



BOARD OF EDUCATION
School District No. 91 (Nechako Lakes)

Excellence | Innovation | Community

MISSION:

*Achieving Educational Excellence through engaging
and personalized learning*

VISION:

*Competent and confident learners making positive
contributions in an evolving global environment*

MONDAY, SEPTEMBER 16, 2024
REGULAR BOARD MEETING - AGENDA

Page

1. CALL TO ORDER

2. RECOGNITION OF TRADITIONAL TERRITORY

We are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations represented by the Dakelh, Nedut'en, and Wet'suwet'en Peoples; and, we are working diligently towards creating equity for our learners through conscious Acts of Reconciliation.

Specifically for this meeting, we feel honoured to gather in Saik'uz First Nation territory.

3. INTRODUCTIONS

P. Higginson - DPAC Chair
D. Williams - Budgets and Finance Manager
L. Wendling, CPA, CA - MNP Audit Accountant

4. APPROVAL OF THE CONSENT AGENDA

Recommended to approve the Consent Agenda, including the following items:

5 - 10

- The Agenda for the Regular Meeting dated September 16, 2024.
- The Minutes of the Regular Meeting dated June 24, 2024.
- The Record of the In-Camera Meeting dated June 24, 2024.

MOVED and SECONDED

THAT the Consent Agenda for the Regular Meeting of Monday, September 16, 2024, be approved as presented.

5. FINANCE

5.1 2023-2024 FINANCIAL AUDIT

MNP - L. Wendling, CPA, CA, will report on the 2023-2024 audit findings.

5.2 2023-2024 AUDITED FINANCIAL STATEMENTS

The '2023-2024 Audited Financial Statements' will be presented.

11 - 53

MOVED and SECONDED

THAT the Audited Financial Statements for School District No. 91 (Nechako Lakes) for the year ending June 30, 2024, be approved as presented.

5.3 2024-2025 LOCAL CAPITAL EXPENDITURES

MOVED and SECONDED

THAT the Board of Education of School District No. 91 (Nechako Lakes) approves spending an additional \$28,931 out of local capital for the 2023-2024 fiscal year.

5.4 FINANCIAL STATEMENT DISCUSSION AND ANALYSIS

6. TRUSTEE REPORTS

Indigenous Education Council - September 11 meeting report

7. DISTRICT PARENT ADVISORY COMMITTEE (DPAC)

DPAC Chair P. Higginson:

- Upcoming DPAC meeting
- School start-up 2024

8. LEADERSHIP SERIES - NORTHERN INTERIOR BRANCH

9. EDUCATION DIVISION

9.1 EDUCATION UPDATE

Interim Superintendent M. Skinner:

54 - 72

- Monthly Report to the Board
- Framework for Enhancing Student Learning
- Strategic Plan (Workplan Objectives for 2024-25)

Director of Instruction C. McKay:

- Accessibility - 'Honouring Diversity' update

Director of Instruction M. Gauthier:

- Staff Development - 'Engage Our Workforce' update

9.2 OUT-OF-COUNTRY FIELD/SPORTS TRIP REQUESTS

9.2A. INITIAL REQUESTS

NVSS Grade 11 & 12 select students - Europe - March 22-April 2, 2025

73 - 96

MOVED and SECONDED

THAT initial approval be given to selected NVSS grade 11-12 students to travel

to Europe from March 22 to April 2, 2025.

NVSS select students - Japan Sister School Exchange - April 25 to June 8, 2025 97 - 125

MOVED and SECONDED

THAT initial approval be given to selected NVSS students to travel to Japan
and participate in a sister school exchange from April 25 to June 8, 2025.

9.3 STAFFING AND ENROLLMENT UPDATE

10. OPERATIONS DIVISION

10.1 2025-2026 CAPITAL PLAN (MINOR CAPITAL PROGRAMS)

The '2025-2026 Capital Plan Resolution (Minor Capital Programs) Submission' will be presented. 126 - 127

MOVED and SECONDED

THAT the 2025-2026 Capital Plan Resolution (Minor Capital Programs) Submission be approved and submitted as presented.

10.2 2025-2026 CAPITAL PLAN (SCHOOL FOOD INFRASTRUCTURE PROGRAM)

The '2025-2026 Capital Plan Resolution (School Food Infrastructure Program) Submission' will be presented. 128 - 129

MOVED and SECONDED

THAT the 2025-2026 Capital Plan Resolution (School Food Infrastructure Program) Submission be approved and submitted as presented.

10.3 2025-2026 CAPITAL PLAN (MINOR CHILD CARE - CONVERSION)

The '2025-2026 Capital Plan Resolution (Minor Child Care - Conversion) Submission' will be presented. 130 - 131

MOVED and SECONDED

THAT the 2025-2026 Capital Plan (Minor Child Care - Conversion) Submission be approved and submitted as presented.

10.4 POLICY AND REGULATIONS

10.4A. POLICY AND REGULATION 204.1 - BOARD MEETING PROCEDURES

Discussion on 'Policy 204.1 - Board Meeting Procedures' 132 - 135

MOVED and SECONDED

THAT 'Policy 204.1 - Board Meeting Procedures' be given third reading and adopted.

11. INFORMATION ONLY

The following items are for information. Should you wish to discuss any item, please bring it forward by a Board Motion.

11.1 DISTRICT

Annual Anaphylaxis Report for 2023-24	136
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6th Annual Indigenous Education Conference: Good Ancestors	160

11.2 MINISTRY OF EDUCATION

Minister Singh's Back-to-School letter	161 - 162
Grant Letters for Early Learning and Child Care Projects	163 - 168

12. PUBLIC QUESTIONS

****The Board will receive questions from the public at this time. Questions must pertain to the items listed on this agenda. A response will be provided in follow up to the meeting. Those posing questions must ensure that the Executive Assistant to the Superintendent has a current email address to ensure a response.*

****Total Time Limit: 10 minutes for this item*

13. ADJOURNMENT

Motion to adjourn.

MOVED and SECONDED

THAT the Meeting of Monday, September 16, 2024, adjourn at _____ p.m.



MISSION:
*Achieving Educational Excellence through
engaging and personalized learning*

VISION:
*Competent and confident learners making positive
contributions in an evolving global environment*

Regular Board Meeting		MINUTES	June 24, 2024 6:00 PM
Present:	D. Christie N. Hazelton D. Albertson S. Davis R. Gratz R. Pooley K. Mitchell M. Skinner K. Black C. McKay L. Prince H. Silver	Chairperson Vice Chair Trustee Trustee Trustee Trustee Superintendent Assistant Superintendent Assistant Secretary-Treasurer Director of Instruction Director of Instruction Recording Secretary	
In-House Guests:	S. Abietkoff Dylan & Hadley S. Lank Austin, Bowen, Cohen & Laiken 3 Members of the Public	DPAC Representative LDSS Student Voice Representatives FLESS Travel Group Teacher Sponsor FLESS Travel Group Representatives	
Present Online:	C. Walker 9 Members of the Public	Trustee	
Absent:	D. Turner M. Gauthier	Secretary-Treasurer Director of Instruction	
1.	<u>CALL TO ORDER</u> Chairperson D. Christie called the meeting to order at 6:05 p.m.		
2.	<u>RECOGNITION OF TRADITIONAL TERRITORY</u> Chairperson D. Christie acknowledged that we are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations represented by the Dakelh, Nedut'en, and Wet'suwet'en Peoples; and, we are working diligently towards creating equity for our learners through conscious Acts of Reconciliation.		
3.	<u>INTRODUCTIONS</u> The following guests were introduced: • Hadley & Dylan - LDSS Student Voice representatives • S. Abietkoff - DPAC representative It was noted that the FLESS Travel Group would arrive at the meeting shortly.		
4.	<u>APPROVAL OF THE CONSENT AGENDA</u> 24-43 <i>MOVED and SECONDED</i> <i>THAT the Consent Agenda for the Regular Meeting of Monday, June 24, 2024, be approved as amended.</i> <i>Carried</i>		

5. **APPOINTMENT OF ACTING SECRETARY-TREASURER**

24-44 *MOVED and SECONDED*
THAT Assistant Secretary-Treasurer K. Black be appointed as Acting Secretary-Treasurer for this meeting.

Carried

* The FLESS Travel Group arrived at the meeting at 6:11 p.m.

6. **PRESENTATIONS**

FLESS Travel Group students shared highlights and photos from their spring 2024 trip to Europe, and they responded to questions about their experiences.

** The FLESS Travel Group departed at 6:22 p.m.

7. **TRUSTEE REPORTS**

Chairperson D. Christie reported about his recent attendance at EBUS Academy's graduation ceremonies in Vancouver.

8. **STUDENT VOICE**

LDSS Student Voice Representatives Dylan and Hadley presented and responded to questions about their recent KOH Learning experience that had taken place at Babine Elementary-Secondary School in Granisle.

9. **TRUSTEE SERVICE AWARDS**

Trustees D. Christie, N. Hazelton and R. Pooley were presented with 5-year service awards.

*** LDSS Student Voice Representatives Dylan and Hadley departed at 6:48 p.m.

10. **EDUCATION DIVISION**

10.1 **EDUCATION UPDATE**

Superintendent K. Mitchell provided an extensive year-end update about the Board's Strategic Plan.

Director of Instruction L. Prince shared information about the recent Equity Scan Engagement Session that had been held at Nechako Valley Secondary School for Indigenous students from across the District.

10.2 **EARLY DISMISSAL REQUESTS FOR 2024-25**

A. **FORT ST. JAMES AREA SCHOOLS**

24-45 *MOVED and SECONDED*
THAT approval be given to Fort St. James Area Schools to have early dismissal days on October 16, 2024, and March 19, 2025, for the purpose of talk about learning time.

Carried

B. **FRASER LAKE AREA SCHOOLS**

24-46 *MOVED and SECONDED*
THAT approval be given to Fraser Lake Area Schools to have early dismissal days on October 23, 2024, and March 19, 2025, for the purpose of talk about learning time.

Carried

C. **VANDERHOOF AREA SCHOOLS**

24-47 *MOVED and SECONDED*
THAT approval be given to Vanderhoof Area Schools to have early dismissal days on October 22, 2024, and March 18, 2025, for the purpose of talk about learning time.

Carried

D. **WEST END AREA SCHOOLS**

24-48 *MOVED and SECONDED*
THAT approval be given to West End Area Schools to have early dismissal days on October 23, 2024, and March 19, 2025, for the purpose of talk about learning time.

Carried

10.3 **SCHOOL FEES**

Assistant Superintendent M. Skinner explained the School Fee Schedule for 2024-25.

24-49 *MOVED and SECONDED*
THAT the School Fee Schedule for 2024-25 be approved as presented.

Carried

11. **OPERATIONS DIVISION**

11.1 **FINANCE**

A. **2025-2026 FIVE YEAR CAPITAL PLAN**

The 2025-2026 Five Year Capital Plan was presented. Assistant Secretary-Treasurer K. Black provided additional information.

24-50 *MOVED and SECONDED*
THAT the 2025-2026 Five Year Capital Plan for School District No. 91 (Nechako Lakes) be approved as presented.

Carried

B. **2024-2025 ANNUAL BUDGET**

24-51 *MOVED and SECONDED*
THAT the Annual Budget Bylaw for the fiscal year 2024-2025 for School District No. 91 (Nechako Lakes) for the total budget amount of \$76,383,199 be given second reading.

Carried

24-52 *MOVED and SECONDED*
THAT the Annual Budget Bylaw for the fiscal year 2024-2025 for School District No. 91 (Nechako Lakes) for the total budget amount of \$76,383,199 be given third reading and adopted.

Carried

C. **2023-2024 LOCAL CAPITAL EXPENDITURES**

Assistant Secretary-Treasurer K. Black indicated that this topic may be revisited at the September 2024 meeting once the annual audit is completed.

11.2 **POLICIES AND REGULATIONS**

A. **POLICY 604.1 - DISTRICT TECHNOLOGY, CONSENT AND PRIVACY**

There was discussion about 'Policy 604.1 - Digital Technology, Consent and Privacy.'

24-53 *MOVED and SECONDED*
THAT 'Policy 604.1 - Digital Technology, Consent and Privacy' be given third reading and adopted.

Carried

24-54 *MOVED and SECONDED*
THAT the following policies be rescinded:

- *'Policy 502.6 - Use of Cell Phones and Digital Devices'*
- *'Policy 604.1 - Digital Technology'*
- *'Policy 604.2 - Student Photograph/Video/Audio and Media Consent'*
- *'Policy 604.4 - District Technology and Network Access'*

Carried

B. POLICY 204.1 - BOARD MEETING PROCEDURES

There was discussion, including an additional motion, with respect to 'Policy 204.1 - Board Meeting Procedures.'

