 6 inches.
- 12:00 PM Board your motor coach and depart for your next activity.
- 12:30 PM Lunch at your own cost and time to explore Old Quebec.
- 2:30 PM Board your motor coach and depart for your next activity.
- 3:00 PM **Immersion Quebec**  
Group will rotate through two stations in which they are given a tablet or a virtual reality headset, to either take part in a friendly competition or view Quebec's live history in 30 minutes.
- 4:30 PM Board your motor coach and depart for dinner.
- 5:00 PM **Dinner at Chez Victor (Menu 1)**
- 6:00 PM Board your motor coach and depart for your next activity.
- 6:30 PM **Indoor Rock Climbing at Rock Gyms (2 hours)**  
Groups will learn from certified instructors how to use the ropes; through interactive games and activities, groups will discover the fundamentals of climbing, balance and motor skills. SPECIAL INSTRUCTIONS: Running shoes and sports attire are mandatory. Online waiver must be filled out before participating in the activity.
- 8:30 PM Board your motor coach and transfer to your accommodations.
- Day Five - ~~Friday April 23, 2027~~**



8:00 AM **Enjoy breakfast at your 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 **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.

11:15 AM **Dufferin Terrace to Cap Diamant**

The group walks the Promenade des Gouverneurs, from the Dufferin Terrace to Cap Diamant, the highest point in Quebec.

12:30 PM **Les Galeries de la Capitale**

The group can shop and explore Les Galeries de la Capitale with 252 stores and the Mega Parc, complete with a roller coaster, Ferris wheel, an ice skating track, and a full arcade.  
HOURS OF OPERATIONS: Monday-Friday: 10am-6pm, Saturday: 9am-5pm, Sunday: 10am-5pm

2:30 PM Board your motor coach and depart for the Airport.

Board your flight home.

10:15 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.*



# HIGHER RISK ELEMENTARY FIELD TRIP

## OUT-OF-PROVINCE TRIP PERMISSION FORM

*\* This form must be returned with complete information in order for your child to participate.  
Verbal permission, written notes, or phone calls cannot be accepted. \**

<b>Activity:</b>	Quebec 2027 Trip	<b>Staff Lead:</b>	Brandon Sambrook
<b>Location:</b>	Quebec City	<b>Date(s):</b>	May 2027 (Exact dates TBD)
<b>Departure:</b>	Kelowna International Airport	<b>Arrival:</b>	Kelowna International Airport
<b>Itinerary &amp; Supervision Overview:</b>			
<p><i>Please see attached itinerary and trip package. Supervisors: Brandon Sambrook (Principal) + Jory Berthelet (Teacher) + 2 Parent Chaperones</i></p>			
<b>Transportation Plan:</b>			
<p>This is a sample permission form – details will be included once confirmed.</p>			

## PARENT/GUARDIAN PERMISSION

### 1) CONSENT AND INFORMED DECISION-MAKING

I confirm that I have reviewed the trip details above and understand that I may request more information about the itinerary, supervision, safety plan, equipment, and known risks before the trip.

(Parent/Guardian Initial: \_\_\_\_\_)

### 2) ACKNOWLEDGEMENT OF INHERENT RISK

I understand that higher-risk activities involve inherent and foreseeable risks that may include injury, illness, property damage, or (rarely) serious injury. Risks may arise from environmental conditions (weather, terrain, snow/ice/water), equipment use, travel/transportation, group activities, and the actions of participants or members of the public. Accidents can occur even with appropriate supervision and safety measures in place.

(Parent/Guardian Initial: \_\_\_\_\_)

### 3) HEALTH INFORMATION + PARTICIPATION READINESS

I confirm that my child is able to participate safely except as noted here (medical, behavioural, and/or other considerations): \_\_\_\_\_

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I agree to inform the school of changes that could affect safe participation, and understand that incomplete or inaccurate information may affect my child's ability to participate safely. I understand that school staff may administer medications only as permitted under district policy and only when required documentation and instructions have been provided in advance. I understand that I am responsible for ensuring appropriate extended medical or travel health coverage. (Parent/Guardian Initial: \_\_\_\_\_)

### 4) EQUIPMENT / CLOTHING RESPONSIBILITY

I understand it is my responsibility to ensure my child has appropriate clothing/equipment, and I will contact the school if I am unsure. (Parent/Guardian Initial: \_\_\_\_\_)

### 5) CODE OF CONDUCT + EARLY RETURN HOME

I understand that the Collettsville Elementary Code of Conduct (<https://cves.nssd.ca/our-school/code-of-conduct/cves>) applies throughout the trip. I understand that if my child must be returned home early due to conduct, illness, safety concerns, or other circumstances approved by the school, arrangements and costs associated with early return are the responsibility of the family. I understand that family-requested changes to travel plans are subject to school approval and may not be accommodated where they impact supervision, safety, or the integrity of the group trip. (Parent/Guardian Initial: \_\_\_\_\_)

### 6) CHANGES / CANCELLATION FOR SAFETY

I understand the school/district may modify, curtail, or cancel the trip if conditions are unsafe (e.g., weather, facility conditions, health/travel advisories) or operationally unfeasible. I accept that the district is not responsible for personal financial losses resulting from such cancellation or changes. Refunds are not guaranteed and depend on third-party provider policies.

(Parent/Guardian Initial: \_\_\_\_\_)

### 7) EMERGENCY RESPONSE + COSTS

If I cannot be reached, I authorize supervisors to seek emergency medical care and/or emergency transportation if reasonably necessary for my child's immediate health and safety. I understand I may be responsible for reasonable costs associated with emergency services provided to my child. (Parent/Guardian Initial: \_\_\_\_\_)

### 8) OUT-OF-PROVINCE TRAVEL ACKNOWLEDGEMENT

I understand that this field trip involves travel outside of British Columbia. I acknowledge that emergency services, medical systems, and procedures may differ from those in BC, and that response times and access to services may be affected by location, travel conditions, or distance from home. I understand that school staff will act in the best interests of student safety and wellbeing, but that circumstances beyond the school's control (such as weather, transportation delays, or facility changes) may require adjustments to the itinerary, supervision arrangements, or travel plans.

(Parent/Guardian Initial: \_\_\_\_\_)

### 9) TRAVEL DOCUMENTATION (Out-of-Province Travel)

I understand that my child must have the required identification and travel documentation to board commercial transportation (e.g., airplane). Families are responsible for ensuring this documentation is in place prior to departure. For pre-boarding identification requirements, please see [Pre-boarding Identification Requirements - Travel.gc.ca](#) or [Air Canada - Travel Documents Required For Travel](#). You may also contact the airline directly if you require further clarification.

**Please note the flight information for this trip (all times are local):**

[Details will be included once confirmed]

(Parent/Guardian Initial: \_\_\_\_\_)

Parent/Guardian name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency contact (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

**Collection notice:** *Personal information is collected by Nicola Similkameen School District (No. 58) under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of school trip planning and student safety. If you have questions about this form, or the collection and use of this information, contact the Information and Privacy Coordinator, School District No. 58, Tel: 250-378-5161.*

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

School: École Merritt Central Elementary School  
Trip: Quebec City 2027  
Departure Date: May 2027 (date TBD) Return Date: May 2027 (date TBD)  
Sponsoring Teacher: Brandon Sambrook  
Name of Group: \_\_\_\_\_  
Number of Students: 18  
Administrator: Brandon Sambrook

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

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. - closer to the trip
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).

Jory Berthelet  
+ 2 Parent Chaperones

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.

parent/volunteer  
contracts signed  
closer to trip

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	_____		_____		
<b>Total Cost</b>	_____		_____		

See attached

\*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:
- Licensed bus
  - Approved vans (up to 9 passenger capacity including driver)
  - Parent drivers (Volunteer Driver Form)
  - Train
  - Airline

Parents responsible for transportation to/from Kelowna Airport.

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 trip provided by coach bus (included in overall cost)

**MEMORANDUM**

**TO: All Trustees**

**FROM: Mark Friesen**  
Secretary Treasurer/CFO

**RE: 2027/28 FIVE-YEAR MAJOR CAPITAL PLAN**

**DATE: June 10, 2026**

We are currently in the process of preparing our Major Capital Submission, seeking approval from the Board to proceed with the submission of the following projects:

2027/28 Five-Year Capital Plan

School	Project	Project Type	Budget	Submission
NCE	Pit House	Major Capital	\$4,938,650	Resubmitted
MBE	Addition	Major Capital	\$14,615,968	Resubmitted
MSS	Gym Hallway	Major Capital	\$750,000	Resubmitted
		<b>Total:</b>	<b>\$20,304,618</b>	

With the Board’s approval, senior staff will complete the submission of the 2027/28 5-year Capital Plan for major projects. Once submitted, the Ministry will complete a six-month review of all projects across the province and provide a response letter to the Board in early 2027, for projects that have been approved by the Ministry.

Minor capital will be submitted to the board for the September board meeting.