24-55 *MOVED and SECONDED*
THAT the votes of Trustees shall be recorded on all matters of policy.

Defeated

Trustee D. Albertson registered his vote as in favour.

24-56 *MOVED and SECONDED*
THAT 'Policy 204.1 - Board Meeting Procedures' be given second reading and circulated for public feedback.

Carried

11.3 BOARD MEETING DATES FOR 2024-25

The Board Meeting dates for 2024-25 were approved as follows:

- September 16, 2024 - Vanderhoof
- October 21, 2024 - Fort St. James
- November 18, 2024 - Vanderhoof
- December 16, 2024 - Vanderhoof
- January 20, 2025 - VIRTUAL
- February 24, 2025 - Vanderhoof
- March 17, 2025 - Vanderhoof
- April 28, 2025 - Fraser Lake
- May 26, 2025 - Vanderhoof
- June 23, 2025 - Burns Lake

24-57 *MOVED and SECONDED*
THAT approval be given to the 2024-25 Board Meeting dates as presented.

Carried

12. SUPERINTENDENT UPDATE

Chairperson D. Christie reported that the Board of Education for School District No. 91 (Nechako Lakes) has engaged AZ Consulting to assist with the recruitment of a new Superintendent. It is anticipated that the posting will be advertised in September and filled in November. To ensure continuous leadership during the process, Assistant Superintendent M. Skinner is appointed as Interim Superintendent. There will be a staff notice and an official public announcement tomorrow morning.

13. **SAFE ACCESS TO SCHOOLS ACT**

Trustee R. Pooley highlighted the Board's efforts with respect to having the Safe Access to Schools Act reinstated earlier in the school year.

14. **PUBLIC QUESTIONS**

Member of the Public Question:
Can you explain more about the Safe Access to Schools Act and how it's being implemented here?

Response:
A response will be provided via email.

15. **ADJOURNMENT**

24-58 *MOVED and SECONDED*
THAT the Meeting of Monday, June 24, 2024, adjourn at 8:08 p.m.

Carried

Kevin Black, Acting Secretary-Treasurer

Dave Christie, Chairperson



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 91 (NECHAKO LAKES)
VANDERHOOF, BC**

RECORD OF THE JUNE 24, 2024, COMMITTEE MEETING

1. The personnel report was accepted.
 - Information was received on thirty-two teaching continuing appointments
 - Information was received on four teaching limited duration appointments
 - Information was received on two teaching leaves of absence
 - Information was received on three teaching personal leaves
 - Information was received on one teaching maternity leave
 - Information was received on three teaching changes in contract
 - Information was received on one teaching medical leave
 - Information was received on two non-teaching new casuals
 - Information was received on eleven non-teaching new appointments
 - Information was received on three non-teaching medical leaves
2. There were updates given on administration matters.
3. There was an update given on staffing.
4. There was an update given on grievances.
5. There was an update given on investigations.
6. There were discussions on eleven topics related to Board business.
7. There were no emergent issues.

Audited Financial Statements of

School District No. 91 (Nechako Lakes)

And Independent Auditors' Report thereon

June 30, 2024

DRAFT - Not Finalized
September 10, 2024 11:16

School District No. 91 (Nechako Lakes)

June 30, 2024

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School District No. 91 (Nechako Lakes)

MANAGEMENT REPORT

DRAFT

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 91 (Nechako Lakes) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 91 (Nechako Lakes) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and externally audited financial statements yearly.

The external auditors, MNP LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 91 (Nechako Lakes) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 91 (Nechako Lakes)

DRAFT

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____

Date Signed _____

Independent Auditor's Report



To the Board of Education of School District No. 91 (Nechako Lakes), and
To the Minister of Education, Province of British Columbia:

Opinion

We have audited the financial statements of School District No. 91 (Nechako Lakes) (the "School District"), which comprise the statement of financial position as at June 30, 2024, and the statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School District as at June 30, 2024, and the results of its operations net financial assets and its cash flows for the year then ended in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board (the "special purpose framework").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the School District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 2(a) to the financial statements, which describes the basis of accounting. The financial statements are prepared to assist the School District in complying with the special purpose framework. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other Information

Management is responsible for the other information. The other information obtained at the date of this auditor's report comprises Unaudited Schedules 1-4D attached to the audited financial statements and Financial Statement Discussion and Analysis, but does not include the financial statements and our auditor's report thereon.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the special purpose framework and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

MNP LLP

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MNP.ca

In preparing the financial statements, management is responsible for assessing the School District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince George, British Columbia

September 16, 2024

MNP LLP

Chartered Professional Accountants

MNP

School District No. 91 (Nechako Lakes)

Statement 1

Statement of Financial Position

As at June 30, 2024

	2024 Actual	2023 Actual
	\$	\$
Financial Assets		
Cash and Cash Equivalents	15,094,480	16,435,142
Accounts Receivable		
Due from Province - Ministry of Education and Child Care	187,762	292,301
Due from First Nations	325,328	615,771
Other (Note 3)	244,372	232,767
Portfolio Investments (Note 4)	98,637	80,193
Total Financial Assets	15,950,579	17,656,174
Liabilities		
Accounts Payable and Accrued Liabilities		
Due to Province - Ministry of Education and Child Care		2,120
Other (Note 5)	4,946,056	5,134,122
Deferred Revenue (Note 6)	3,872,813	3,521,529
Deferred Capital Revenue (Note 7)	44,255,709	43,036,386
Employee Future Benefits (Note 8)	3,689,279	3,594,531
Asset Retirement Obligation (Note 9)	6,462,634	6,462,634
Capital Lease Obligations		8,001
Total Liabilities	63,226,491	61,759,323
Net Debt	(47,275,912)	(44,103,149)
Non-Financial Assets		
Tangible Capital Assets (Note 10)	65,208,636	64,100,123
Restricted Assets (Endowments) (Note 12)	195,526	195,367
Prepaid Expenses	234,246	360,850
Total Non-Financial Assets	65,638,408	64,656,340
Accumulated Surplus (Deficit)	18,362,496	20,553,191

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 91 (Nechako Lakes)

Statement 2

Statement of Operations

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	62,655,092	62,349,574	58,802,339
Other	63,840	76,860	55,716
Tuition	130,000	116,650	212,984
Other Revenue	8,586,091	9,628,926	8,692,724
Rentals and Leases	90,560	88,862	87,343
Investment Income	591,000	600,427	473,968
Gain (Loss) on Disposal of Tangible Capital Assets			13,113
Amortization of Deferred Capital Revenue	2,254,058	2,238,653	2,173,105
Total Revenue	<u>74,370,641</u>	<u>75,099,952</u>	<u>70,511,292</u>
Expenses			
Instruction	60,108,585	60,520,490	55,661,047
District Administration	3,295,109	3,385,555	3,378,645
Operations and Maintenance	9,469,358	9,652,734	9,159,336
Transportation and Housing	3,759,346	3,732,027	3,510,170
Total Expense	<u>76,632,398</u>	<u>77,290,806</u>	<u>71,709,198</u>
Surplus (Deficit) for the year, before endowment contributions	<u>(2,261,757)</u>	<u>(2,190,854)</u>	<u>(1,197,906)</u>
Endowment Contributions		159	124
Surplus (Deficit) for the year	<u>(2,261,757)</u>	<u>(2,190,695)</u>	<u>(1,197,782)</u>
Accumulated Surplus (Deficit) from Operations, beginning of year		20,553,191	21,750,973
Accumulated Surplus (Deficit) from Operations, end of year		<u>18,362,496</u>	<u>20,553,191</u>

School District No. 91 (Nechako Lakes)

Statement 4

Statement of Changes in Net Debt

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Surplus (Deficit) for the year	<u>(2,261,757)</u>	<u>(2,190,695)</u>	<u>(1,197,782)</u>
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(6,960,061)	(4,164,292)	(3,020,415)
Amortization of Tangible Capital Assets	3,067,722	3,055,779	2,992,641
Net carrying value of Tangible Capital Assets disposed of			116,980
Total Effect of change in Tangible Capital Assets	<u>(3,892,339)</u>	<u>(1,108,513)</u>	<u>89,206</u>
Acquisition of Prepaid Expenses		(234,246)	(360,850)
Use of Prepaid Expenses		360,850	437,671
Endowment Contributions		(159)	(124)
Total Effect of change in Other Non-Financial Assets	<u>-</u>	<u>126,445</u>	<u>76,697</u>
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	<u>(6,154,096)</u>	<u>(3,172,763)</u>	<u>(1,031,879)</u>
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		<u>(3,172,763)</u>	<u>(1,031,879)</u>
Net Debt, beginning of year		<u>(44,103,149)</u>	<u>(43,071,270)</u>
Net Debt, end of year		<u><u>(47,275,912)</u></u>	<u><u>(44,103,149)</u></u>

School District No. 91 (Nechako Lakes)

Statement 5

Statement of Cash Flows

Year Ended June 30, 2024

	2024 Actual \$	2023 Actual \$
Operating Transactions		
Surplus (Deficit) for the year	(2,190,695)	(1,197,782)
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	383,377	(495,835)
Prepaid Expenses	126,604	76,821
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	(190,186)	100,842
Unearned Revenue		(3,450)
Deferred Revenue	351,284	(185,670)
Employee Future Benefits	94,748	19,758
Loss (Gain) on Disposal of Tangible Capital Assets		(13,113)
Amortization of Tangible Capital Assets	3,055,779	2,992,641
Amortization of Deferred Capital Revenue	(2,238,653)	(2,173,105)
Recognition of Deferred Capital Revenue Spent on Sites		(300)
Total Operating Transactions	(607,742)	(879,193)
Capital Transactions		
Tangible Capital Assets Purchased	(835,241)	(463,757)
Tangible Capital Assets -WIP Purchased	(3,329,051)	(2,556,658)
District Portion of Proceeds on Disposal		100,001
Total Capital Transactions	(4,164,292)	(2,920,414)
Financing Transactions		
Capital Revenue Received	3,457,976	4,187,018
Endowment Contributions	(159)	(124)
Capital Lease Principal Payments	(8,001)	(24,003)
Total Financing Transactions	3,449,816	4,162,891
Investing Transactions		
Investments in Portfolio Investments	(18,444)	(15,322)
Total Investing Transactions	(18,444)	(15,322)
Net Increase (Decrease) in Cash and Cash Equivalents	(1,340,662)	347,962
Cash and Cash Equivalents, beginning of year	16,435,142	16,087,180
Cash and Cash Equivalents, end of year	15,094,480	16,435,142
Cash and Cash Equivalents, end of year, is made up of:		
Cash	15,094,480	16,435,142
	15,094,480	16,435,142

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 1 AUTHORITY AND PURPOSE

The School District, established on December 2, 1996, operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 91 (Nechako Lakes)", and operates as "School District No. 91 (Nechako Lakes)". A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district and is principally funded by the Province of British Columbia through the Ministry of Education and Child Care. School District No. 91 (Nechako Lakes) is exempt from federal and provincial corporate income taxes.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(e) and 2(m).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in notes 2(e) and 2(m), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense.

As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a) Basis of Accounting (cont'd)

The impact of this difference on the financial statements of the School District is as follows:

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Increase in Annual Surplus	\$ 1,219,323	\$ 1,983,521
Increase in Accumulated Surplus	\$ 44,255,709	\$ 43,036,386
Decrease in Deferred Contributions	\$ 44,255,709	\$ 43,036,686

b) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Portfolio Investments

The School District has investments in GIC's and term deposits that have a maturity of greater than 3 months at the time of acquisition. GIC's, term deposits, and other investments not quoted in an active market are reported at cost.

Impairment is defined as a loss in value of a portfolio investment that is other than a temporary decline and is included in the Statement of Operations. In the case of an item in the fair value category, a reversal of any net remeasurement gains recognized in previous reporting periods up to the amount of the write-down is reported in the Statement of Remeasurement Gains and Losses. The loss is not reversed if there is a subsequent increase in value.

e) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2(m).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

e) Deferred Revenue and Deferred Capital Revenue (cont'd)

public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2(a) for the impact of this policy on these financial statements.

f) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements. The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2022 and projected to March 31, 2025. The next valuation will be performed at March 31, 2025 for use at June 30, 2025. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School district and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

g) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in several of the buildings owned by the School District has been initially recognized using the modified retroactive method. The liability has been measured at current cost as the timing and amounts of future cash flows cannot be estimated. The resulting costs have been capitalized into the carrying amount of tangible

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

g) Asset Retirement Obligations (cont'd)

capital assets and are being amortized on the same basis as the related tangible capital asset see note 2(i). Assumptions used in the calculations are reviewed annually.

h) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the School District:
 - is directly responsible; or
 - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

i) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

i) Tangible Capital Assets (cont'd)

- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

Buildings	40 years
Furniture & Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

j) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease.

All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

k) Prepaid Expenses

Goods and services paid for, but not yet received at year-end are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

l) Funds and Reserves

Certain amounts, as approved by the Board are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 13 – Interfund Transfers and Note 18 – Internally Restricted Surplus).

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

m) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2(a) for the impact of this policy on these financial statements.

Revenue from transactions with performance obligations is recognized when (or as) the performance obligation is satisfied (by providing the promised goods or services to a payor).

Revenue from transactions with no performance obligations is recognized when the district:

- (a) has the authority to claim or retain an inflow of economic resources; and
- (b) identifies a past transaction or event that gives rise to an asset.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

n) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, District Principals and Directors of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendent, Assistant Superintendent, Secretary-Treasurer, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and Indigenous education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

o) Endowment Contributions

Endowment contributions are reported as revenue on the Statement of Operations when received. Investment income earned on endowment principal is recorded as deferred revenue if it meets the definition of a liability and is recognized as revenue in the year related expenses (disbursements) are incurred. If the investment income earned does not meet the definition of a liability, it is recognized as revenue in the year it is earned. Endowment assets are reported as restricted non-financial assets on the Statement of Financial Position.

p) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

p) Financial Instruments (cont'd)

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank overdraft, accounts payable and accrued liabilities, long term debt and other liabilities.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

q) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in note 2 a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, liabilities for contaminated sites, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	2024	2023
Due from Federal Government	\$ 86,704	\$ 110,772
Other	157,668	121,995
	<u>\$ 244,372</u>	<u>\$ 232,767</u>

NOTE 4 PORTFOLIO INVESTMENTS

	2024	2023
Investments in the cost and amortized cost category:		
GIC's	\$ 41,272	\$ 40,823
Term deposits	57,365	39,370
	<u>\$ 98,637</u>	<u>\$ 80,193</u>

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 5 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES – OTHER

	<u>2024</u>	<u>2023</u>
Trade payables	\$ 638,261	\$ 917,596
Salaries and benefits payable	3,707,699	3,582,475
Accrued vacation pay	<u>600,096</u>	<u>634,051</u>
	<u>\$ 4,946,056</u>	<u>\$ 5,134,122</u>

NOTE 6 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Detailed information about the changes in deferred revenue is included in Schedule 3A.

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Deferred Revenue, Beginning of Year	\$ 3,521,529	\$ 3,707,199
Add: Restricted Grants		
Provincial Grants	6,329,980	5,626,095
Other	2,112,862	1,784,082
Investment Income	<u>155,035</u>	<u>118,022</u>
	<u>12,119,406</u>	<u>11,235,398</u>
Less:		
Allocated to Revenue	8,246,593	7,713,869
Deferred Revenue, End of Year	<u><u>\$ 3,872,813</u></u>	<u><u>\$ 3,521,529</u></u>

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 7 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Detailed information about the changes in deferred capital revenue is included in Schedules 4C and 4D.

	June 30, 2024	June 30, 2023
Deferred Capital Revenue, Beginning of Year	\$ 40,757,073	\$ 40,408,038
Transfers from Deferred Revenue		
Capital Additions	511,548	44,875
Transfers from Work in Progress	3,267,208	2,507,357
Amortization of Deferred Capital Revenue	(2,238,653)	(2,173,105)
Revenue Recognized on Disposal of Buildings		(30,092)
	<u>\$ 42,297,176</u>	<u>\$ 40,757,073</u>
	June 30, 2024	June 30, 2023
Work in Progress, Beginning of Year	\$ 272,417	\$ 223,116
Transferred from Deferred Revenue		
Work in Progress	3,329,051	2,556,658
Work in Progress, End of Year	(3,267,208)	(2,507,357)
Net Changes for the Year	61,843	272,417
Total Deferred Capital Revenue, End of Year	<u>\$ 42,631,436</u>	<u>\$ 41,029,490</u>
	June 30, 2024	June 30, 2023
Changes in Unspent Deferred Capital Revenue		
Balance, Beginning of Year	\$ 2,006,896	\$ 421,711
Provincial Grants - Ministry of Education	3,458,852	3,879,018
Other		8,000
Med Restricted Portion of Proceeds on Disposal		300,000
Transfers to DCR - Capital Additions	(511,548)	(44,875)
Transfers to DCR - Work in Progress	(3,329,051)	(2,556,658)
Transfers to revenue – Site Purchases	(876)	(300)
Balance, End of Year	<u>1,624,273</u>	<u>2,006,896</u>
	<u>\$ 44,255,709</u>	<u>\$ 43,036,386</u>

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 8 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	3,324,997.00	3,383,650.00
Service Cost	198,475.00	205,907.00
Interest Cost	135,461.00	111,333.00
Benefit Payments	(324,845.00)	(252,758.00)
Increase (Decrease) in obligation due to Plan Amendment	-	-
Actuarial (Gain) Loss	(18,425.00)	(123,135.00)
Accrued Benefit Obligation – March 31	<u>3,315,663.00</u>	<u>3,324,997.00</u>
Reconciliation of Funded Status at End of Fiscal Year		
Accrued Benefit Obligation - March 31	3,315,663.00	3,324,997.00
Market Value of Plan Assets - March 31	-	-
Funded Status - Surplus (Deficit)	(3,315,663.00)	(3,324,997.00)
Employer Contributions After Measurement Date	12,800.00	84,189.00
Benefits Expense After Measurement Date	(84,421.50)	(83,484.00)
Unamortized Net Actuarial (Gain) Loss	(301,994.59)	(270,238.69)
Accrued Benefit Asset (Liability) - June 30	<u>(3,689,279.09)</u>	<u>(3,594,530.69)</u>
Reconciliation of Change in Accrued Benefit Liability		
Accrued Benefit Liability (Asset) - July 1	3,594,530.69	3,574,772.67
Net Expense for Fiscal Year	348,204.39	348,229.03
Employer Contributions	(253,456.00)	(328,471.00)
Accrued Benefit Liability (Asset) - June 30	<u>3,689,279.09</u>	<u>3,594,530.69</u>
Components of Net Benefit Expense		
Service Cost	197,406.75	204,049.00
Interest Cost	137,466.75	117,365.00
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial (Gain)/Loss	13,330.89	26,815.03
Net Benefit Expense (Income)	<u>348,204.39</u>	<u>348,229.03</u>
Assumptions		
Discount Rate - April 1	4.00%	3.25%
Discount Rate - March 31	4.25%	4.00%
Long Term Salary Growth - April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth - March 31	2.50% + seniority	2.50% + seniority
EARSL - March 31	11.0	11.0

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 9 ASSET RETIREMENT OBLIGATION

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some district owned buildings that will undergo major renovations or demolition in the future. A reasonable estimate of the fair value of the obligation has been recognized using the modified retroactive approach as at July 1, 2022. The obligation was measured at current cost as the timing of future cash flows cannot be reasonably determined. These costs have been capitalized as part of the assets' carrying value and are amortized over the assets' estimated useful lives.

Asset Retirement Obligation, July 1, 2023	\$ 6,462,634
Settlements during the year	-
Asset Retirement Obligation, closing balance	<u>\$ 6,462,634</u>

NOTE 10 TANGIBLE CAPITAL ASSETS

Net Book Value:

	Net Book Value 2024	Net Book Value 2023
Sites	\$ 7,680,680	\$ 7,680,680
Buildings	53,810,733	53,189,575
Buildings – work in progress	299,298	272,417
Furniture & Equipment	1,040,748	915,153
Furniture & Equipment – work in progress	34,962	
Vehicles	2,339,709	2,034,779
Computer Software	612	1,831
Computer Hardware	1,897	5,688
Total	\$65,208,636	\$64,100,123

June 30, 2024

	Opening Cost	Additions	Disposals	Transfers (WIP)	Total 2024
Sites	\$ 7,680,680	\$	\$	\$	\$ 7,680,680
Buildings	122,164,263	117,274		2,966,571	125,248,108
Buildings – work in progress	272,417	2,993,452		(2,966,571)	299,298
Furniture & Equipment	1,764,811	11,050	(119,458)	300,637	1,957,040
Furniture & Equipment – work in progress		335,599		(300,637)	34,962
Vehicles	3,917,027	706,917	(501,181)		4,122,763
Computer Software	6,096				6,096
Computer Hardware	18,957				18,957
Total	\$135,824,251	\$4,164,292	\$620,639	\$ 0	\$139,367,904

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 10 TANGIBLE CAPITAL ASSETS (Continued)

	Opening Accumulated Amortization	Annual Amortization	Disposals	Total 2024
Building	\$68,974,688	\$2,462,687	\$	\$71,437,375
Furniture & Equipment	849,658	186,092	(119,458)	916,292
Vehicles	1,882,248	401,990	(501,181)	1,783,057
Computer Software	4,265	1,219		5,484
Computer Hardware	13,268	3,791		17,060
Total	\$71,724,128	\$3,054,931	\$(620,639)	\$74,159,268

June 30, 2023

	Opening Cost	Additions	Disposals	Transfers (WIP)	Total 2023
Sites	\$ 7,748,399	\$ 300	\$ (68,019)	\$	\$ 7,680,680
Buildings	121,982,358	107,691	(2,443,143)	2,507,357	122,164,263
Buildings – work in progress	223,116	2,556,658		(2,507,357)	272,417
Furniture & Equipment	1,855,146	162,973	(253,308)		1,764,811
Vehicles	4,649,507	192,793	(925,273)		3,917,027
Computer Software	6,096				6,096
Computer Hardware	28,010		(9,053)		18,957
Total	\$136,492,632	\$3,020,415	\$(3,668,796)	\$ 0	\$135,824,251

	Opening Accumulated Amortization	Annual Amortization	Disposals	Total 2023
Buildings	\$68,981,470	\$2,377,400	\$(2,348,182)	\$68,974,688
Furniture & Equipment	921,968	180,998	(253,308)	849,658
Vehicles	2,379,194	428,327	(925,273)	1,882,248
Computer Software	3,046	1,219		4,265
Computer Hardware	17,625	4,697	(9,053)	13,269
Total	\$72,303,303	\$2,992,641	\$(3,571,816)	\$71,724,128

- Buildings and furniture– buildings work in progress having a value of \$299,298 (2023: \$272,417) have not been amortized. Furniture work in progress having a value of \$34,962 (2023: \$Nil). Amortization of these assets will commence when the asset is put into service.

NOTE 11 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the plans, including investment of assets and administration of benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2023, the Teachers' Pension Plan has about 51,000 active members and approximately 42,000 retired members. As of

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 11 EMPLOYEE PENSION PLANS *(Continued)*

December 31, 2023, the Municipal Pension Plan has about 256,000 active members, including approximately 31,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2020, indicated a \$1,584 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The school district paid \$4,826,902 for employer contributions to the plans for the year ended June 30, 2024 (2023: \$4,463,726).

The valuation for the Teachers' Pension Plan was as at December 31, 2023, with results coming in 2024. The next valuation for the Municipal Pension Plan will be as at December 31, 2024, with results available in 2025.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 12 RESTRICTED ASSETS - ENDOWMENT FUNDS

Donors have placed restrictions on their contributions to the endowment funds of the School District. One restriction is that the original contribution should not be spent. Another potential restriction is that any investment income of the endowment fund that is required to offset the eroding effect of inflation or preserve the original value of the endowment should also not be spent.

	Balance	Contributions	Balance
	June 30, 2023	June 30, 2023	June 30, 2024
M. Goodwin	\$ 4,345	\$ 131	\$ 4,476
D. Bunting	5,500		5,500
Barteaux	70,717		70,717
Fortin	16,000		16,000
Holiday	8,500		8,500
Steinbach	5,200		5,200
T'Saiku	5,000		5,000
Hoffman	9,986		9,986
Nourse	10,000		10,000
Marks	10,000		10,000
JP Diemert	50,119	28	50,147
Total	\$ 195,367	\$ 159	\$ 195,526

NOTE 13 INTERFUND TRANSFERS

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2024, were as follows:

	2024	2023
Transferred from operating funds to local capital	\$	\$ 63,872
Transferred from operating funds to capital	\$ 11,050	\$ 10,265
Transferred from special purpose funds to capital	\$ 117,274	\$ 97,426

NOTE 14 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 15 CONTRACTUAL OBLIGATIONS

The School District has entered into a number of multiple-year contracts for the lease of office equipment for 5 years. The lease is considered an operating lease, and the lease payments are charged to expenses when incurred. The cost of the lease is \$80,831 each year, starting in 2021/22 and ending at the end of the 2025/26 school year.