Suggested Motion:

*THAT The Board of Education approved the submission of the 2027/28 Five-Year Capital Plan as distributed and presented by the Secretary Treasurer.*

**Prepared by:**

**Mark Friesen**

Secretary Treasurer/CFO

Nicola-Similkameen School District

Encl: 2027-28 Major Capital Submission

# Submission Summary

<b>Submission Summary:</b>	Major 2027/2028   2026-06-30   MAIN - K12
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Nicola-Similkameen (SD58)
<b>Open Date:</b>	2026-04-24
<b>Close Date:</b>	2026-06-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
Addition	\$19,554,618
Replacement/Renovation	\$750,000
<b>Total</b>	<b>\$20,304,618</b>

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150087	Merritt Bench Elementary	Addition	Gym plus 5 Classroom Addition . Additional details in PRFS. **We would consider using pre-fab construction for the additional classrooms.**	\$14,615,968
2	150092	Nicola Canford Elementary	Addition	Traditional First Nations Pit House: The District would like to support the indigenous language program with a traditional Pit house or also known as a "Sheeskin".	\$4,938,650
Submission Category Total:					<b>\$19,554,618</b>

REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150616	Merritt Secondary	Renovation (Replace/Reno)	Construct a new section of hallway and viewing area that would connect the gym to the school. Currently the only entrance is directly onto the playing surface. When games are played all spectators have to walk outside the building to a side door to enter the gym. Spectators have to go outside and through a fire door to enter the gym so not to disrupt the play on the gym floor. Having to use fire doors there is no associability options.	\$750,000

# Submission Summary

					Submission Category Total:	<b>\$750,000</b>
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SD58 Operations Department Annual Report 2026

**Facilities, Transportation, Custodial, Capital Projects**

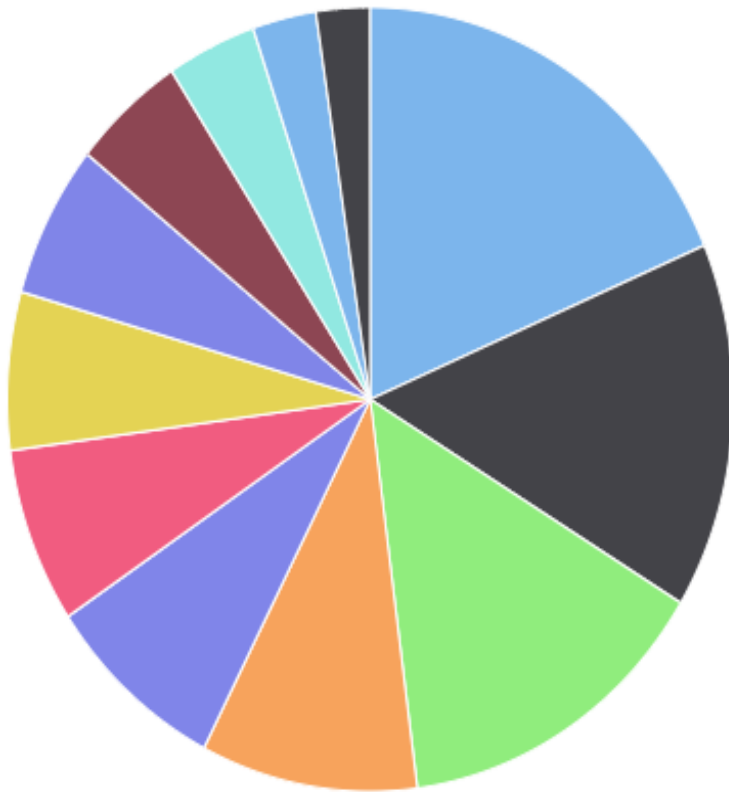


# Operations Department Overview

- The Maintenance Department continues to focus on **Facilities, Transportation, Custodial, Capital Projects, Safety & Energy Management** maintaining safe, reliable, and efficient learning environments across all district facilities. A significant portion of the department's efforts in 2025/26 has been directed toward addressing aging building infrastructure while advancing long-term facility renewal initiatives with HVAC and air quality.

# Work Order Summary

- **2567** work orders from Sept 1<sup>st</sup> 2025 to June 2<sup>nd</sup> 2026 with 93% completed the rest are ongoing.
- Average **257** work orders per month
- Average **32** work orders per maintenance worker per month.



■	Merritt Central Elementary - 466 Work Orders
■	Merritt Board Office / Maintenance Yard - 379 Work Orders
■	Merritt Secondary - 357 Work Orders
■	Princeton Secondary School - 242 Work Orders
■	Diamond Vale Elementary School - 203 Work Orders
■	Merritt Bench Elementary - 182 Work Orders
■	Collettville Elementary - 163 Work Orders
■	Nicola Canford Elementary - 159 Work Orders
■	John Allison Elementary - 126 Work Orders
■	Vermillion Forks Elementary - 100 Work Orders
■	Coquihalla Middle School - 71 Work Orders
■	Princeton Maintenance Yard - 60 Work Orders

# Capital Projects

2025/26 AFG

41 Projects

## Merritt Bench

- Water fountain
- Water line repairs
- Sump Pump
- Portable roof top
- HVAC cleaning

## Collettville

- Field Irrigation and field repairs
- boiler Repairs
- HVAC Duct Cleaning
- Domestic hot water Tanks
- Stucco building repairs

## Diamond Vale

- Heating Control Valves
- Roof pipe Insulation/Cladding
- Boiler Repairs
- Irrigation connection
- Domestic Hot water
- Playground Prep

## Nicola Canford

- Exhaust fans
- Fountain X2
- HVAC Cleaning

## Merritt Secondary

- Gym wall Repairs/science rooms
- Hand dryers in science wing washrooms
- Dust Collectors
- Computer Lab Table tops
- All doors & frame Painting

## Merritt Central

- Gym Floor Refinishing



## Old Princeton BO/New Riverside

- Replace Furnace/AC

## Bridge/Riverside

- Paint/flooring

## Princeton Secondary School

- Electrical Upgrades
- change rooms plumbing/Fountain
- Isolation Valves for water system

## Vermilion Forks

- Exhaust Fans
- Sewer plumbing Repairs in concrete slab
- Hand Dryers in all washrooms

## Classroom Painting

## John Allison

- Exhaust fans

## Fire Panel

## Classroom Painting

## District Projects/All Schools/Labour

- Line painting all schools
- Hazard Materials list
- Princeton Building Fire Sprinkler System recertifications
- DDC Upgrades

## Completed Projects

## Projects started

# Capital Projects

2026/27 AFG

37 Projects

## Merritt Bench

Water fountain

## Collettsville

Heating Control Valves, actuators

## Diamond Vale

Heating Control Valves

Roof pipe Insulation

Interior door fobs

Boiler Repairs

Playground Benches

HVAC Cleaning

Playground swingset

## Nicola Canford

Gym Floor Refinishing

## Merritt Secondary

Gym floor refinishing

PA speakers and scrolling signs

Office and hallway Shutters

Gym wall Repairs

Hand dryers

Dust Collector servicing

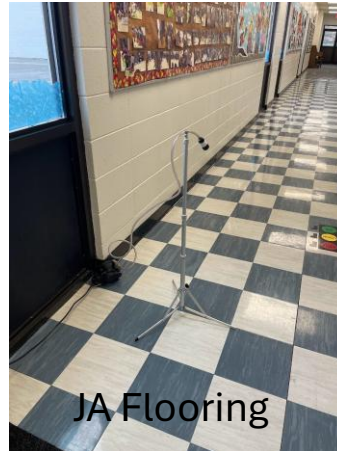
shop sinks oil traps

Vape/sound detection

## Merritt Central

Gym Floor Refinishing

Classroom painting



## CMS/SCIDES/CLC

Gym fob

Parking lot pavement

Exterior door repairs

## Bridge/Riverside

Gym washroom lights

## Princeton Secondary School

Condenser repairs

Vape/sound detection

Hallway heat/Electrical Panel upgrade

Dust Collector servicing

## Vermilion Forks

Flooring

School Sign

HVAC Cleaning

## John Allison

Flooring

HVAC Cleaning

## District Projects/All Schools/Labour

Line Painting

Merritt fire sprinkler system recertifications

Consultant reports

DDC for all exhaust fans

## Completed Projects

## Projects started

# Capital Projects

2025/26 SEP-CNCP-FIP  
10 Projects

MSS x 2	Funding
Science room upgrades	SEP
<b>Collettsville</b>	
HVAC	SEP
<b>CMS</b>	
HVAC	SEP
<b>John Allison</b>	
HVAC	SEP
<b>MSS Shops</b>	
HVAC	SEP
<b>Vermilion Forks</b>	
HVAC	SEP
<b>Bench</b>	
Electric service upgrade	CNCP
<b>Collettsville</b>	
Kitchen upgrades	FIP
<b>Diamond Vale</b>	
Kitchen upgrades	FIP
<b>MSS</b>	
Kitchen upgrades	FIP



MSS Chiller Pumps



New LED Lighting - CMS



Replacement HVAC - CMS

Completed Projects

# Capital Projects

2026/27 SEP-BUS-Local Capital  
12 Projects

Multiple Schools HVAC SEP

MSS-VFE-JA-CMS-Bench

MSS Science Rooms SEP

Bus replacement BUS

Bus replacement BUS

Bus standing offer ASTSBC Local Capital

Truck Replacement Local Capital

Van Replacement Local Capital

Dump truck Replacement Local Capital

Completed Projects

Projects started





## Emergency Work

- Diamond Vale's sewer system failed. There was an issue with the sewer main that attaches to the city main. When we investigated for replacement, we found the pipe was asbestos. We contracted to have the asbestos pipe removed and abated. The job is now completed, and the sewer system is functioning correctly.



## Transportation Department

We are receiving ministry funding for 2 new buses, hopefully arriving August early September. These will replace the buses that have surpassed the mileage (320,000) and the 12-year age limit.

The district continues to struggle with hiring drivers. We have moved drivers between Merritt and Princeton multiple times this year to ensure regular school bus and field trips are not cancelled.

### **Field Trips 2025-26**

(outside of the regular bus runs each school day)

Merritt – 300

Princeton – 93

### **Regular bus routes Merritt**

326 Students transported twice a day for 184 school days. **119,968** students transported in 2025/26.

### **Regular bus routes Princeton**

277 Students transported twice a day for 184 school days. **101,936** students transported in 2025/26.



## Custodial Services

- Custodians play a critical role in maintaining healthy, welcoming, and functional learning spaces by ensuring classrooms, washrooms, common areas, and high-touch surfaces are cleaned and sanitized daily. Their work helps reduce the spread of illness, improves indoor environmental quality, extends the life of building assets and furnishings, and creates an environment where students and staff can focus on teaching and learning. Clean schools also foster pride, respect, and a positive school culture, making custodial services a vital component of successful school operations.