NOTE 16 BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board through the adoption of an amended annual budget on February 26, 2024. The Board adopted an annual budget on June 26, 2023. The amended budget is used for comparison purposes, as these are based on actual student enrollments. Reconciliation to the original approved budget is presented below:

	<u>Annual Budget</u>	<u>Amendments</u>	<u>Amended Annual Budget</u>
Revenue:			
Ministry of Education Provincial Grants	\$ 61,851,199	\$ 803,893	\$ 62,655,092
Other Provincial Ministry Grants	30,215	33,625	63,840
Tuition	257,437	(127,437)	130,000
Other Income	8,107,813	478,278	8,586,091
Rentals & Leases	104,580	(14,019)	90,561
Investment Income	540,500	50,500	591,000
Gain (Loss) on Disposal-Tangible Capital Assets	-	-	-
Amortization of Deferred Capital Revenue	2,196,989	57,069	2,254,058
Total Revenue	\$ 73,088,733	\$ 1,281,909	\$ 74,370,642
Expenses:			
Instruction	\$ 58,887,720	\$ 1,220,865	\$ 60,108,585
District Administration	3,309,468	(14,359)	3,295,109
Operations & Maintenance	9,568,320	(98,962)	9,469,358
Transportation & Housing	3,639,226	120,120	3,759,346
Total Expense	\$ 75,404,734	\$ 1,227,664	\$ 76,632,398
Net Revenue (Expense)	\$ (2,316,001)	\$ 54,245	\$ (2,261,756)
Budgeted Allocation of Surplus	1,673,783	13,000	1,686,783
Budgeted Annual (Deficit), for the Year	\$ (642,218)	\$ 67,245	\$ (574,973)
Budgeted (Deficit), for the year comprised of:			
Operating Fund Surplus	\$ -	\$ -	\$ -
Special Purpose Fund Surplus	-	-	-
Capital Fund (Deficit)	(642,218)	67,245	(574,973)
Budgeted Annual (Deficit) for the Year	\$ (642,218)	\$ 67,245	\$ (574,973)

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 17 EXPENSE BY OBJECT

	<u>2024</u>	<u>2023</u>
Salaries and benefits	\$ 60,055,516	\$ 54,899,196
Services and supplies	14,094,329	13,817,360
Amortization	3,140,961	2,992,641
	<u>\$ 77,290,806</u>	<u>\$ 71,709,197</u>

NOTE 18 INTERNALLY RESTRICTED SURPLUS – OPERATING FUND

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Internally Restricted (appropriated) by Board for:		
Schools/Departments	\$	\$ 341,747
Indigenous Education	54,851	444,459
Other Targeted	482,123	369,157
Sub-Total Internally Restricted	<u>536,974</u>	<u>1,155,363</u>
Unrestricted Operating Surplus	0	896,289
Total Available for Future Operations	<u><u>\$ 536,974</u></u>	<u><u>\$ 2,051,652</u></u>

NOTE 19 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and Child Care and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 20 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk, and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most Accounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in guaranteed investment certificates.

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held, and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in guaranteed investment certificates that have a maturity date of no more than 3 years.

SCHOOL DISTRICT No. 91 (Nechako Lakes)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

NOTE 20 RISK MANAGEMENT *(Continued)*

c) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance. There have been no changes to risk exposure from 2023 related to credit, market or liquidity risks.

School District No. 91 (Nechako Lakes)

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Actual	2023 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	2,051,652	195,367	18,306,172	20,553,191	21,750,973
Changes for the year					
Surplus (Deficit) for the year	(1,503,628)	117,433	(804,500)	(2,190,695)	(1,197,782)
Interfund Transfers					
Tangible Capital Assets Purchased	(11,050)	(117,274)	128,324	-	
Net Changes for the year	(1,514,678)	159	(676,176)	(2,190,695)	(1,197,782)
Accumulated Surplus (Deficit), end of year - Statement 2	536,974	195,526	17,629,996	18,362,496	20,553,191

School District No. 91 (Nechako Lakes)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	55,961,822	56,438,707	53,430,244
Other	63,840	76,860	52,020
Tuition	130,000	116,650	212,984
Other Revenue	6,323,091	7,300,237	6,339,026
Rentals and Leases	90,560	88,862	87,343
Investment Income	520,000	495,582	404,266
Total Revenue	63,089,313	64,516,898	60,525,883
Expenses			
Instruction	51,761,829	52,807,380	48,248,464
District Administration	3,295,109	3,385,555	3,378,645
Operations and Maintenance	6,710,585	6,741,554	6,402,965
Transportation and Housing	3,008,573	3,086,037	3,070,040
Total Expense	64,776,096	66,020,526	61,100,114
Operating Surplus (Deficit) for the year	(1,686,783)	(1,503,628)	(574,231)
Budgeted Appropriation (Retirement) of Surplus (Deficit)	1,686,783		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased		(11,050)	(10,265)
Local Capital			(63,872)
Total Net Transfers	-	(11,050)	(74,137)
Total Operating Surplus (Deficit), for the year	-	(1,514,678)	(648,368)
Operating Surplus (Deficit), beginning of year		2,051,652	2,700,020
Operating Surplus (Deficit), end of year		536,974	2,051,652
Operating Surplus (Deficit), end of year			
Internally Restricted		536,974	1,155,363
Unrestricted			896,289
Total Operating Surplus (Deficit), end of year		536,974	2,051,652

School District No. 91 (Nechako Lakes)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Provincial Grants - Ministry of Education and Child Care			
Operating Grant, Ministry of Education and Child Care	59,265,725	60,265,529	55,305,031
ISC/LEA Recovery	(6,063,091)	(6,671,219)	(5,720,562)
Other Ministry of Education and Child Care Grants			
Pay Equity	1,096,373	1,096,373	1,096,373
Funding for Graduated Adults	85,000	134,546	93,370
Student Transportation Fund	503,247	503,247	503,247
Support Staff Benefits Grant	97,335	97,335	97,335
FSA Scorer Grant	8,187	8,187	8,187
Child Care Funding		15,751	
Early Learning Framework (ELF) Implementation			722
Labour Settlement Funding	960,046	960,046	1,976,748
Equity Scan			7,381
PLN Self Provisioned Sites Grant		5,016	62,412
Teacher Recruitment & Retention	9,000	23,896	
Total Provincial Grants - Ministry of Education and Child Care	55,961,822	56,438,707	53,430,244
Provincial Grants - Other	63,840	76,860	52,020
Tuition			
International and Out of Province Students	130,000	116,650	212,984
Total Tuition	130,000	116,650	212,984
Other Revenues			
Funding from First Nations	6,063,091	6,671,219	5,704,431
Miscellaneous			
Bottle Depot	180,000	183,379	222,117
Bus Charter	20,000	17,296	28,380
Miscellaneous	60,000	428,343	224,407
Premium Holiday			159,691
Total Other Revenue	6,323,091	7,300,237	6,339,026
Rentals and Leases	90,560	88,862	87,343
Investment Income	520,000	495,582	404,266
Total Operating Revenue	63,089,313	64,516,898	60,525,883

School District No. 91 (Nechako Lakes)

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Budget	2024 Actual	2023 Actual
	\$	\$	\$
Salaries			
Teachers	22,452,799	22,684,177	20,903,156
Principals and Vice Principals	4,437,129	4,416,264	3,554,347
Educational Assistants	5,347,256	5,565,231	4,972,144
Support Staff	6,970,120	7,493,150	6,950,207
Other Professionals	3,028,962	3,103,877	3,179,943
Substitutes	1,438,563	1,753,422	1,476,981
Total Salaries	43,674,829	45,016,121	41,036,778
Employee Benefits	10,173,589	10,232,133	9,502,263
Total Salaries and Benefits	53,848,418	55,248,254	50,539,041
Services and Supplies			
Services	2,452,320	2,215,231	2,235,197
Student Transportation	119,208	78,882	129,885
Professional Development and Travel	1,343,158	1,339,094	1,130,430
Rentals and Leases	86,450	86,785	64,303
Dues and Fees	80,474	69,872	74,825
Insurance	221,644	188,657	164,216
Supplies	5,065,693	5,191,649	5,396,127
Utilities	1,558,731	1,602,102	1,366,090
Total Services and Supplies	10,927,678	10,772,272	10,561,073
Total Operating Expense	64,776,096	66,020,526	61,100,114

School District No. 91 (Nechako Lakes)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	17,476,091	1,964,935	10,783	2,291,470	114,603	1,108,205	22,966,087
1.03 Career Programs	291,908				14,520	22,985	329,413
1.07 Library Services				120,386		2,947	123,333
1.08 Counselling	1,536,594						1,536,594
1.10 Special Education	3,060,436	165,031	4,714,179		463,464	291,433	8,694,543
1.31 Indigenous Education	319,148	151,580	840,269		179,549	72,956	1,563,502
1.41 School Administration		2,134,718		421,709		17,747	2,574,174
1.62 International and Out of Province Students							-
1.64 Other							-
Total Function 1	22,684,177	4,416,264	5,565,231	2,833,565	772,136	1,516,273	37,787,646
4 District Administration							
4.11 Educational Administration					1,015,085		1,015,085
4.40 School District Governance					99,615		99,615
4.41 Business Administration				253,257	826,028	8,629	1,087,914
Total Function 4	-	-	-	253,257	1,940,728	8,629	2,202,614
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				9,254	277,195	13,197	299,646
5.50 Maintenance Operations				2,630,870	9,616	133,118	2,773,604
5.52 Maintenance of Grounds				197,565			197,565
5.56 Utilities							-
Total Function 5	-	-	-	2,837,689	286,811	146,315	3,270,815
7 Transportation and Housing							
7.41 Transportation and Housing Administration					104,202		104,202
7.70 Student Transportation				1,568,639		82,205	1,650,844
Total Function 7	-	-	-	1,568,639	104,202	82,205	1,755,046
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	22,684,177	4,416,264	5,565,231	7,493,150	3,103,877	1,753,422	45,016,121

School District No. 91 (Nechako Lakes)

Operating Expense by Function, Program and Object

Year Ended June 30, 2024

Schedule 2C (Unaudited)

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Actual	2024 Budget	2023 Actual
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	22,966,087	5,297,947	28,264,034	2,091,707	30,355,741	30,077,370	28,128,553
1.03 Career Programs	329,413	65,208	394,621	217,234	611,855	419,045	594,368
1.07 Library Services	123,333	36,129	159,462	20,405	179,867	154,107	155,861
1.08 Counselling	1,536,594	323,931	1,860,525	65,831	1,926,356	2,030,256	1,825,734
1.10 Special Education	8,694,543	2,054,976	10,749,519	2,769,549	13,519,068	12,661,532	12,435,160
1.31 Indigenous Education	1,563,502	375,339	1,938,841	810,569	2,749,410	2,804,261	2,046,951
1.41 School Administration	2,574,174	566,116	3,140,290	124,925	3,265,215	3,366,092	2,846,651
1.62 International and Out of Province Students	-	-	-	7,197	7,197	3,735	4,386
1.64 Other	-	-	-	192,671	192,671	245,431	210,800
Total Function 1	37,787,646	8,719,646	46,507,292	6,300,088	52,807,380	51,761,829	48,248,464
4 District Administration							
4.11 Educational Administration	1,015,085	172,566	1,187,651	152,510	1,340,161	1,142,157	1,340,767
4.40 School District Governance	99,615	5,819	105,434	117,527	222,961	284,038	275,107
4.41 Business Administration	1,087,914	202,595	1,290,509	531,924	1,822,433	1,868,914	1,762,771
Total Function 4	2,202,614	380,980	2,583,594	801,961	3,385,555	3,295,109	3,378,645
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	299,646	62,574	362,220	136,661	498,881	504,985	458,532
5.50 Maintenance Operations	2,773,604	634,481	3,408,085	676,738	4,084,823	4,158,768	3,988,149
5.52 Maintenance of Grounds	197,565	38,655	236,220	319,529	555,749	488,101	590,194
5.56 Utilities	-	-	-	1,602,101	1,602,101	1,558,731	1,366,090
Total Function 5	3,270,815	735,710	4,006,525	2,735,029	6,741,554	6,710,585	6,402,965
7 Transportation and Housing							
7.41 Transportation and Housing Administration	104,202	18,905	123,107	15,474	138,581	150,971	152,924
7.70 Student Transportation	1,650,844	376,892	2,027,736	919,720	2,947,456	2,857,602	2,917,116
Total Function 7	1,755,046	395,797	2,150,843	935,194	3,086,037	3,008,573	3,070,040
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	45,016,121	10,232,133	55,248,254	10,772,272	66,020,526	64,776,096	61,100,114

School District No. 91 (Nechako Lakes)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations
Year Ended June 30, 2024

	2024 Budget \$	2024 Actual \$	2023 Actual \$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	6,693,270	5,910,867	5,372,095
Other			3,696
Other Revenue	2,263,000	2,328,689	2,331,388
Investment Income	6,000	7,037	6,690
Total Revenue	<u>8,962,270</u>	<u>8,246,593</u>	<u>7,713,869</u>
Expenses			
Instruction	8,346,756	7,713,110	7,412,583
Operations and Maintenance	115,793	172,209	192,057
Transportation and Housing	326,031	244,000	11,803
Total Expense	<u>8,788,580</u>	<u>8,129,319</u>	<u>7,616,443</u>
Special Purpose Surplus (Deficit) for the year, before endowment contributions	<u>173,690</u>	<u>117,274</u>	<u>97,426</u>
Endowment Contributions		159	124
Special Purpose Surplus (Deficit) for the year	<u>173,690</u>	<u>117,433</u>	<u>97,550</u>
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(173,690)	(117,274)	(97,426)
Total Net Transfers	<u>(173,690)</u>	<u>(117,274)</u>	<u>(97,426)</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>159</u>	<u>124</u>
Special Purpose Surplus (Deficit), beginning of year		195,367	195,243
Special Purpose Surplus (Deficit), end of year		<u>195,526</u>	<u>195,367</u>
Special Purpose Surplus (Deficit), end of year			
Endowment Contributions		195,526	195,367
Total Special Purpose Surplus (Deficit), end of year		<u>195,526</u>	<u>195,367</u>

School District No. 91 (Nechako Lakes)

Changes in Special Purpose Funds and Expense by Object

Schedule 3A (Unaudited)

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		35,980	36,215	1,668,896	153,661	79,860	125,365	37,106			
Add: Restricted Grants											
Provincial Grants - Ministry of Education and Child Care	289,483	221,120			160,000	26,950	259,281	569,400	280,011	2,989,219	15,336
Other				2,052,861							
Investment Income			14,136	91,257							
	289,483	221,120	14,136	2,144,118	160,000	26,950	259,281	569,400	280,011	2,989,219	15,336
Less: Allocated to Revenue	289,483	201,937	4,500	2,070,351	189,446	14,827	205,273	569,539	280,011	2,989,219	15,336
Deferred Revenue, end of year	-	55,163	45,851	1,742,663	124,215	91,983	179,373	36,967	-	-	-
Revenues											
Provincial Grants - Ministry of Education and Child Care	289,483	201,937			189,446	14,827	205,273	569,539	280,011	2,989,219	15,336
Other Revenue			2,313	2,070,351							
Investment Income			2,187								
	289,483	201,937	4,500	2,070,351	189,446	14,827	205,273	569,539	280,011	2,989,219	15,336
Expenses											
Salaries											
Teachers							46,367	73,627		2,434,030	
Principals and Vice Principals								36,555			
Educational Assistants		159,701			127,227	541	57,156	334,566			
Support Staff								32,805			
Other Professionals							33,000	44,751			
Substitutes						4,588	5,627	107,592			5,629
	-	159,701	-	-	127,227	5,129	142,150	452,944	190,007	2,434,030	5,629
Employee Benefits		42,236			32,228	989	36,814	116,595	42,460	555,189	1,295
Services and Supplies	172,209		4,500	2,070,351	29,991	8,709	26,309	47,544			8,412
	172,209	201,937	4,500	2,070,351	189,446	14,827	205,273	569,539	280,011	2,989,219	15,336
Net Revenue (Expense) before Interfund Transfers	117,274	-	-	-	-	-	-	-	-	-	-
Interfund Transfers											
Tangible Capital Assets Purchased	(117,274)										
	(117,274)	-	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-	-

School District No. 91 (Nechako Lakes)

Changes in Special Purpose Funds and Expense by Object

Schedule 3A (Unaudited)

Year Ended June 30, 2024

	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL (Early Care & Learning)	Feeding Futures Fund	Health Career Grants
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	326,031	6,632	12,906			114,355	17,905		1,382		
Add: Restricted Grants											
Provincial Grants - Ministry of Education and Child Care		55,000	6,000	415,400	95,000	134,000	25,000	19,000	175,000	589,780	5,000
Other											
Investment Income											
	-	55,000	6,000	415,400	95,000	134,000	25,000	19,000	175,000	589,780	5,000
Less: Allocated to Revenue	244,000	50,699	11,987	59,092	80,195	105,680	21,541	3,799	176,382	402,421	-
Deferred Revenue, end of year	82,031	10,933	6,919	356,308	14,805	142,675	21,364	15,201	-	187,359	5,000
Revenues											
Provincial Grants - Ministry of Education and Child Care	244,000	50,699	11,987	59,092	80,195	105,680	21,541	3,799	176,382	402,421	
Other Revenue											
Investment Income											
	244,000	50,699	11,987	59,092	80,195	105,680	21,541	3,799	176,382	402,421	-
Expenses											
Salaries											
Teachers											
Principals and Vice Principals									146,176		
Educational Assistants			843	43,914			12,130	627			
Support Staff	21,869					487				67,936	
Other Professionals										75,507	
Substitutes		1,060	4,914		1,007						
	21,869	1,060	5,757	43,914	1,007	487	12,130	627	146,176	143,443	-
Employee Benefits	4,565	57	747	11,486	129	165	3,904	168	29,468	35,480	
Services and Supplies	217,566	49,582	5,483	3,692	79,059	105,028	5,507	3,004	738	223,498	
	244,000	50,699	11,987	59,092	80,195	105,680	21,541	3,799	176,382	402,421	-
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers											
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-	-

School District No. 91 (Nechako Lakes)

Changes in Special Purpose Funds and Expense by Object

Schedule 3A (Unaudited)

Year Ended June 30, 2024

	Endowment Income	Literacy Now Stewardship	Fort St James Woodlot	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	10,071	37,140	858,024	3,521,529
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				6,329,980
Other		60,001		2,112,862
Investment Income			49,642	155,035
	-	60,001	49,642	8,597,877
Less: Allocated to Revenue	4,850	61,357	194,668	8,246,593
Deferred Revenue, end of year	5,221	35,784	712,998	3,872,813
Revenues				
Provincial Grants - Ministry of Education and Child Care				5,910,867
Other Revenue		61,357	194,668	2,328,689
Investment Income	4,850			7,037
	4,850	61,357	194,668	8,246,593
Expenses				
Salaries				
Teachers				2,554,024
Principals and Vice Principals				182,731
Educational Assistants				736,705
Support Staff				123,097
Other Professionals				166,313
Substitutes				130,417
	-	-	-	3,893,287
Employee Benefits				913,975
Services and Supplies	4,850	61,357	194,668	3,322,057
	4,850	61,357	194,668	8,129,319
Net Revenue (Expense) before Interfund Transfers	-	-	-	117,274
Interfund Transfers				
Tangible Capital Assets Purchased				(117,274)
	-	-	-	(117,274)
Net Revenue (Expense)	-	-	-	-

School District No. 91 (Nechako Lakes)

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2024

	2024	2024 Actual			2023
	Budget	Invested in Tangible	Local	Fund	Actual
	\$	Capital Assets	Capital	Balance	\$
Revenues					
Other Revenue				-	22,310
Investment Income	65,000		97,808	97,808	63,012
Gain (Loss) on Disposal of Tangible Capital Assets				-	13,113
Amortization of Deferred Capital Revenue	2,254,058	2,238,653		2,238,653	2,173,105
Total Revenue	2,319,058	2,238,653	97,808	2,336,461	2,271,540
Expenses					
Operations and Maintenance			85,182	85,182	
Amortization of Tangible Capital Assets					
Operations and Maintenance	2,642,980	2,653,789		2,653,789	2,564,314
Transportation and Housing	424,742	401,990		401,990	428,327
Total Expense	3,067,722	3,055,779	85,182	3,140,961	2,992,641
Capital Surplus (Deficit) for the year	(748,664)	(817,126)	12,626	(804,500)	(721,101)
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	173,690	128,324		128,324	107,691
Local Capital				-	63,872
Total Net Transfers	173,690	128,324	-	128,324	171,563
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		195,369	(195,369)	-	
Principal Payment					
Capital Lease		8,001	(8,001)	-	
Total Other Adjustments to Fund Balances		203,370	(203,370)	-	
Total Capital Surplus (Deficit) for the year	(574,974)	(485,432)	(190,744)	(676,176)	(549,538)
Capital Surplus (Deficit), beginning of year		16,630,597	1,675,575	18,306,172	18,855,710
Capital Surplus (Deficit), end of year		16,145,165	1,484,831	17,629,996	18,306,172

School District No. 91 (Nechako Lakes)

Schedule 4A (Unaudited)

Tangible Capital Assets
Year Ended June 30, 2024

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	7,680,680	122,164,263	1,764,811	3,917,027	6,096	18,957	135,551,834
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw				511,548			511,548
Operating Fund			11,050				11,050
Special Purpose Funds		117,274					117,274
Local Capital				195,369			195,369
Transferred from Work in Progress		2,966,571	300,637				3,267,208
	-	3,083,845	311,687	706,917	-	-	4,102,449
Decrease:							
Deemed Disposals			119,458	501,181			620,639
	-	-	119,458	501,181	-	-	620,639
Cost, end of year	7,680,680	125,248,108	1,957,040	4,122,763	6,096	18,957	139,033,644
Work in Progress, end of year		299,298	34,962				334,260
Cost and Work in Progress, end of year	7,680,680	125,547,406	1,992,002	4,122,763	6,096	18,957	139,367,904
Accumulated Amortization, beginning of year		68,974,688	849,658	1,882,248	4,265	13,269	71,724,128
Changes for the Year							
Increase: Amortization for the Year		2,462,687	186,092	401,990	1,219	3,791	3,055,779
Decrease:							
Deemed Disposals			119,458	501,181			620,639
		-	119,458	501,181	-	-	620,639
Accumulated Amortization, end of year		71,437,375	916,292	1,783,057	5,484	17,060	74,159,268
Tangible Capital Assets - Net	7,680,680	54,110,031	1,075,710	2,339,706	612	1,897	65,208,636

School District No. 91 (Nechako Lakes)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress
Year Ended June 30, 2024

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
Work in Progress, beginning of year	272,417				272,417
Changes for the Year					
Increase:					
Deferred Capital Revenue - Bylaw	2,806,352	290,312			3,096,664
Deferred Capital Revenue - Other	187,100	45,287			232,387
	2,993,452	335,599	-	-	3,329,051
Decrease:					
Transferred to Tangible Capital Assets	2,966,571	300,637			3,267,208
	2,966,571	300,637	-	-	3,267,208
Net Changes for the Year	26,881	34,962	-	-	61,843
Work in Progress, end of year	299,298	34,962	-	-	334,260

School District No. 91 (Nechako Lakes)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2024

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	40,332,391	81,836	342,846	40,757,073
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	511,548			511,548
Transferred from Work in Progress	3,181,320	85,888		3,267,208
	3,692,868	85,888	-	3,778,756
Decrease:				
Amortization of Deferred Capital Revenue	2,197,061	14,183	27,409	2,238,653
	2,197,061	14,183	27,409	2,238,653
Net Changes for the Year	1,495,807	71,705	(27,409)	1,540,103
Deferred Capital Revenue, end of year	41,828,198	153,541	315,437	42,297,176
Work in Progress, beginning of year	272,417			272,417
Changes for the Year				
Increase				
Transferred from Deferred Revenue - Work in Progress	3,096,664	232,387		3,329,051
	3,096,664	232,387	-	3,329,051
Decrease				
Transferred to Deferred Capital Revenue	3,181,320	85,888		3,267,208
	3,181,320	85,888	-	3,267,208
Net Changes for the Year	(84,656)	146,499	-	61,843
Work in Progress, end of year	187,761	146,499	-	334,260
Total Deferred Capital Revenue, end of year	42,015,959	300,040	315,437	42,631,436

School District No. 91 (Nechako Lakes)

Changes in Unspent Deferred Capital Revenue
Year Ended June 30, 2024

Schedule 4D (Unaudited)

	Bylaw Capital	MECC Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	551,046	674,541	771,314		9,995	2,006,896
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education and Child Care	3,067,378		390,598			3,457,976
	3,067,378	-	390,598	-	-	3,457,976
Decrease:						
Transferred to DCR - Capital Additions	511,548					511,548
Transferred to DCR - Work in Progress	3,096,664		232,387			3,329,051
	3,608,212	-	232,387	-	-	3,840,599
Net Changes for the Year	(540,834)	-	158,211	-	-	(382,623)
Balance, end of year	10,212	674,541	929,525	-	9,995	1,624,273

We are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations representing the Dakelh, Nedut'en and Wet'suwet'en peoples. We are working diligently towards creating equity for our learners through conscious acts of Reconciliation.