The total area in schools  
cleaned each school day is  
**396,779 sq/ft**



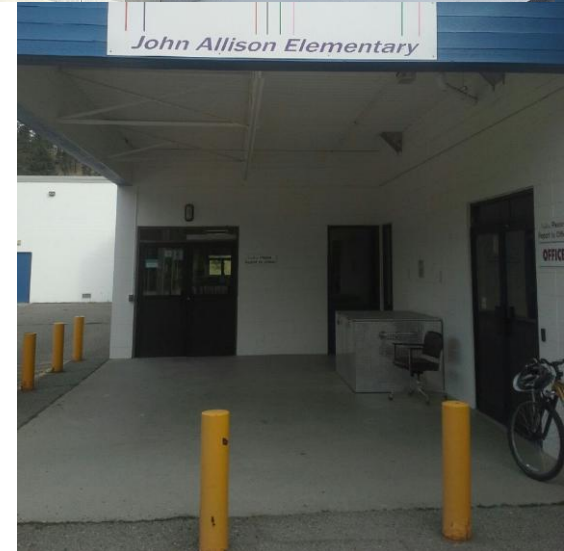
This year we supported 1  
school with extra cleaning  
for 2 evenings for larger  
than average absents due  
sickness.



Total cleaning for the  
school district per year is  
**73,007,336 sq/ft.**



# Questions



**MEMORANDUM**

**TO: All Trustees**

**FROM: Mark Friesen  
Secretary Treasurer**

**RE: Amendment to Bylaw No. 2-23**

**DATE: June 10, 2026**

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**Background**

The Board wishes to amend Bylaw No. 2-23 Procedural Bylaw by adding a new clause shown below. In accordance with Bylaw No 2-23 Procedural Bylaw clause 1.2, notice of intention was given in a previous meeting for amendments to any rules contained in this Bylaw. This notice can be confirmed in the minutes of the Board's Open meeting from May 13, 2026.

New Clause:

11.5 To ensure that Open Board Meetings are not used to promote political candidates in an upcoming school trustee election, the Board may choose to suspend delegation presentations between the start of the nomination period and general voting day.

**Recommendation**

1. That the Board approve three readings of Bylaw No. 2-23 Procedural Bylaw as amended (vote must be unanimous)
2. That the Board approve first, second and third readings of Bylaw No. 2-23 Procedural Bylaw.

**Prepared by:**

**Mark Friesen**

Secretary Treasurer/CFO

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**Nicola-Similkameen School District**

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

**BYLAW NO. 2-23  
PROCEDURAL BYLAW**

A Bylaw of the Board of Education of School District No. 58 (Nicola-Similkameen), hereinafter called "the Board", to establish procedures governing the conduct of meetings of the Board

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**WHEREAS** the *School Act* requires the Board to establish procedures to govern meetings of the Board.

**AND WHEREAS** the Board wishes to enact meeting procedures to support meetings being conducted in a democratic, transparent and efficient manner.

**NOW THEREFORE** the Board of Education of School District No.58 (Nicola-Similkameen) in an open meeting, hereby **ENACTS AS FOLLOWS:**

**1. CITATION**

- 1.1 This Bylaw may be cited as School District No. 58 (Nicola-Similkameen) Procedural Bylaw 2-23
- 1.2 The rules contained in this Bylaw may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.
- 1.3 A copy of the Board's procedural Bylaw shall be available for inspection at all reasonable times by any person.

**2. DEFINITIONS**

- 2.1 The terms used in this Bylaw have the meanings assigned by *the School Act* except as when the context indicates otherwise.

**3. OATH OF OFFICE, INAUGURAL MEETING AND ELECTION OF BOARD OFFICERS**

- 3.1 A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before assuming their role as a Trustee on the Board.
- 3.2 After the general local election of Trustees, the Secretary Treasurer shall convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 3.3 The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.

- 3.4 The Secretary Treasurer shall announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or shall administer, or cause to be administered, the oath of office to Trustees who have not taken it.
- 3.5 The Secretary Treasurer shall call for nominations three times for the position of Board Chair.
- 3.5.1 Trustees may not nominate themselves.
  - 3.5.2 Nominations do not require a seconder.
  - 3.5.3 After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
  - 3.5.4 Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
  - 3.5.5 Trustees who are not elected for one office may accept a nomination for another office.
- 3.6 The Secretary Treasurer will then conduct a vote, if necessary, by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person receiving a majority of the total votes cast will be elected Chair of the Board.
- 3.6.1 If no person receives a clear majority, further ballots will be taken.
  - 3.6.2 If more than two candidates are on a ballot and no majority is reached, the person with the least number of votes will be dropped from the nominees and a further ballot conducted.
  - 3.6.3 If any vote involving only two Trustees ends in a tie vote, the election shall be decided by drawing of lots.
  - 3.6.4 All ballots will be destroyed.
  - 3.6.5 The Secretary Treasurer will declare the duly elected Chair of the Board and will vacate the Chair.
- 3.7 The Chair so elected shall assume the Chair for the remainder of the meeting.
- 3.8 Upon assuming the Chair, the Chair will call for nominations for Vice Chair of the Board, and then for the BCSTA Provincial Council and BCPSEA Representatives (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 3.5 and 3.6 above.
- 3.8.1 If possible, the Chair shall be from one electoral area and the Vice-Chair shall be from another electoral area.
- 3.9 The Chair and Vice Chair serve in their roles at the pleasure of the Board or until the annual Special Meeting in the following November.
- 3.9.1 A majority of the Board may elect a new Chair or Vice-Chair at any time.
- 3.10 Following the elections, the order of business shall include:
- 3.10.1 passage of banking resolutions and appointment of signing officers; and,
  - 3.10.2 appointment of time and place for meetings.

#### **4. ANNUAL SPECIAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS**

- 4.1 In the years when no inaugural meeting is required, an annual Special Meeting of the Board will be held, in public, no later than the third Wednesday in November to appoint

representatives to the BCSTA Provincial Council and BCPSEA Representatives (and their alternates) for the ensuing year in accordance with 3.8 above.

## **5. MEETINGS OF THE BOARD - AGENDAS, QUORUM AND MINUTES**

- 5.1 Prior to each meeting, the Secretary Treasurer is responsible to prepare an agenda in consultation with the Chair and Superintendent outlining all business to be brought before the Board.
- 5.2 Proposed agenda items may be requested to be on the agenda in one of the following ways:
  - 5.2.1 Individual Trustees wishing to have business brought before the Board will forward the business item to the Chair and Secretary Treasurer to facilitate appropriate action.
  - 5.2.2 As a request from a Committee of the Board.
  - 5.2.3 At the commencement of a meeting, in the event a Trustee believes that an item requires immediate attention, the Chair will allow the item to be added to the agenda provided that no objection is raised by any Trustee in attendance. If an objection is raised, the item will be added to a subsequent Board meeting.
- 5.3 The Board agenda and supporting documentation will be provided to each Trustee in an electronic format, at least 48 hours prior to the meeting.
  - 5.3.1 Every effort will be made to deliver the agenda and all supporting material to Trustees at least three working days prior to the time of Open and Closed Meetings.
  - 5.3.2 Non receipt by a Trustee shall not void the proceedings.
  - 5.3.3 Written notice of any meeting will be waived provided that reasonable steps have been taken to notify all Trustees of the meeting and that the majority of the sitting Trustees agree to the waiving of the written notice.
  - 5.3.4 The agenda and supporting material for each Open Meeting will be emailed to Rights-Holders and stakeholders 48 hours in advance of the meeting.
  - 5.3.5 The agenda and supporting material for each Open Meeting will be available for the public and interested media through the District website subsequent to delivery of the agenda to Trustees.
  - 5.3.6 Additional supporting information or related correspondence may be provided to the Board up to the start of the meeting if the information and correspondence is related to items on the published agenda.
- 5.4 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
  - 5.4.1 If, prior to any meeting, the Chair and/or the Secretary Treasurer have received information suggesting there will not be a quorum, the meeting may be rescheduled, and attempts will be made to contact all Trustees.
  - 5.4.2 At the appointed time for commencement of a meeting, the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, then the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
  - 5.4.3 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to the next meeting date or to another meeting

called in accordance with this Bylaw.

- 5.5 In the event both the Chair and Vice Chair are absent, and a quorum is present, the Secretary Treasurer will call the Trustees to order and the Trustees will choose a Trustee to chair the meeting until the arrival of the Chair or Vice Chair.
- 5.6 All meetings will begin with meaningful recognition of the ancestral, traditional and unceded territories of the Nle?kepmx and Syilx people and acknowledgement of the Metis communities.
- 5.7 At all meetings, the Secretary Treasurer must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend the meeting, or if the meeting concerns the work performance or employment of the Secretary Treasurer the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.
- 5.8 Any Trustee with a conflict of interest in a Meeting will:
- 5.8.1 state that they have a conflict of interest in the matter;
  - 5.8.2 state the general nature of the conflict of interest;
  - 5.8.3 not take part in any discussion of the matter, if the meeting is not closed to the public, or leave any meeting closed to the public;
  - 5.8.4 not attempt in any way to influence the voting on any question in respect of the matter, before, during or after the meeting; and
  - 5.8.5 abstain from voting on any question in respect of the matter or the part of the meeting during which the matter is under consideration.
- 5.9 The Chair or other Trustee presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chair or other Trustee presiding at the meeting considers guilty of improper conduct. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.
- 5.10 Minutes of the proceedings of all meetings shall be legibly recorded in a minute book, ratified at the next meeting of the Board, certified as correct by the Secretary Treasurer or other employee designated and the Chair or other Trustee presiding at the meeting.
- 5.10.1 Minutes will record the names of movers and seconders.
  - 5.10.2 Minutes will record who voted for or against motions. Trustees may ask to have their vote recorded.
  - 5.10.3 If a Trustee declares a conflict of interest, such conflict will be recorded in the minutes.
  - 5.10.4 Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or Board officers, or both, were excluded, the minutes will be published on the District website once adopted.

## 6. MEETING RULES OF ORDER

- 6.1 Meetings of the Board will be conducted in accordance with this Bylaw and, where the Bylaw is silent, using *Robert's Rules of Order, Newly Revised*, except where provisions of the *School Act* may conflict, in which case the latter will prevail.

- 6.2 The Board may adopt a procedural rule for one or more meetings by resolution approved by two-thirds of the Trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the Trustees present.
- 6.3 The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 6.1. The ruling shall be subject to an appeal to the Board if requested by a Trustee immediately after the ruling and before resumption of business.
- 6.4 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the Trustees present. A successful appeal does not necessarily set a precedent.

## 7. MOTIONS

- 7.1 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 7.2 Subject to the concurrence of the seconder, the mover of a motion may withdraw the motion at any time prior to the vote being taken. A motion which has been withdrawn may be re-introduced at the same meeting only by a different Trustee.
- 7.3 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 7.4 All motions shall be seconded.
- 7.5 The Chair must vote as any other member.
- 7.6 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e., closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once, however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 7.7 A motion to reconsider a decision can be made the day on which the original motion was voted upon, by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.
- 7.8 Motions to rescind or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.
- 7.9 Motions to rescind or to amend something previously adopted for which notice has been given require a majority vote to pass. However, if the original motion required a two-thirds vote or a vote of the majority of the Board, the same vote is required on a motion to amend or rescind.
- 7.10 A motion that has been defeated at a previous meeting can be moved again at a subsequent

meeting only if notice is given in the call of the meeting.

## 8. DEBATE

- 8.1 Debate shall be strictly relevant to the question before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.
- 8.2 Speakers shall be recognized by the chair and shall address all remarks to the chair.
- 8.3 The Chair may vacate the chair to enter debate or propose or second a motion in which case the Vice-Chair, if present, or another member appointed by the Chair shall preside.
- 8.4 Each Trustee has the right to speak twice on the same question on the same day but cannot make a second speech so long as any Trustee who has not spoken on the question desires to speak. No Trustee shall speak for more than five minutes at one time.
- 8.5 A matter of privilege (dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 8.6 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

## 9. VOTING

- 9.1 It is expected that all Trustees present at a meeting will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote and such an abstention shall be recorded.
  - 9.1.1 If a Trustee wishes to abstain for any other reason or to have a negative vote recorded he or she must so request before or immediately after the vote is taken.
  - 9.1.2 The Chair will vote at the same time as other Trustees.
- 9.2 Voting shall be by show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded both positive and negative votes shall be recorded.
- 9.3 All questions shall be decided by a majority of the votes of the Trustees present and voting unless otherwise provided by the *School Act*.
  - 9.3.1 In the case of a tie vote, the motion is defeated.

## 10. OPEN MEETINGS OF THE BOARD

- 10.1 Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than Trustees be excluded.
- 10.2 An Open Meeting will normally be held monthly during the school year.
- 10.3 Annually, the Board will determine the schedule of meetings for the following school year and will publish the schedule at the beginning of each school year in non-general election

years, and within sixty (60) days following the election date in general election years.

10.3.1 The meetings will alternate between Merritt and Princeton.

10.4 Significant consideration will be given to one of Open Meeting per year taking place, on a rotating schedule, at a "Rights-Holder" location.

10.5 An Open Meeting shall stand adjourned at three hours after its commencement unless a consensus has been reached to extend the hour of adjournment.

10.6 The order of business at Open Meetings will be:

10.6.1 Call to Order and meaningful acknowledgement of the ancestral, traditional and unceded territories of the Nte?kepmx and Syilx people and acknowledgement of the Metis communities.

10.6.2 Approval of Agenda

10.6.3 Adoption of Minutes of Prior Meetings

10.6.4 Report from Closed Meeting

10.6.5 Recognition, Presentations, and Delegations

10.6.6 New Business

10.6.7 Indigenous Education Report

10.6.8 Superintendent Report

10.6.9 Committee Reports

10.6.10 Trustee Reports

10.6.11 Public Question Period

10.6.12 Adjournment

10.7 A change to the order of business may be proposed by any Trustee and shall require unanimous consent.

## **11. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT REGULAR MEETINGS**

11.1 The Board welcomes and encourages presentations and delegations from students, parents, Rights-holders, staff, partners, and others at meetings.

11.1.1 The Superintendent, or designate, will be responsible to schedule in-district presentations and recognition activities.

11.1.2 Attempts should be made to keep such presentations to approximately 10 minutes.

11.2 A person or group wishing to address the Board as a delegation on an item not otherwise on the agenda will provide a written request outlining the item(s) they wish to present and naming a spokesperson.

11.2.1 Consideration of the request is subject to article 5 of this Bylaw for placement on the agenda of an Open or Closed Meeting.

11.2.2 A request to present at an Open Meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Open Meeting for distribution to Trustees as part of their agenda package.

11.3 The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take

action after due deliberation, usually at a subsequent meeting.

11.3.1 The Chair will rule on the propriety of all presentations and comments and may terminate any presentation or comment or refer it to a Closed Meeting of the Board if that is deemed to be appropriate by the Chair.

11.3.2 A maximum of ten minutes will be allowed for each Delegation to make a presentation.

11.4 If circumstances warrant, the Board may receive such individuals or Delegations in a Closed Meeting.

11.5 To ensure that Open Board Meetings are not used to promote political candidates in an upcoming school trustee election, the Board may choose to suspend delegation presentations between the start of the nomination period and general voting day.

## 12. PUBLIC QUESTION PERIOD

12.1 The Open Meeting is the formally designated means of transacting Board business. Communication with the public is extremely important and therefore, a public question period of fifteen minutes will be set aside at each Open Meeting solely as a means for ensuring that public who are present in the audience have an opportunity to ask questions about business or issues pertaining to the Board agenda.

12.1.1 Questions regarding personnel or specific students must be raised with the Superintendent privately.

12.1.2 Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public question period.

12.2 One question will be taken from each person, after which, time permitting, each person may present a second question.

12.2.1 Speakers must identify themselves and their connection to the District before speaking.

12.2.2 All questions will be limited to five minutes and directed to the Chair, who may refer the question to the Superintendent or Secretary Treasurer.

12.2.3 The Chair may restrict the length of time any one individual may speak.

12.2.4 The response to a question will be made during the meeting, when possible, or deferred until a later date when information becomes available.

12.2.5 Individuals addressing the Board assume personal responsibility for all statements made to the Board.

12.2.6 The Chair will use judgment to stop any inappropriate questions that would be better discussed in a different forum.

12.2.7 The Chair may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which the Chair considers inappropriate.

## 13. SPECIAL MEETINGS

13.1 Special Meetings are any meetings held between the regularly scheduled meetings.

13.2 A special meeting open to the public, or a Special Closed Meeting may be called by the

chairperson or, upon written request by a majority of the Trustees, shall be called by the Secretary Treasurer.

- 13.3 No business other than that for which the meeting was called shall be conducted at the meeting.

#### 14. CLOSED MEETINGS

- 14.1 All matters coming before the Board shall be considered in public unless the public interest requires otherwise. In these circumstances, persons other than Trustees may be excluded from a meeting or from part of a meeting. Accordingly, the following matters shall be considered in closed session unless the Board determines otherwise:

- 14.1.1 Personnel matters including contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, demotion, transfer, conduct, competence, discipline, suspension, termination or retirement; grievances and requests of employees, Board officers or their bargaining agents or representatives; plans that relate to the management of personnel of or the administration of the Board and that have not yet been implemented or made public.
- 14.1.2 Legal matters: accident claims and other matters where Board liabilities may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered in closed session; information or action regarding legal actions brought by or against the Board.
- 14.1.3 Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students.
- 14.1.4 Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease sale or exchange of real property; purchase of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures.
- 14.1.5 Matters pertaining to the safety, security or protection of Board property.
- 14.1.6 Other matters where the Board decides that the public interest so requires.

- 14.2 The Secretary Treasurer, or other employee designated in accordance with the *School Act*, must be present at the time that a decision of the Board is rendered and must record any decision.

- 14.3 No Trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow such disclosure, except such as might be necessary to enforce the conflict-of-interest provisions of the School Act.

- 14.4 The Secretary Treasurer shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or officers of the Board or both were excluded, and the record shall be provided in the subsequent Regular Meeting of the Board.

#### 15. BYLAWS

- 15.1 The following matters shall be dealt with only by bylaw:
- 15.1.1 adoption of the budget;

- 15.1.2 a capital bylaw;
  - 15.1.3 the acquisition or disposal of property;
  - 15.1.4 rules and procedures relative to the organization of meetings of the Board;
  - 15.1.5 amendments to bylaws; and,
  - 15.1.6 where specifically required by the School Act.
- 15.2 Every bylaw shall be dealt with in the following stages:
- 15.2.1 First reading: no debate or amendment;
  - 15.2.2 Second reading: discussion of the principle of the bylaw;
  - 15.2.3 Third reading: consideration of amendments made and final decision.
- 15.3 When a bylaw has been amended it shall be reprinted as amended and shall not proceed until the amended version has been distributed.
- 15.4 Subject to 14.3, at each of the three readings of a bylaw, the bylaw must be read in full, however, a reading of the bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by its title and a summary of its contents.
- 15.5 The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting.
- 15.6 The Secretary Treasurer shall certify on a copy of each bylaw, the readings and the times thereof and the text of any amendment passed in committee.
- 15.7 A bylaw may be withdrawn at any stage with consent of the Board.

## **16. ELECTRONIC PARTICIPATION BY TRUSTEES**

- 16.1 In accordance with the *School Act*, Trustees may participate in or attend any meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 16.2 If a Trustee participates in or attends a meeting of the Board by telephone or other means.

## **17. MISCELLANEOUS PROVISIONS**

- 17.1 All points of procedure not provided for in this Bylaw shall be decided in accordance with *Robert's Rules of Order, Newly Revised*.
- 17.2 If any part of this Bylaw is held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

**18. REPEAL**

18.1 School District No. 58 (Nicola-Similkameen) School Board Meetings Bylaw 1-96 adopted December 6, 1996, including any amendments thereto, are hereby repealed.