Hadih/Hadi/Hadeeh and Welcome to the New School Year!

On September 3, schools opened their doors and welcomed students to the first day of the 2024-2025 school year. Fall always brings a new start and refreshed energy for staff and students.

As many of you have noticed, there have been changes to school and district staffing to start the year. Since the spring, we have hired 15 new teachers, and 12 school administrators are new to their roles or have changed schools. We are excited to have these new people working and learning alongside communities, students, and families.

The Board is actively recruiting a new Superintendent this fall, and I am honoured to support their work as the Interim Superintendent until a new person is appointed to the role.

The District continues to dedicate time and effort to continuous learning and meeting the Board's Strategic Education Plan and Vision for Student Success goals. As we enter the final year of the current Plan, staff will continue to build relationships in safe and caring schools that focus on core learning in literacy, numeracy, and well-being. Next school year, the District will embark on consultations and engagement initiatives to create a new and revised Strategic Education Plan.

I have visited several schools over the past two weeks and enjoyed seeing many smiling faces in the hallways and playgrounds. It is wonderful to see and hear the excitement a new school year brings.

Again, welcome to the 2024-2025 school year!

Sincerely,



(he/him)
Interim Superintendent



Leadership Changes

Congratulations to our staff members who joined the leadership team or moved to new roles for the 2024-25 school year!

LEADER	ROLE	LOCATION
Erin Baker	Vice-Principal	WL McLeod Elementary
Tyler Clark	Vice-Principal	EBUS Academy
Brian Cross	Principal	EBUS Academy
Anne Geddes	Principal	Sinkut View Elementary
Eleanor Giesbrecht	Principal	Decker Lake Elementary
Jason Kadonaga	Principal	Fraser Lake Elem-Secondary
Candace Lawrence	Principal	Mapes Elementary
Cheryl Peterson	Principal	Lakes District Secondary
Stacey Soffel	Vice-Principal	Nechako Valley Secondary
Roberta Toth	Principal	Mouse Mountain Elementary
Marlee Wilson	Principal	Francois Lake Elementary
Barb Ziler	Principal	Evelyn Dickson Elementary

Congratulations to Leona Prince

Leona has been appointed Assistant Superintendent of Indigenous Education for the Ministry of Education and Child Care. She began a minimum two-year secondment from SD91 on August 1. She is the first person from northern BC to hold this position with the Ministry.

While we are saddened to see her leave our local community, the District extends its best wishes to Leona in her new provincial role. Her skills and perspectives from rural BC will undoubtedly enhance education across the province.



Strategic Plan Updates: GOAL 1 - Honour Diversity

6th Annual Indigenous Education Conference - September 20

September 20 is our annual District Planning Day for all staff to learn more about Truth, Reconciliation, and Indigenous Ways of Knowing. This year's conference theme is "Good Ancestors."

Mesi to Leona Prince, Jesse Fairley, and Chrystal Vanderwijk for their work each year on this valuable staff conference.



Accessibility

Under the lead of Director of Instruction Claire McKay, District staff continue to participate in a northern working group developing a framework for improving all forms of accessibility. This year, consultations will occur with students and families with lived experiences to support district planning.

Indigenous Education Councils (IECs)

Legislative amendments to the *School Act* and a ministerial order have come into effect in an effort to strengthen, support, and ensure that all 60 school districts have IECs this school year. In SD91, we have been working with our IEC for many years, and we are all excited to see these changes implemented province-wide.

Purpose of IECs:

- Advocate for all Indigenous students through advice on programs, services, and achievement
- Advise on the integration of Indigenous worldviews and perspectives, particularly from local First Nations
- Support Local First Nations members in guiding the work on their distinct languages, cultures, customs, traditions, practices or histories
- Advise on grants provided concerning Indigenous students
- Approve the distribution of Indigenous Education Targeted Funding

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Strategic Plan Updates: GOAL 2 - Engage our Workforce

Professional Learning Plan for 2024-25

In addition to the District-wide Indigenous Education Conference, staff will also have opportunities to engage in a variety of other professional learning opportunities throughout the year, including:

- Building Thinking Classrooms with Judy Larson
- Assessment, Competencies & Reporting with Phil Stringer
- Network of Inquiry & Indigenous Education (NOIIE)
- Compassionate Systems Leadership Network
- Primary Literacy Interventions with Jen Kelly
- Principal and Vice-Principal professional learning and mentorship
- Indigenous Education Early Literacy pilots at WKE and Mouse Mountain Elementary

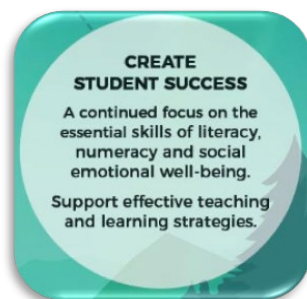


New Teacher Gathering

The annual New Teacher Orientation Day was held on August 29 at Evelyn Dickson Elementary School. We were honoured to have the Saik'uz Education Department join the session as we met on their unceded traditional territory. Eighteen 1st and 2nd year teachers joined staff members and local union representatives for a conversation and café-style learning groups.

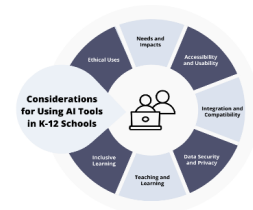
Thanks to the Curriculum Support Team and BLNTU for helping support our newest teachers!

Strategic Plan Updates: GOAL 3 - Create Student Success



AI and Education

Since the launch of ChatGPT 18 months ago, students, parents, educational institutions and governments have examined its uses and effects on learning. The Ministry of Education and Child Care has provided districts with some information for schools, students and parents. This information can be found on the SD91 website under "Students & Families."



The Ministry and District will continue sharing best practices and guidance as this technology is rapidly changing.

Digital Device Restrictions in Schools



The Ministry now requires all school districts to have policies and regulations in their Codes of Conduct limiting the use of cell phones and other personal digital devices connected to the internet during the school day.

Relevant information is on our Facebook page and website. Find full details in SD91's [Policy 604.1](#) and [Regulation 604.1R](#).

According to the Ministry media release, research shows that classroom cellphone interruptions affect learning, and social media platforms have addictive algorithms. Further studies have found that children's mental health and physical safety can suffer as a result of body-image distortion, cyberbullying, images shared without consent and disturbing instances of sextortion.

Schools met with students and discussed the changes in the first few days of the new school year. Families may reach out to their school principal if they have questions.

Strategic Plan Updates: GOAL 4 - Enhance Connections

MyEducation Family Portal Pilot

MyEducation (MyED) is the student information system used across BC. All schools use it to track and report on all students in the province. The Family Portal is another way students and their families can access information about their educational program, and many school districts across the province already use it. School District 91 will start with a three-school pilot this school year and then roll out access to other schools in future years.



Evelyn District Elementary, Fraser Lake Elementary-Secondary, and William Konkin Elementary will begin the pilot later this school year, starting with onboarding and supporting family users over the next several months.



Some of the features for families include:

- Daily attendance (updated nightly)
- Student course schedules
- Term marks
- A digital formal report card that can be saved and printed if required
- Additional features are being developed provincially, including a mobile device app that could be available in 2026.

While this portal will allow families to access valuable information more efficiently without the need to call the school, we will continue to welcome all family contact in all SD91 sites.

Online School Payment System Launch

We are pleased to be in the final stages of signing on to enable a remote payment system for families. [SchoolCash Online](#) is an easy-to-use, safe, and convenient way for families to pay for their students' school-related fees, such as field trips, athletics, and meals. Approximately half of all BC families use this platform for their children.



Some highlights include:

- SchoolCash Online is a safe, fast, and convenient web-based solution that allows caregivers to pay for items selected by students, similar to debit or credit cards
- Families can make payments, print or view their receipts, as well as track their account history
- Saves time and is more convenient than sending cash or cheques with your child to school
- Allows electronic permission and student travel forms
- Integration for school meals and cashless "point of sale" payments
- Easy access to a 24/7 support line 365 days a year

This service is optional and traditional forms of payment are still permitted.

Information and instructions will be added to the District and school websites over the next few months to support the transition to these new features. KEV School Solutions has created a [short video](#) that outlines the portal's capabilities and functionality.

Thanks to Kevin Black and Tyrell Miller for their time and effort on this project.

Feeding Futures Fund

Through the province's new Feeding Futures funding, more children and youth will have access to healthy meals and snacks at school. The funding invests in building and expanding local school food programs.

The Feeding Futures program will address the immediate need for feeding students and build on the progress made with the Student and Family Affordability Fund to help reduce the challenges of rising food costs for families who need it most.



As we enter year 2 of the provincial initiative, we aim to create equity across the District, with staffing and food options.

For more information, please see your school principal.

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Child Care and Early Learning Updates



Evelyn Dickson Elementary School in Vanderhoof opened its doors to a new Before and After School Care Program!

In a spare classroom at EDS, the YMCA has set up a licensed School Age Care Program for children in kindergarten to age 12. The program begins as early as 6:30 am and operates after school until 6 pm. A complimentary SD91 bus shuttle is available in the mornings and afternoons for Sinkut View and WL McLeod learners. For more information about the YMCA School Age Care Program at EDS, please visit www.nbc.ymca.ca/child-care.

The District will also open 24 licensed before- and after-school child care spaces at David Hoy Elementary in Fort St. James in the coming weeks, funded by \$720,000 from the Ministry of Education and Child Care. These spaces are part of a new initiative using existing school space and school district resources and staff to provide before- and after-school care.

"We are grateful for this opportunity to participate in this program," said Wendy Kelemen, District Principal of Early Learning and Child Care. "We heard from many families about their difficulty in finding quality before- and after-school care for their children, so these new child care spaces across the school district will be such a benefit to those in need of a licensed child care space."

See the full release here: <https://news.gov.bc.ca/releases/2024ECC0121-001438>

Employee Recognition

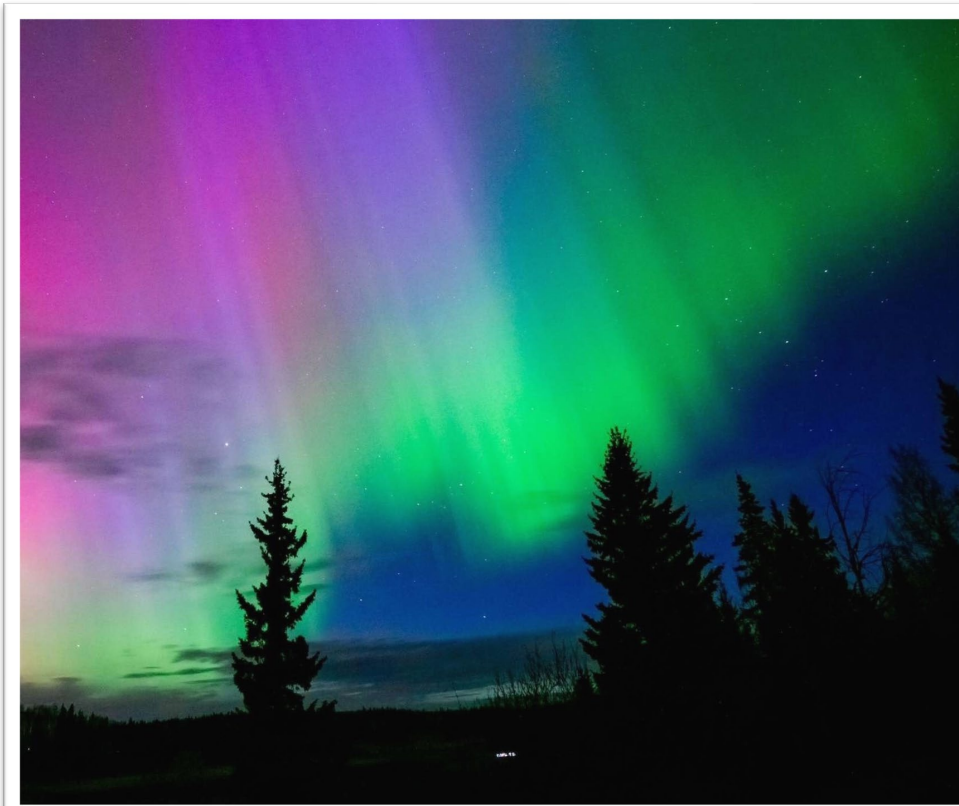
I would like to recognize **all staff** for ensuring the school year began in a positive way.

A special acknowledgement to our employees in the Facilities and Transportation departments for their work on cleaning, maintaining, and upgrading sites and buses over the summer months. Most of their work goes unnoticed during holiday breaks.