Read a First Time                                    this            xth                                    day of    xxxx 2026

Read a Second Time                                this            xth                                    day of    xxxx 2026

Read a Third Time                                   this            xth                                    day of    xxxx 2026

ADOPTED    this            xth                                    day of    xxxx 2026

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Chair

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Secretary-Treasurer

**MEMORANDUM**

**TO: All Trustees**

**FROM: Mark Friesen  
Secretary Treasurer**

**RE: Bylaw 1.26 Trustee Elections Bylaw**

**DATE: June 10, 2026**

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**Background**

With the upcoming trustee elections occurring on October 17, 2026, the Board is required to pass a new bylaw by August 4, 2026. This updated bylaw identifies what the electoral areas are for the school district as well as who is responsible for conducting the election and details of advanced voting opportunities and the like.

**Recommendation**

1. That the Board approve three readings of Bylaw No. 1.26 Trustee Elections Bylaw (vote must be unanimous)
2. That the Board approve first, second and third readings of Bylaw No. 1.26 Trustee Elections Bylaw.

**Prepared by:**

**Mark Friesen**

Secretary Treasurer/CFO

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**Nicola-Similkameen School District**

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

## BYLAW NO. 1-26 TRUSTEE ELECTIONS

A Bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 58 (Nicola-Similkameen) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 58 (Nicola-Similkameen), in an open meeting, enacts this Trustee Election Bylaw No. 1-26.

### 1. **SCOPE OF BYLAW**

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

### 2. **TRUSTEE ELECTORAL AREAS**

In School District No. 58 (Nicola-Similkameen) trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of trustees
1	Town of Princeton and Electoral Area H of Regional District of Okanagan-Similkameen	3
2	City of Merritt	3
3	Electoral Areas M and N of Thompson-Nicola Regional District	1

### 3. **DEFINITIONS**

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

**“Board”** means the Board of Education of School District No. 58 (Nicola-Similkameen).

**“By-election”** means a trustee election other than one conducted a part of a general school election, to fill a vacancy on the Board in any of the circumstances described in Section 36 of the *School Act*.

Adopted: 09/01/99

Revised: 05/28/08

Revised: 08/29/14

Revised: 06/29/22

Revised: 06/10/26

**“Chief Elections Officer”** means the person appointed to perform the duties of Chief Election Officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

**“Local Government”** means, as applicable, City of Merritt, Town of Princeton, Regional District of Okanagan-Similkameen, and/or Thompson-Nicola Regional District.

**“Minister”** means the Minister of Education and Child Care.

**“School District”** means the School District No. 58 (Nicola-Similkameen).

#### **4. VOTERS LIST**

The most current available Provincial list of voters prepared under the Election Act is the register of resident electors, effective 52 days before general voting day for any election to which this Bylaw applies.

#### **5. APPLICATION OF LOCAL GOVERNMENT BYLAWS**

- 5.1 In Trustee Electoral Area 1, if the Town of Princeton conducts all or part of the trustee election, the election bylaws of the Town of Princeton apply to that trustee election or part of a trustee election conducted by the Town of Princeton, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolutions of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- 5.2 In Trustee Electoral Area 2, the election bylaws of the City of Merritt apply to trustee elections conducted by the City of Merritt, except for those sections of the bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.
- 5.3 In Trustee Electoral Area 3, this bylaw applies except as otherwise noted.

#### **6. REQUIRED ADVANCE VOTING OPPORTUNITIES**

- 6.1 Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.
- 6.2 Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, or unless section 9.3 applies, a second advance voting opportunity will be held on:

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Adopted: 09/01/99

Revised: 05/28/08

Revised: 08/29/14

Revised: 06/29/22

Revised: 06/10/26

6.2.1 in Trustee Electoral Area 1, the date specified in the bylaws of the Town of Princeton and if no such date is specified on the fourth day before general voting day.

6.2.2 in Trustee Electoral Area 2, the date specified in the bylaws of the City of Merritt.

6.3 In Trustee Electoral Area 3, the required advance voting opportunity will be held on the tenth day before general voting day, unless exempted by order of the Minister, and no other advance voting opportunity will be held, except any that are established by the Chief Elections Officer.

#### **7. Additional Advance Voting Opportunities**

The Chief Elections Officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

#### **8. Additional General Voting Opportunities**

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

#### **9. Number of Scrutineers at Voting Places**

The number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

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

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

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

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

#### **12. WEBSITE ACCESS TO CANDIDATE NOMINATION DOCUMENTS AND CAMPAIGN FINANCING DISCLOSURE STATEMENTS**

12.1 The Board authorizes public access to nomination documents of the trustee candidates:

during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results.

12.2 The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

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Adopted: 09/01/99

Revised: 05/28/08

Revised: 08/29/14

Revised: 06/29/22

Revised: 06/10/26

- 12.2.1 a mailing address or residential address of a significant contributor, or
- 12.2.2 a telephone number, mailing address, or residential address of a candidate

until 5 years after general voting day for election to which the trustee's disclosure statements and supplementary reports relate

- 12.3 The Board will, on request, provide a copy or other record of a trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public under section 12.2 for a fee of fifty cents per page.
- 12.4 Before providing the services under section 12.3, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to
  - 12.4.1 satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
  - 12.4.2 provide a signed statement that the individual and, if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

### **13. PUBLIC NOTICE POSTING PLACES**

- 13.1 For the purposes of trustee elections conducted by the Board, the following are designated as public notice posting places for the purpose of section 50 of the *Local Government Act*:
  - 13.1.1 the notice board located at the main entrance of the Board's head office; and
  - 13.1.2 the municipal office in City of Merritt and the Town of Princeton.
- 13.2 Public notices will be published in the public notice posting places, as well as:
  - 13.2.1 on the Announcements page of the School District website:  
<https://www.nssd.ca/announcements>
  - 13.2.2 on the School District Facebook page:  
<https://www.facebook.com/SchoolDistrictNo58>

### **14. TITLE**

This Bylaw may be cited as Schol District No. 58 (Nicola-Similkameen) Trustee Election Bylaw No.1-26

### **15. REPEAL**

School District No. 58 (Nicola-Similkameen) Trustee Elections Bylaw No. 1-22 is hereby repealed.

Date of first reading: \_\_\_\_\_

Date of second reading: \_\_\_\_\_

Date of third reading and adoption: \_\_\_\_\_

\_\_\_\_\_  
Chairperson of the Board

(Corporate seal)

\_\_\_\_\_  
Secretary Treasurer

**MEMORANDUM**

**TO: All Trustees**

**FROM: Mark Friesen  
Secretary Treasurer**

**RE: 2026/27 Annual Budget Bylaw**

**DATE: June 10, 2026**

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**Background**

Following the Board's 1<sup>st</sup> reading of the Annual (Preliminary) Budget Bylaw on May 13<sup>th</sup>, staff wanted to create time and space on the agenda for further discussion on the budget or any unanswered questions.

Staff would ask the BoE to consider the following motion towards passing the annual budget bylaw:

**Requested Motion:** That the Board of Education of School District #58 (Nicola-Similkameen) give second and third reading to the 2026/27 Annual Budget Bylaw specifying a total budget of \$40,573,111.

**Prepared by:**

**Mark Friesen**

Secretary Treasurer/CFO

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Nicola-Similkameen School District

**Encl: 2026-27 Annual Budget template**

Annual Budget

## **School District No. 58 (Nicola-Similkameen)**

June 30, 2027

# School District No. 58 (Nicola-Similkameen)

June 30, 2027

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

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2026/2027 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw for fiscal year 2026/2027.
3. The attached Statement 2 showing the estimated revenue and expense for the 2026/2027 fiscal year and the total budget bylaw amount of \$40,573,111 for the 2026/2027 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2026/2027.

READ A FIRST TIME THE 13th DAY OF MAY, 2026;

READ A SECOND TIME THE 10th DAY OF JUNE, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 10th DAY OF JUNE, 2026;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 58 (Nicola-Similkameen) Annual Budget Bylaw 2026/2027, adopted by the Board the 10th DAY OF JUNE, 2026.

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Secretary Treasurer

# School District No. 58 (Nicola-Similkameen)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	2,086,500	2,201,560
Adult	15,000	22,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>2,101,500</b>	<b>2,224,310</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	33,011,996	34,875,230
Other	99,207	92,191
Other Revenue	4,442,660	4,496,558
Rentals and Leases	282,180	258,355
Investment Income	229,454	178,331
Amortization of Deferred Capital Revenue	1,639,123	1,544,959
<b>Total Revenue</b>	<b>39,704,620</b>	<b>41,445,624</b>
<b>Expenses</b>		
Instruction	29,761,250	31,227,308
District Administration	2,327,665	2,526,347
Operations and Maintenance	6,638,844	6,780,990
Transportation and Housing	1,274,897	1,425,767
<b>Total Expense</b>	<b>40,002,656</b>	<b>41,960,412</b>
<b>Net Revenue (Expense)</b>	<b>(298,036)</b>	<b>(514,788)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>180,539</b>	<b>297,427</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(117,497)</b>	<b>(217,361)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)	192,739	99,661
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(310,236)	(317,022)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(117,497)</b>	<b>(217,361)</b>

**School District No. 58 (Nicola-Similkameen)**

Annual Budget - Revenue and Expense

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	29,325,133	30,652,015
Special Purpose Funds - Total Expense	8,124,709	8,777,954
Special Purpose Funds - Tangible Capital Assets Purchased	40,000	40,000
Capital Fund - Total Expense	2,552,814	2,530,443
Capital Fund - Tangible Capital Assets Purchased from Local Capital	530,455	599,336
<b>Total Budget Bylaw Amount</b>	<b>40,573,111</b>	<b>42,599,748</b>

**Approved by the Board**

DRAFT

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Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

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Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

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Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(298,036)</u>	<u>(514,788)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(40,000)	(40,000)
From Local Capital	(530,455)	(599,336)
From Deferred Capital Revenue	(2,436,619)	(2,986,561)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(3,007,074)</u>	<u>(3,625,897)</u>
Amortization of Tangible Capital Assets	<u>2,552,814</u>	<u>2,530,443</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(454,260)</u>	<u>(1,095,454)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>(752,296)</u></u>	<u><u>(1,610,242)</u></u>

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	25,919,235	27,171,606
Other	67,259	67,259
Other Revenue	3,407,160	3,407,160
Rentals and Leases	282,180	258,355
Investment Income	191,954	149,205
<b>Total Revenue</b>	<b>29,867,788</b>	<b>31,053,585</b>
<b>Expenses</b>		
Instruction	21,760,145	22,649,144
District Administration	2,327,665	2,526,347
Operations and Maintenance	4,197,027	4,329,703
Transportation and Housing	1,040,296	1,146,821
<b>Total Expense</b>	<b>29,325,133</b>	<b>30,652,015</b>
<b>Net Revenue (Expense)</b>	<b>542,655</b>	<b>401,570</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>180,539</b>	<b>297,427</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(530,455)	(599,336)
<b>Total Net Transfers</b>	<b>(530,455)</b>	<b>(599,336)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>192,739</b>	<b>99,661</b>

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	28,745,288	29,282,081
ISC/LEA Recovery	(3,257,160)	(3,257,160)
Other Ministry of Education and Child Care Grants		
Pay Equity	120,216	120,216
Funding for Graduated Adults	133,093	133,093
Student Transportation Fund	170,292	170,292
Foundation Skills Assessment (FSA) Scorer Grant	7,506	7,506
ICY Clinical Counsellor Funding		80,539
Feb/May Enrolment Count Adjustment (Online Learning)		537,289
Inclusive Education Enrolment Growth - Feb Enrol Count		97,750
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>25,919,235</b>	<b>27,171,606</b>
<b>Provincial Grants - Other</b>	<b>67,259</b>	<b>67,259</b>
<b>Other Revenues</b>		
Funding from First Nations	3,257,160	3,257,160
Miscellaneous		
Miscellaneous Revenue	150,000	150,000
<b>Total Other Revenue</b>	<b>3,407,160</b>	<b>3,407,160</b>
<b>Rentals and Leases</b>	<b>282,180</b>	<b>258,355</b>
<b>Investment Income</b>	<b>191,954</b>	<b>149,205</b>
<b>Total Operating Revenue</b>	<b>29,867,788</b>	<b>31,053,585</b>

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2027

	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	8,878,821	9,456,861
Principals and Vice Principals	1,912,517	2,049,514
Educational Assistants	2,917,936	3,104,648
Support Staff	3,255,293	3,403,634
Other Professionals	1,515,679	1,553,224
Substitutes	1,207,456	1,244,800
<b>Total Salaries</b>	<b>19,687,702</b>	<b>20,812,681</b>
<b>Employee Benefits</b>	<b>4,517,918</b>	<b>4,767,561</b>
<b>Total Salaries and Benefits</b>	<b>24,205,620</b>	<b>25,580,242</b>
<b>Services and Supplies</b>		
Services	1,607,809	1,703,317
Student Transportation	313,056	318,056
Professional Development and Travel	327,118	341,532
Rentals and Leases	48,263	43,091
Dues and Fees	120,395	118,302
Insurance	93,082	93,387
Supplies	1,752,260	1,569,585
Utilities	857,530	884,503
<b>Total Services and Supplies</b>	<b>5,119,513</b>	<b>5,071,773</b>
<b>Total Operating Expense</b>	<b>29,325,133</b>	<b>30,652,015</b>

**School District No. 58 (Nicola-Similkameen)**

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2027

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	8,264,051	143,802	47,698	150,533		777,399	9,383,483
1.03 Career Programs							-
1.07 Library Services				27,213			27,213
1.08 Counselling	202,325			13,401			215,726
1.10 Inclusive Education	293,808		2,171,571		65,479	175,942	2,706,800
1.30 English Language Learning	118,637						118,637
1.31 Indigenous Education			688,722		92,771	16,115	797,608
1.41 School Administration		1,768,715	9,945	700,568		48,000	2,527,228
<b>Total Function 1</b>	<b>8,878,821</b>	<b>1,912,517</b>	<b>2,917,936</b>	<b>891,715</b>	<b>158,250</b>	<b>1,017,456</b>	<b>15,776,695</b>
<b>4 District Administration</b>							
4.11 Educational Administration					458,234		458,234
4.40 School District Governance					158,768		158,768
4.41 Business Administration				216,190	497,709		713,899
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>216,190</b>	<b>1,114,711</b>	<b>-</b>	<b>1,330,901</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				30,614	173,889	4,000	208,503
5.50 Maintenance Operations				1,526,908		106,000	1,632,908
5.52 Maintenance of Grounds				130,237			130,237
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,687,759</b>	<b>173,889</b>	<b>110,000</b>	<b>1,971,648</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				30,614	68,829		99,443
7.70 Student Transportation				429,015		80,000	509,015
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>459,629</b>	<b>68,829</b>	<b>80,000</b>	<b>608,458</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>8,878,821</b>	<b>1,912,517</b>	<b>2,917,936</b>	<b>3,255,293</b>	<b>1,515,679</b>	<b>1,207,456</b>	<b>19,687,702</b>

**School District No. 58 (Nicola-Similkameen)**

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2027

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2027 Annual Budget	2026 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	9,383,483	2,163,886	11,547,369	1,404,816	12,952,185	13,284,000
1.03 Career Programs	-		-	81,200	81,200	81,200
1.07 Library Services	27,213	6,259	33,472	48,518	81,990	84,375
1.08 Counselling	215,726	49,617	265,343	4,524	269,867	535,085
1.10 Inclusive Education	2,706,800	600,071	3,306,871	370,171	3,677,042	4,062,248
1.30 English Language Learning	118,637	50,008	168,645	2,750	171,395	211,508
1.31 Indigenous Education	797,608	183,450	981,058	391,872	1,372,930	1,427,306
1.41 School Administration	2,527,228	583,522	3,110,750	42,786	3,153,536	2,963,422
<b>Total Function 1</b>	<b>15,776,695</b>	<b>3,636,813</b>	<b>19,413,508</b>	<b>2,346,637</b>	<b>21,760,145</b>	<b>22,649,144</b>
<b>4 District Administration</b>						
4.11 Educational Administration	458,234	106,254	564,488	93,726	658,214	717,326
4.40 School District Governance	158,768	23,815	182,583	169,080	351,663	495,677
4.41 Business Administration	713,899	165,057	878,956	438,832	1,317,788	1,313,344
<b>Total Function 4</b>	<b>1,330,901</b>	<b>295,126</b>	<b>1,626,027</b>	<b>701,638</b>	<b>2,327,665</b>	<b>2,526,347</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	208,503	47,983	256,486	76,877	333,363	337,407
5.50 Maintenance Operations	1,632,908	369,503	2,002,411	751,056	2,753,467	2,856,978
5.52 Maintenance of Grounds	130,237	27,978	158,215	94,452	252,667	250,815
5.56 Utilities	-		-	857,530	857,530	884,503
<b>Total Function 5</b>	<b>1,971,648</b>	<b>445,464</b>	<b>2,417,112</b>	<b>1,779,915</b>	<b>4,197,027</b>	<b>4,329,703</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	99,443	22,872	122,315		122,315	122,315
7.70 Student Transportation	509,015	117,643	626,658	291,323	917,981	1,024,506
<b>Total Function 7</b>	<b>608,458</b>	<b>140,515</b>	<b>748,973</b>	<b>291,323</b>	<b>1,040,296</b>	<b>1,146,821</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>19,687,702</b>	<b>4,517,918</b>	<b>24,205,620</b>	<b>5,119,513</b>	<b>29,325,133</b>	<b>30,652,015</b>

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2027

	<b>2027</b>	2026 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	7,092,761	7,703,624
Other	31,948	24,932
Other Revenue	1,035,500	1,089,398
Investment Income	4,500	
<b>Total Revenue</b>	<b>8,164,709</b>	8,817,954
<b>Expenses</b>		
Instruction	8,001,105	8,578,164
Operations and Maintenance	123,604	125,854
Transportation and Housing		73,936
<b>Total Expense</b>	<b>8,124,709</b>	8,777,954
<b>Net Revenue (Expense)</b>	<b>40,000</b>	40,000
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(40,000)	(40,000)
<b>Total Net Transfers</b>	<b>(40,000)</b>	(40,000)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

**School District No. 58 (Nicola-Similkameen)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	2,150	831,095	-	39,368			-
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	123,604	99,502			102,000	14,700	80,946	322,729	344,347
Provincial Grants - Other									
Other				1,000,000					
Investment Income									
	123,604	99,502	-	1,000,000	102,000	14,700	80,946	322,729	344,347
<b>Less:</b> Allocated to Revenue	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	344,347
<b>Deferred Revenue, end of year</b>	-	-	-	<b>831,095</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	123,604	99,502	2,150		102,000	54,068	80,946	322,729	344,347
Provincial Grants - Other									
Other Revenue				1,000,000					
Investment Income									
	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	344,347
<b>Expenses</b>									
Salaries									
Teachers							24,756		79,316
Principals and Vice Principals									25,000
Educational Assistants		76,616			68,829			37,092	51,000
Support Staff									72,000
Other Professionals									
Substitutes							1,240		
	-	76,616	-	-	68,829	-	25,996	37,092	227,316
Employee Benefits		22,886			15,831		5,979	9,273	48,522
Services and Supplies	123,604		2,150	1,000,000	17,340	54,068	48,971	276,364	28,509
	123,604	99,502	2,150	1,000,000	102,000	54,068	80,946	322,729	304,347
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	40,000
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased									(40,000)
	-	-	-	-	-	-	-	-	(40,000)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children (CR4YC)	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Professional Learning Grant	National School Food Program
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	12,769	50,000	24,000	350,000	100,000	100,000	-
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	5,000,416	55,000					350,000		97,860
Provincial Grants - Other									
Other									
Investment Income									
	5,000,416	55,000	-	-	-	-	350,000	-	97,860
<b>Less:</b> Allocated to Revenue	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
<b>Deferred Revenue, end of year</b>	-	-	-	<b>1,630</b>	-	<b>175,000</b>	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
Provincial Grants - Other									
Other Revenue									
Investment Income									
	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
<b>Expenses</b>									
Salaries									
Teachers	4,000,186								
Principals and Vice Principals						142,276	42,013	81,300	
Educational Assistants				39,325					
Support Staff									
Other Professionals									
Substitutes									
	4,000,186	-	-	39,325	-	142,276	42,013	81,300	-
Employee Benefits	1,000,230			9,045		32,724	9,663	18,700	
Services and Supplies		55,000	12,769		24,000		398,324		97,860
	5,000,416	55,000	12,769	48,370	24,000	175,000	450,000	100,000	97,860
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 58 (Nicola-Similkameen)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2027