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STRATEGIC PLAN: WORKPLAN OBJECTIVES 2024-25

Strategic Goal 1: Honour Diversity

- *Respect the strength of all diversities within our communities.*
- *Support the transformation of an education system that recognizes, celebrates, and includes Indigenous history, worldviews, and perspectives.*

Objective	24 - 25 Strategies	Timeframe	Team
Deepen Relationships			
HD - A1 Increase accountability and deepen effective working relationships between the district and local First Nations.	A1 Develop and refine strategies for improvement related to new Equity Scan results and feedback. A1 Engage IEC in ongoing dialogue regarding measures of student achievement and well-being for Indigenous learners, including Children and Youth in Care. A1 Work with IEC on the local context and implementation of Bill 40. A1 Collaborate with Nations on new LEA agreements to be in place before start of next school year.	Report to Board:	District LEAD: District Principal (Indigenous Education) Superintendent Additional Supports: Indigenous Education Council School Administration
HD - A2 In compliancy with the <i>Accessible BC Act</i> , enhance inclusive and accessible school environments and remove barriers within the district, school, and classroom environments.	A2 Complete School Site Accessibility Assessment Tool for school sites A2 Continue to provide learning opportunities for PVP and teachers to support teacher growth around accessibility, accommodations, and competency-based, learner-centered IEPs. A2 Engage students, parents, and caregivers of children with disabilities in consultation sessions regarding school experiences, successful practices, and barriers to inclusion, accessibility, well-being, and achievement.	September January June	District LEAD: Director of Instruction (Inclusive Education) District Principal (Inclusive Education) Superintendent Additional Supports: Inclusive Education Team Senior Team School Administration Student Voice

Objective	24 - 25 Strategies	Timeframe	Team	
Inclusive Curriculum, School & District Environments				
HD - B2 Improve long-term outcomes for identified Children and Youth in Care (CYIC) through the provision of individualized supports.	B2 Track and improve success in literacy, numeracy, and measures of well-being (including extra-curricular and family engagement) for identified CYIC.	Report to Board: October January March June	District LEAD: Director of Instruction (Inclusive Education) District Principal (Inclusive Education) Superintendent	
	B2 Engage in bi-annual touchpoints with schools regarding educational plans, progress and well-being of CYIC.			
	B2 Continue building on relationships with MCFD to support Care Plans for CYIC.		Additional Supports: School Principals	
HD - B3 Ensure students of diverse sexual orientation and gender identities (SOGI) feel safe, empowered, included, and represented in schools.	B3 Engage PVP and lead teachers in evidence-informed professional learning regarding <i>Best Practices for Serving LGBTQ2+ Students</i> .			District LEAD: District Principal (Inclusive Education)
	B3 Engage school GSA’s and District GSA in an ongoing manner and respond with improved school environments.			

Objective	24 - 25 Strategies	Timeframe	Team
Indigenous Language and Curriculum			
HD - C1 Increase the number of language and culture courses offered within SD91 schools.	C1 Collaborate with IEC and the SD91 Language and Culture working group to continue the development of localized curriculum and resources for schools.	Report to Board: October January February June	District LEAD: District Principal (Indigenous Education) Additional supports: Indigenous Education Council Culture and Language Teachers
	C1 Consult with local First Nations for feedback on draft Indigenous Languages Policy.		

Strategic Goal 1 – Honour Diversity

Strategic Goal 2: Engage Our Workforce

- Nurture school and district cultures that inspire and support passion-based teaching, learning and leading.
- Create opportunities for every member of our organization to contribute to student success.

Objective	24 - 25 Strategies	Timeframe	Team
Staff Development			
EW - A1 Provide a variety of learning opportunities for both educational and operational staff to ensure a continued focus on equity and student success.	A1 September 20 th District Planning Day will focus on Ancestors (6 th Annual Indigenous Education Conference) and engage all SD91 staff. Include sessions that is school team based for planning and reflection on learning.	Report to Board:	District LEAD: Directors of Instruction District Principal (Indigenous Education) Additional supports: Superintendent Curriculum Services Team School Principals
	A1 Engage education staff in professional learning with Dr. Peter Liljedahl/Dr. Judy Larson (Numeracy), and others.	September January June	
	A1 Expand learning opportunities for Compassionate Systems Leadership.		

Objective	24 - 25 Strategies	Timeframe	Team
New Employee Recruitment, Orientation & Welcome			
EW - B1 Continue recruitment and retention efforts to reduce workforce vacancies and increase employee diversity.	B1 Continue new teacher and LOP support through the District VP lead and other departments.	Report to Board:	District LEAD: Superintendent Assistant Superintendent Director of Instruction (Curriculum Services) District Principal (Early Learning and Childcare) Manager of CUPE HR Additional Supports: District Career and Trades Program Coordinator
	B1 Continue to partner with Ministry and Universities on Recruitment & Retention Initiatives.	November January May June	
	B1 Senior staff & Trustees to continue advocating with Ministry staff and elected officials to share recruitment context, strategies and impacts on schools and student learning.		

Objective	24 - 25 Strategies	Timeframe	Team
Expand & Support Culture of Inquiry			
EW - C1 Deepen the professional capacity of staff through collaborative inquiry teams across the district.	C1 Provide a Fall 2024 orientation to NOIIE for school teams.	Report to Board: January May June	District LEAD: Curriculum Services Team Additional Supports: District Leadership Team School Principals Board of Education
	C1 Provide a monetary subsidy to every school involved with an inquiry question and additional specific resources related to Indigenous Education.		
	C1 Through the SD 91 Regional NOIIE Leaders, support school-based inquiry teams, through regular check-ins and sharing of inquiry questions and progress among schools.		
	C1 Continue sharing/celebration event that showcases staff growth in relation to student success.		
	C1 Continue engagement of leaders in supporting the Inquiry process.		

Objective	24 - 25 Strategies		Timeframe	Team
Principal and Vice-Principal Leadership				
EW- D1 Support formal leadership development across the district.	D1	Engage with PVPA on mentorship and professional learning initiatives that support leadership growth and improved student learning.	Report to Board:	District LEAD: Superintendent Directors of Instruction PVPA Additional Supports: District Leadership Team School Principals
	D2	Develop strategies for regular and ongoing professional learning.	December	
	D3	Collaborate with PVPA on mentorship structures for staff in their first three years.	January June	
Employee Well-being				
EW – E1 Develop a wholistic, sustainable plan to support employee well-being.	E1	Through the Well-being Committee, report the initial committee recommendations to stakeholders in spring 2025.	Report to Board: November January June	District LEAD: Director of Instruction (Inclusive Education) Additional Supports: Inclusive Education Team

Strategic Goal 3: Create Student Success

- A continued focus on the essential skills of literacy, numeracy, and social-emotional well-being
- Support effective teaching and learning strategies

Objective	24 - 25 Strategies	Timeframe	Team
Strengthen Learner Success			
SS - A1 Expand Literacy strategies and support in primary/intermediate grades	A1 Expand professional learning opportunities for new teachers and Letter of Permission teachers regarding instruction & assessment, as well as responding to assessment results with a focus on Indigenous learners. A1 Engage in primary literacy interventions through the work with Jen Kelly (early literacy) A1 Implement Indigenous Education Early Literacy Pilot projects at Mouse Mtn and WKE. A1 Engage leaders and school staff in literacy foundations focusing on structured approaches to reading, scope and sequence. A1 Engage teachers in specific and purposeful collaboration in developing and curating common research-based literacy and numeracy resources to support student growth. A1 Develop explicit communication from the District regarding impactful and appropriate resources for use in schools, as well as pedagogical philosophies that align with BC curriculum. A1 Engage teachers, especially new teachers and LOPs, to integrate best practice in Math: manipulative use, thinking classrooms strategies, land-based learning, and play-based learning. A1 Enhance the ongoing analysis of district data results to support timely responses for learning improvement.	Report to Board: November January April June	District LEAD: Director of Instruction (Curriculum Services) Curriculum Services Team District Principal of Indigenous Education Additional Supports: District Leadership Team School Principals / Managers

Strategic Goal 3 – Create Student Success

SS - B1 Expand Numeracy strategies and support in primary/intermediate grades	B1 Create a working group to analyze current data and recommend key strategies for improvement. B1 Meet regularly with school-based PVP to analyze district data results and determine strategies for improvement. B1 Work with teachers, especially new teachers and LOPs, to integrate best practices in Math: manipulative use, thinking classroom strategies, land-based learning, and play-based learning. B1 Ensure interventions have a systematic, hands-on approach based on current, effective assessment of number sense.		District LEAD: Directors of Instruction Numeracy Lead Elementary Principals Teachers Additional Supports: High School Principals
SS - B1 Ensure rich opportunities for growth and equity of access for learners within offsite educational pathways.	B1 Continue upgrading of curricular materials in offsite programs. B1 Continue with professional learning opportunities that support trauma-informed practice. B1 Increase the number of learners engaged with the Careers Department programming.	Report to Board: November January April June	District LEAD: Directors of Instruction Assistant Superintendent District Principals Additional Supports: High School Principals

Supporting School Engagement			
SS - C1 Increase student engagement and attendance to support learning and well-being.	C1	Support schools in the implementation of Universal Design for Learning strategies.	Report to Board: December January March June District LEAD: District Leadership Team Additional Supports: School Principals and staff Student Voice
	C1	Monitor and support school strategies to improve attendance.	
	C1	Continuing to Support schools in creating quality competency-based Individual Education Plans.	
	C1	Implement the district Mental Health Plan	
	C1	Develop equitable access to nourishing food through the Feeding Futures initiative by expanding the District Food program to ensure equitable student access to nourishing food.	

Increasing Student Belonging			
SS - D1 Increase students' "sense of connection and belonging" at high school (based on Student Learning Survey questions) to above the provincial average.	D1 Expand leadership and cultural mentorship opportunities for Indigenous learners. D1 Develop training opportunities for all staff as part of the BC Anti-racism Action Plan. D1 Expand Student Voice to ensure inclusion of students with disabilities and diverse abilities D1 Consult with Student Voice to broaden student consultation on topics, including those related to school connectedness: - How many adults do you think care about you at your school? - Are you happy at school. - Do you feel safe at school? - Is school a place where you feel like you belong? D1 Elicit feedback and insights from younger students regarding school connectedness. D1 Support Student Voice as they address data from the Adolescent Health Survey (e.g. vaping campaign).	Report to Board: January February June	District LEAD: Assistant Superintendent Director of Instruction (Inclusive Education) Principals Additional Supports: District Leadership Team Student Voice Inclusive Education Team
SS - E1 - Assessment and Communicating Student Learning	E1 Provide learning opportunities for staff to work with colleagues and others to improve staff understanding of enhancing assessment practices in student reflections on core competencies, strength-based reporting, and formative assessment strategies.		District Lead Director of Instruction (Curriculum Services)

Strategic Goal 4: Enhance Connections

- Create opportunities and assist schools to engage in valuable learning activities with community partners.