	Charitable Society	ASSAI	TOTAL
	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	347,000	24,000	<b>1,880,382</b>
<b>Add:</b> Restricted Grants			
Provincial Grants - Ministry of Education and Child Care			<b>6,591,104</b>
Provincial Grants - Other		15,000	<b>15,000</b>
Other	35,000		<b>1,035,000</b>
Investment Income	4,650		<b>4,650</b>
	<u>39,650</u>	<u>15,000</u>	<u><b>7,645,754</b></u>
<b>Less:</b> Allocated to Revenue	40,000	31,948	<b>8,164,709</b>
<b>Deferred Revenue, end of year</b>	<u><b>346,650</b></u>	<u><b>7,052</b></u>	<u><b>1,361,427</b></u>
<b>Revenues</b>			
Provincial Grants - Ministry of Education and Child Care			<b>7,092,761</b>
Provincial Grants - Other		31,948	<b>31,948</b>
Other Revenue	35,500		<b>1,035,500</b>
Investment Income	4,500		<b>4,500</b>
	<u>40,000</u>	<u>31,948</u>	<u><b>8,164,709</b></u>
<b>Expenses</b>			
Salaries			
Teachers			<b>4,148,255</b>
Principals and Vice Principals			<b>221,592</b>
Educational Assistants			<b>246,862</b>
Support Staff		21,375	<b>72,375</b>
Other Professionals			<b>72,000</b>
Substitutes			<b>1,240</b>
	<u>-</u>	<u>21,375</u>	<u><b>4,762,324</b></u>
Employee Benefits		4,073	<b>1,176,926</b>
Services and Supplies	40,000	6,500	<b>2,185,459</b>
	<u>40,000</u>	<u>31,948</u>	<u><b>8,124,709</b></u>
<b>Net Revenue (Expense) before Interfund Transfers</b>	<u>-</u>	<u>-</u>	<u><b>40,000</b></u>
<b>Interfund Transfers</b>			
Tangible Capital Assets Purchased			<b>(40,000)</b>
	<u>-</u>	<u>-</u>	<u><b>(40,000)</b></u>
<b>Net Revenue (Expense)</b>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u><b>-</b></u></u>

# School District No. 58 (Nicola-Similkameen)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2027

	2027 Annual Budget			2026 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		33,000	<b>33,000</b>	29,126
Amortization of Deferred Capital Revenue	1,639,123		<b>1,639,123</b>	1,544,959
<b>Total Revenue</b>	<b>1,639,123</b>	<b>33,000</b>	<b>1,672,123</b>	1,574,085
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,318,213		<b>2,318,213</b>	2,325,433
Transportation and Housing	234,601		<b>234,601</b>	205,010
<b>Total Expense</b>	<b>2,552,814</b>	-	<b>2,552,814</b>	2,530,443
<b>Net Revenue (Expense)</b>	<b>(913,691)</b>	<b>33,000</b>	<b>(880,691)</b>	(956,358)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	40,000		<b>40,000</b>	40,000
Local Capital		530,455	<b>530,455</b>	599,336
<b>Total Net Transfers</b>	<b>40,000</b>	<b>530,455</b>	<b>570,455</b>	639,336
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	530,455	(530,455)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>530,455</b>	<b>(530,455)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(343,236)</b>	<b>33,000</b>	<b>(310,236)</b>	(317,022)

**MEMORANDUM**

**TO: All Trustees**

**FROM: Mark Friesen  
Secretary Treasurer**

**RE: Restricted Fund Transfer**

**DATE: June 10, 2026**

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Due to the strong enrollment at SCIDES and some anticipated savings in employee costs, the district stands to end the year with a healthy residual of excess revenue over expenses.

This residual should be directed towards operational needs and strategic initiatives in line with the Board's priorities.

Staff is seeking direction from the Board on how it wants to prioritize any residual that may be realized as staff puts together the year end Financial Statements. Depending on the magnitude of the residual, staff could allocate the funds in the following priority:

**1) Reinvestment in literacy**

- Literacy resources \$150,000
- Temporary coaching positions (0.8 FTE) \$100,000

**2) Strengthening contingency funds**

- Increasing unrestricted surplus to a minimum of 3% of budgeted operating expenses
- Deferred maintenance for Central \$300,000

**3) Restricted fund transfers**

- SCIDES summer school staffing \$100,000
- Potential cyber security incident \$200,000

Separately, excess funds not spent within school budgets will be put into a restricted fund for equipment replacement at the schools.

Staff will bring the audited Financial Statements to the Board for approval in September 2026. These statements will incorporate the above transfers in order of priority up to the finalized amount of residual excess revenue over expenses for the 2025/26 fiscal year.

**Prepared by:**

**Mark Friesen**

Secretary Treasurer/CFO

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Nicola-Similkameen School District

**MEMORANDUM**

**TO: All Trustees**

**FROM: Courtney Lawrance  
Superintendent of Schools**

**RE: POLICY RECOMMENDATIONS  
AND ADMINISTRATIVE PROCEDURES**

**DATE: June 10, 2026**

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**Recommendations:**

There are two policies being brought forward for third reading on the Role of the Superintendent and the Role of the Secretary Treasurer as these roles are prescribed in the *School Act*. BCSTA has recommended that boards have policies in place. The district received feedback after the second reading and the updated policy drafts reflect said feedback.

First Reading

- a) n/a

Second Reading

- a) n/a

Third Reading

- a) Policy 1.31 – Role of the Superintendent
- b) Policy 1.32 – Role of the Secretary Treasurer

Policies Recommended for Repeal

- a) n/a

Administrative Procedures (Information Only)

- a) Annual Procedure of Identifying Available Space in Elementary Schools for Child Care
- b) Signing Authorities



CL/sc

## POLICY 1.31 ROLE OF THE SUPERINTENDENT

### Background

The Superintendent reports directly to the Board and is accountable for the District's operations and conduct, advising and assisting the Board in developing and implementing strategic goals. The Superintendent ensures compliance with all Ministerial orders and board policies, maintains a safe, healthy, and respectful environment for learning and working, and ensures ethical, fair, and dignified treatment of students, parents, staff, and the public. The Superintendent also promotes lifelong learning and professional growth, aligns short- and long-term planning and resource allocation with student learning, and oversees educational program planning, implementation, and evaluation. All Board authority delegated to the staff of the District is delegated through the Superintendent.

The Superintendent of Schools is the Chief Executive Officer of the Board of Education and the District's educational leader. The Superintendent has specific authority, responsibility, and duties under the [School Act](#) and [School Regulation](#).

Whereas Section 77 of the [Freedom of Information and Protection of Privacy Act](#) of British Columbia requires that the Board of Education name an official corporate head, the Board of Education names the Superintendent of Schools as the official head of the School District for the purposes of the Act.

### Specific Areas of Responsibility

#### 1. Leadership Practices

- 1.1. Practices leadership consistent with the District's core values and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board of Education and the Minister of Education and Child Care.

#### 2. Policy/Administrative Procedures

- 2.1. Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 2.2. Develops and keeps current an Administrative Procedures Manual that is

consistent with Board policy and provincial policies, regulations and procedures.

### **3. Superintendent/Board Relations**

- 3.1. Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 3.2. Provides the information and counsel which the Board requires to perform its role.
- 3.3. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

### **4. Strategic Planning and Reporting**

- 4.1. Leads the development and implementation of the strategic planning process.
- 4.2. Works closely and collaboratively in the development of the Board's [Strategic Plan](#) (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- 4.3. Reports annually, at a minimum, on accountability measures.

### **5. Educational Opportunities**

- 5.1. Vision:
  - 5.1.1. An innovative, inspiring and unified learning community.
- 5.2. Goal:
  - 5.2.1. Accomplish the objectives of the Framework for Enhancing Student Learning.

### **6. Student well-being**

- 6.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 6.2. Ensures the safety and welfare of students, both physically and emotionally, while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 6.3. Ensures the facilities safely accommodate District students.

### **7. Community Partnerships**

- 7.1. Vision:
  - 7.1.1. The Superintendent will work with community partners to help each student reach their full potential.
- 7.2. Goal:
  - 7.2.1. To strengthen relationships and communication with community groups while providing opportunities for students to contribute to the community.
  - 7.2.2. Demonstrate a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.

- 7.3. The Superintendent will maintain and strengthen relationships with Local Rights Holders and Education Governance Partners, including First Nations, Local Education Agreement partners, Metis, and Indigenous Education Councils, ensuring that commitments to Truth and Reconciliation are operationalized through shared decision-making, accountability, and improved outcomes for Indigenous Learners.

## **8. Finance & Facilities Planning**

### **8.1. Vision:**

- 8.1.1. The Superintendent will utilize financial resources and School District facilities to support and improve student achievement.

### **8.2. Actions:**

- 8.2.1. Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the [School Act](#) or any other Act or regulation.
- 8.2.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 8.2.3. Prepares and presents a budget which reflects Board priorities.
- 8.2.4. Ensures the Board has current and relevant financial information.

## **9. Human Resources**

- 9.1. Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

### **9.2. Vision**

- 9.2.1. The Superintendent will continue to create a supportive and positive culture with employees to enhance both individual and collective influence on student achievement.

### **9.3. Goals**

- 9.3.1. Be proactive and innovative in attracting and retaining exemplary staff.
- 9.3.2. Establish and maintain equity and diversity in hiring.
- 9.3.3. Promote and support the physical, emotional and mental well-being of all school district staff in a respectful and safe working environment.
- 9.3.4. Promote excellence in best practice for all employee groups through ongoing professional development.
- 9.3.5. Effectively communicate with our Rights Holders, communities,

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Legislative Reference: School Act

References: Sections 15, 16, 22, 24, 25, 74.1, 74.2, 85, 86, 87 of the School Act.

Date of Adoption:

staff, parents/caregivers, and Stakeholders with respect to the District [website](#).

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Legislative Reference: School Act

References: Sections 15, 16, 22, 24, 25, 74.1, 74.2, 85, 86, 87 of the School Act.

Date of Adoption:

## POLICY 1.32 ROLE OF THE SECRETARY TREASURER

### Background

Guided by the District's vision, principles, mission and values and our goals, the Secretary-Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and [Board Policy](#).

The Secretary-Treasurer is the **Chief** Financial Officer who is responsible for complying with the accounting and administrative procedures prescribed by the Minister of Education and Child Care. The Secretary-Treasurer is empowered by law to carry out all the duties assigned to a Secretary-Treasurer under the [School Act](#) and [Regulation](#).

### Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent as well as an officer to the board.

The Secretary-Treasurer will have specific responsibilities as/for:

#### 1. Corporate Secretary

- 1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
- 1.2 Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 1.3 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
- 1.4 Ensures appropriate insurance policies are in place for the District.
- 1.5 Ensures the maintenance, access and protection of records in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) and Regulations.
- 1.6 Provides for the interpretation of legislation affecting the operation of the District, as directed by the Superintendent.
- 1.7 Acts as District's electoral officer for the election of trustees.

#### 2. Corporate Treasurer

- 2.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the District is fiscally responsible.

- 2.3 Designs budget cycles which meet provincial requirements and provide for Right Holder and stakeholder input.
- 2.4 Prepares the draft budget, aligned with the Strategic Plan, for the Superintendent's consideration.
- 2.5 Acts as the District's purchasing agent.
- 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent's directives.
- 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
- 2.8 In collaboration with the Assistant Superintendent, Human Resources, provides support to the Board's negotiating committees.

### **3. Facilities and Property Management**

- 3.1 Provides leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services.
- 3.2 Ensures that building assets are maintained according to Occupational Health and Safety as well as applicable legislation.

### **4. Student Transportation**

- 4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the District.

### **5. Human Resources Management**

- 5.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Superintendent.
- 5.2 Provides input to the Superintendent with regard to the recruitment and appointment of District Office and Facilities support personnel.
- 5.3 Provides support to the Superintendent in the provision of learning opportunities for bus drivers, facilities and maintenance personnel and District Office support staff and for business functions for school personnel.

### **6. Administrative Procedures**

- 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 6.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.

### **7. Organizational Management**

- 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent's directives.

- 7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

## **8. Communications and Community Relations**

- 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in their area of responsibility.
- 8.2 Ensures parents/guardians and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.3 Investigates, and facilitates resolution of concerns, and conflicts.
- 8.4 Demonstrates a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.
- 8.5 The Secretary-Treasurer will work in collaboration with Local Rights Holders and Fiscal Accountability Partners, including First Nations, Local Education Agreement partners, Metis, and Indigenous Education Councils, to ensure transparent, equitable, and accountable allocation of resources that support improved outcomes for Indigenous learners and uphold commitments to Truth and Reconciliation.

## **9. Superintendent Relations**

- 9.1 Establishes and maintains positive professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides the information which the Superintendent requires to perform their role in an exemplary fashion.

## **10. Leadership Practices**

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.
- 10.3 Other duties as assigned by the Superintendent.

<b>Administrative Procedure</b>		<b>Nicola Similkameen School District</b>
<b>Section:</b>	District Administration	
<b>Title:</b>	Annual Procedure of Identifying Available Space in Elementary Schools for Child Care	

### Purpose:

This administrative procedure outlines the process for identifying and allocating available space within elementary schools for licensed child care programs that are either Board-operated or third party run. Primary consideration will be given to educational programming and operational requirements of the school district.

### 1. Planning Team

- The Operations Manager will take the lead in gathering necessary information to produce an inventory of classroom space that has the potential to be used for child care programs.
- They will liaise with the following team members to bring about the work:
  - Superintendent/Assistant Superintendent
  - School principals
  - Early learning/child care program staff
  - Secretary Treasurer

### 2. Collect Enrollment and Program Data

- Gather **current enrollment, projected enrollment, and capacity data** for each elementary school.
- Review **catchment changes**, housing developments, and demographic trends that may affect future space availability.

### 3. Conduct School-by-School Space Audits

- Perform annual **on-site walkthroughs** with principals.
- Document:
  - Number of classrooms in use
  - Specialized spaces (e.g. welcome rooms, resource rooms)
  - Underutilized classrooms
  - Multi-purpose rooms that could be repurposed
  - Storage areas or offices that could be consolidated
  - Spaces suitable for licensing under child care regulations (e.g., access to washrooms, outdoor play space)
- Assess building condition, safety, and accessibility.

#### 4. Evaluate Suitability for Child Care Use

For each potentially available space, evaluate:

- **Licensing feasibility** (square footage, exits, washroom access, natural light, outdoor play space proximity)
- **Operational feasibility** (hours of access, security, custodial needs, shared-use conflicts)
- **Cost considerations** (renovations, furnishing, compliance upgrades)
- **Impact on school operations** (future enrollment growth, program displacement)

Rate each space using a standardized rubric (e.g., “High Potential,” “Moderate Potential,” “Not Suitable”).

#### 5. Identify Priority Schools for Child Care Expansion

- Compare space availability with:
  - Community child care demand
  - Waitlist data
  - Equity considerations (e.g., underserved neighborhoods)
- Create a **school by school based map** of potential child care expansion opportunities.
- Prioritize schools where:
  - Space is available for at least 3–5 years
  - Renovation needs are minimal
  - Community demand is high

#### 6. Develop Recommendations and Cost Estimates

For each viable site, prepare:

- Proposed child care model (before/after school, preschool, full-day)
- Required renovations and estimated costs
- Timeline for implementation
- Potential partners (non-profits, Indigenous organizations, municipal partners)
- Funding sources (grants, capital budgets, partnerships)

#### 7. Present Annual Space Availability Report

- Submit a formal **Annual Child Care Space Availability Report** to:
  - Superintendent
  - Board of Education
  - Municipal partners (if applicable)
- Include:
  - Summary of available spaces
  - Recommended sites for new/expanded child care
  - Cost and timeline projections
  - Risks and constraints

**Date of Original Superintendent Approval: June 10, 2026**

<b>Administrative Procedure</b>		<b>Nicola Similkameen School District</b>
<b>Section:</b>	<b>District Administration</b>	
<b>Title:</b>	<b>Signing Authorities</b>	

## Background

The purpose of this Administrative Procedure is to establish signing authority within the District and ensure that expenditures, contracts, commitments, and payments are authorized by the appropriate individuals.

No employee may enter into an agreement, authorize an expenditure, release a payment, or otherwise commit the District to an obligation unless authorized under this Administrative Procedure.

## Definitions

### Spending Authority

The authority to approve expenditures within an approved budget and within established approval limits.

### Contracting Authority

The authority to execute agreements or other legal documents that create obligations on behalf of the District.

### Payment Authority

The authority to release funds from District bank accounts or financial facilities.

## Procedures

### 1. General Principles

- 1.1 All expenditures, contracts, and commitments must be within approved budgets.
- 1.2 Delegated authority shall be exercised in accordance with Board policy, administrative procedures, applicable legislation, and established purchasing practices.
- 1.3 Spending authority, contracting authority, and payment authority are distinct authorities and shall be exercised only as authorized by this Administrative Procedure.
- 1.4 Individuals shall not approve expenditures or payments that directly benefit themselves. Such expenditures must be approved by the individual's supervisor.
- 1.5 Expenditures, contracts, agreements, projects, amendments, renewals, or other commitments shall not be divided into multiple transactions for the purpose of avoiding approval thresholds.

### 2. Spending Authority

Individuals with spending authority may approve expenditures within approved budgets and within the limits established below.

Position	Spending Authority Limit
Principals and Managers	Up to \$10,000
Assistant Secretary-Treasurer	Up to \$25,000
Superintendent	Up to \$50,000
Secretary-Treasurer	Up to \$50,000

- 2.1 Expenditures exceeding the limits above shall be approved by the next level of authority.
- 2.2 Expenditures exceeding \$50,000 require approval from the Board Chair or designate.
- 2.3 Adherence to these authority limits may be verified from time to time by those with more senior authority limits by reviewing supporting documents through a random sample.

### 3. Contracting Authority

- 3.1 Only the Superintendent, Secretary-Treasurer and Board Chair or designate are authorized to execute contracts, agreements, leases, memoranda of understanding, service agreements, grant agreements, and other legal documents that bind the District unless specific permission has been granted from one of these positions.
- 3.2 Contracts and agreements must:
  - a. be within approved budgets;
  - b. comply with Board policy and administrative procedures;
  - c. comply with applicable legislation; and
  - d. be reviewed by the Secretary-Treasurer where financial obligations are involved.
- 3.3 Contracts and agreements exceeding \$50,000 shall be reported to the Board.

### 4. Payment Authority

- 4.1 Payment authority is restricted to the Secretary-Treasurer and Superintendent.
- 4.2 Payment authority includes:
  - a. authorization of payments from District accounts;
  - b. authorization of electronic fund transfers;
  - c. authorization of wire transfers; and
  - d. authorization of other banking transactions authorized by the District.
- 4.3 The Assistant Secretary-Treasurer may process and transmit approved payments, electronic fund transfers, wire transfers, and cheques, as delegated payment authority by the Secretary-Treasurer. Payroll staff may transmit statutory government remittances and other benefit payments as directed by the Assistant Secretary-Treasurer.

### 5. Temporary Delegation During Absence

- 5.1 When an authorized signatory is absent, authority may be exercised by an officially appointed acting designate.
- 5.2 Acting authority may be delegated by email or other written communication.

- 5.3 Acting authority shall be limited to the responsibilities assigned during the period of appointment.

## **6. Electronic Signatures**

- 6.1 Electronic documents and electronic signatures are acceptable as per the Electronic Transaction Act of BC; “electronic signature” means information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to or associated with the record.

**Date of Original Superintendent Approval: June 10, 2026**