Objective	24 - 25 Strategies	Timeframe	Team
Strengthen Partnerships			
EC - A1 Expand future career options for secondary students through collaborative projects with post-secondary institutions.	A1 Collaborate with UNBC and KOH Learning on the next phase of learning opportunities for staff and students. A1 Expand opportunities for early admission, dual credit, and other post-secondary options for students. A1 Update MOU with SFU (School of Interactive Arts and Technology) and continue work with Digital/Graphic Design partnership and Project Illustration.	Report to Board: October January April June	District LEAD: Superintendent Director of Instruction (Curriculum Services) Assistant Superintendent Additional Supports: School Principals SD 91 Careers Dept. Indigenous Education Council
EC - A2 Engage parents, families, and the broader community in engagement sessions about learning initiatives, district data and strategic planning.	A2 Host several engagement sessions in the fall and spring to share successes and challenges and gather feedback.		District LEAD: Superintendent Additional Supports: District Leadership Team School Principals
EC - A3 Collaborate with DPAC on common goals to support student success and well-being.	A3 Collaborate with DPAC and PACs with a focused campaign based on McCreary BC Adolescent Health Survey data (e.g. raise awareness on the effects of lack of sleep on youth, vaping, diet culture).		District LEAD: Director of Instruction Additional Supports: District Leadership Team School Principals DPAC

Board Meeting	Annual Reporting on Strategic Plan Objectives	
September 2024	Honouring Diversity - Accessibility	Engage Our Workforce - Staff Development
October 2024	Honouring Diversity - Inclusive Curriculum & School Environment Honouring Diversity - Valuing Indigenous Language & Curriculum	Enhance Connections - Strengthen Partnerships
November 2024	Engage Our Workforce - New Employee Recruitment, Orientation & Support	Create Student Success - Strengthen Learner Success Engage Our Workforce - Supporting Employee Well-Being
December 2024	Engage Our Workforce - Valuing Employee Contributions	Create Student Success - Supporting School Engagement
January 2025	Mid-Year Update to the Board	
February 2025	Create Student Success - Increasing Student Belonging	Honouring Diversity - Valuing Indigenous Language & Curriculum
March 2025	Create Student Success - Supporting School Engagement	Honouring Diversity - Inclusive Curriculum & School Environment
April 2025	Enhance Connections - Strengthen Partnerships	Create Student Success - Strengthen Learner Success
May 2025	Engage Our Workforce - New Employee Recruitment, Orientation & Support	Engage Our Workforce - Expand & Support Culture of Inquiry
June 2025	Year-End Update to the Board	

Annual Reporting

RISK ASSESSMENT

School: <u>NVSS</u>	
Grade/Group: <u>Gr 11-12 - Europe 2025</u> Teacher: <u>J Lepine - L. Thiesen</u>	
Destination & Activity: <u>Europe</u>	
Date(s) of Trip: <u>Spring Break March 22 - April 6 2025</u>	
LOW RISK	
☐ Day trip, in district ☐	☐ Low Risk Application Form
☐ On beach or near stream (<u>no</u> stepping in water)	☐ List on parent information form and permission slip
MODERATE RISK	
☐ Overnight ☐ Out-of-District but within province ☐	☐ Moderate Risk Application Form
☐ Swimming in any pool or hot tub ☐ Boating or swimming in lake <u>near shore</u> ☐ Activity near fast moving or open water ☐ Creek or stream programs	☐ Water Component Form
HIGH RISK	
☐ Out-of-Province ☐ Ski/Snowboard ☐ Active logging roads ☐	☐ High Risk Application Form
☐ Lake crossing ☐ On fast moving water	☐ Water Component Form
☐ Lake ice activity (<u>not</u> on river ice)	☐ Ice Component Form
OUT-OF-COUNTRY	
☒ Out-of-Country STEP 1 (<i>must be approved before proceeding to STEP 2</i>)	☒ Pre-Approval Application Form
☐ Out-of-Country STEP 2	☐ Out-of-Country Application Form

Identify the person in charge at the activity:

Name: J Lepine / L. Thiesen Qualifications: 10 trips + between the 2!

How were students selected to participate and what preparation/experience do they have? Group meeting.

Are students participating in supervision? ☐ Yes ☒ No

If yes, how were students selected to participate in supervision? _____

Submitted By: <u>[Signature]</u>	Date: <u>Sept 10-2024</u>
Principal/Vice Principal: <u>[Signature]</u>	Date: <u>SEPT-10/2024</u>

RECEIVED

SEP 09 2024

SCHOOL DISTRICT NO. 91

OUT-OF-COUNTRY STEP 1: PRE-APPROVAL APPLICATION FORM

STEP 1 must receive Board Approval prior to: booking, fundraising, and STEP 2 approval.

School: NVSS Application Date: Sept. 03, 2024
 Group/Grade: Grade 11 & 12 Teacher: Lisa Thiessen and Jocelyn Lepine
 Destination: Europe (Germany, Switzerland, Italy, France)
 Dates: March 22nd - April 2, 2025

Give the goals and objectives of the Out-of-Country trip: To give students opportunity to explore travel in a safe, supervised environment.

Give the experience of the teacher: Both senior teachers have chaperoned students on 5+ trips already.

Expected number of student participants: 37 students

Submit with this application to the Principal/Vice Principal:

- ☒ Risk Assessment
- ☒ Itinerary
- ☒ Current Travel Advisory <http://travel.gc.ca/travelling/advisories>
 - ☐ Exercise normal security precautions
 - ☐ Exercise a high degree of caution
 - ☐ Avoid non-essential travel
 - ☐ Avoid all travel

SCHOOL USE	Principal/Vice Principal
Dates within school calendar break? ☐ YES ☒ NO	
Comments: <u>SPRING BREAK</u>	
Principal/Vice Principal: <u>[Signature]</u>	Date: <u>SEPT. 9/24</u>
School Supervisor: <u>[Signature]</u>	Date: <u>Sep 9/24</u>
Superintendent: <u>[Signature]</u>	Date: <u>Sep 9/24</u>
DISTRICT USE	Board Approval
☐ Risk Assessment ☐ PRE-APPROVAL Application Form and supporting documents	
Board Meeting Date: _____ Date Received: _____	
☐ Approved ☐ Denied	
Comments: _____	
Board Chairperson: _____	
Date PVP Informed: _____ Via: ☐ Email ☐ Phone By: _____	



WATER COMPONENT FORM

** Complete this form and attach to your application as required. **

MODERATE-RISK	
☐ Near fast moving or open water ☐ Fish release ☐ Creek or stream programs ☐ Swimming in public pool ☒ Swimming in hotel pool/hot tub	☒ Listed on permission form ☒ Teacher/chaperone supervision
☐ Swimming in unguarded or private pool ☐ Swimming in lake near shore ☐ Canoeing or kayaking near shore ☐ _____	☐ Listed on permission form ☐ Certified lifeguard or swimming instructor(s) Name: _____ Level: _____ Name: _____ Level: _____ ☐ Certified BC/CRCA boating instructor Name: _____ Level: _____
HIGH RISK	
☐ On fast moving water (e.g., river rafting)	☐ Parental informed consent ☐ Listed on permission form ☐ Company documents: water certification/insurance policy/informed consent process
☐ Canoeing in lake (<i>not near shore</i>) ☐ Kayaking in lake (<i>not near shore</i>) ☐ Swimming in lake (<i>not near shore</i>) ☐ Lake crossing ☐ _____	☐ Parental informed consent ☐ Listed on permission form ☐ Certified BC/CRCA canoe or kayak instructor Name: _____ Level: _____ ☐ Certified lifeguard or swimming instructor Name: _____ Level: _____

Provide a description of the water component: There may be a pool
at hotel. Unlikely, but if so, all
participants will be supervised by
2 or more chaperones.

SCHOOL USE: Principal/Vice Principal	
Submitted By: <u>Lisa Thiessen</u>	Date: <u>Sept 9, 2024</u>
Principal/Vice Principal: <u>[Signature]</u>	Date: <u>SEPT 9/2024</u>



Ms. Lepine's Germany, Switzerland & Italy

explorica.ca/Lepine-3727

March 22 - April 02, 2025

Day 1 Start tour

Day 2 Guten Tag Frankfurt

Meet your tour director and travel to your hotel in the Rothenburg area
Rothenburg tour director-led sightseeing: Marktplatz, Rathaus

Day 3 Rothenburg area—Munich

Travel to Munich
Neuschwanstein Castle guided visit
Bavarian bratwurst dinner

Day 4 Munich landmarks

Munich guided sightseeing tour: Residenz, Nymphenburg Palace Gardens, Alte Pinakothek, Deutsches Museum, BMW Headquarters, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus
Dachau Concentration Camp & Memorial visit

Day 5 Munich—Venice

Travel via Innsbruck to Venice

Day 6 Venice landmarks

Venice guided walking sightseeing tour with Whisper headsets: St. Mark's Square, St. Mark's Basilica, Doge's Palace visit, glass-blowing demonstration

Day 7 Venice—Lucerne

Full-day transfer via Verona to Lucerne
Verona tour director-led sightseeing: Romeo and Juliet balcony, Verona Arena

Day 8 Lucerne landmarks

Lucerne tour director-led sightseeing: Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke
Traditional Swiss dinner
Optional Mt. Pilatus excursion

Day 9 Lucerne—Heidelberg

Travel to Heidelberg via the Black Forest
Cuckoo clock demonstration
Heidelberg tour director-led sightseeing: Heidelberg Castle & Heidelberg Tun barrel visit, University, Marktplatz

Day 10 Start extension to Paris

Travel to Paris by train
Paris city walk: Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter
Dinner in Latin Quarter

Day 11 Paris landmarks

Paris guided sightseeing tour: Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuilleries Garden, Place Vendôme, Opera House
Louvre visit
Seine River cruise

Day 12 End tour



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Germany travel advice



Exercise a high degree of caution

Latest updates: Entry and exit requirements – added information on temporary entry under CETA

Last updated: August 30, 2024 15:56 ET

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Risk level

Germany - Exercise a high degree of caution

Exercise a high degree of caution in Germany due to the threat of terrorism.

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Safety and security

Crime

Petty crime

Petty crime, such as pickpocketing and bag snatching, occurs.

Organized groups of pickpockets often use distraction techniques and are particularly active in:

- major cities
- transportation hubs
- public transportation
- Christmas markets
- tourist attractions

There is a significant increase in stolen passports on trains, particularly during the summer and winter holiday season.

Ensure that your belongings, including your passport and other travel documents, are secure at all times.

Violent crime

Violent crime is uncommon, but does occur.

Crimes committed by far-right extremists against individuals belonging to ethnic, religious or political minorities occur.

While tourists are not specifically targeted, you could find yourself in the wrong place at the wrong time.

Always be vigilant and aware of your surroundings.

Cybercrime

Cybercrime occurs. Perpetrators may compromise public Wi-Fi networks to steal credit card or personal information.

- Avoid using unsecured public Wi-Fi networks
- Avoid making purchases on unencrypted websites
- Be cautious when posting information on social media
- Be particularly vigilant when contacting or meeting individuals known over the internet

Overseas fraud

Terrorism

There is a threat of terrorism in Europe. Terrorists have carried out attacks in several European cities. Terrorist attacks could occur at any time.

Targets could include:

- government buildings, including schools
- places of worship
- airports and other transportation hubs and networks
- public areas such as tourist attractions, restaurants, bars, coffee shops, shopping centres, Christmas markets, hotels and other sites frequented by foreigners

The Government of Germany maintains a public alert system on terrorism. Alert level changes are communicated through local media.

- Always be aware of your surroundings when in public places
- Be particularly vigilant if attending sporting events and during religious holidays and other public celebrations, as terrorists have used such occasions to mount attacks

More information about public security - Germany's Federal Ministry of the Interior, Building and Community

Demonstrations

Demonstrations take place regularly. Even peaceful demonstrations can turn violent at any time. They can also lead to disruptions to traffic and public transportation.

- Avoid areas where demonstrations and large gatherings are taking place
- Follow the instructions of local authorities
- Monitor local media for information on ongoing demonstrations

Mass gatherings (large-scale events)

Strikes

Strikes occur regularly, particularly in key sectors including aviation and ground transport. These strikes can sometimes complicate travel and disrupt services.

- Consult local media to be aware of strikes that may affect your stay or travel plans
- In the event of a transport strike, plan extra time to get to your destination

Mountain activities

If you intend to go hiking, mountaineering or skiing:

- never do so alone and always hire an experienced guide from a reputable company

- buy travel insurance that includes helicopter rescue and medical evacuation
- ensure that your physical condition is good enough to meet the challenges of your activity
- ensure that you are properly equipped and well informed about weather and other conditions that may pose a hazard
- inform a family member or friend of your itinerary, including when you expect to be back
- obtain detailed information on trekking routes or ski slopes before setting out and do not venture off marked trails or slopes

Road safety

Roads conditions and road safety are excellent throughout the country.

Pedestrians should exercise caution when crossing dedicated bicycle paths, as bicycles have right of way.

Air travel

We do not make assessments on the compliance of foreign domestic airlines with international safety standards.

[Information about foreign domestic airlines](#)

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Entry and exit requirements

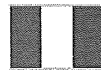
Every country or territory decides who can enter or exit through its borders. The Government of Canada cannot intervene on your behalf if you do not meet your destination's entry or exit requirements.



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Italy travel advice



Exercise a high degree of caution

Latest updates: Entry and exit requirements – added information on temporary entry under CETA

Last updated: August 30, 2024 14:50 ET

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Risk level

Italy - Exercise a high degree of caution

Exercise a high degree of caution in Italy due to the threat of terrorism.

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Safety and security

Crime

Petty crime

Petty crime such as pickpocketing and purse snatching occurs, and tourists are frequently targeted.

Organized groups of thieves often use distraction techniques and are particularly active:

- at tourist sites and attractions
- in hotels, restaurants and bars
- on public transportation
- at airports and railway stations
- on beaches

While you're in Italy:

- ensure that your belongings, including your passport, are secure at all times
- don't keep your passport and other types of ID at the same place and carry a photocopy rather than the original when you're out
- avoid showing signs of affluence
- avoid carrying large sums of cash or unnecessary valuables
- pay attention to your surroundings, particularly in crowded and tourist areas
- be wary of unsolicited offers or advice from strangers

On the road

The theft of items from vehicles is common, and thieves often target rental cars. They may use distraction techniques or simulate accidents. Thefts can occur at gas stations, highway service areas, and parking lots. Be especially vigilant when stopped at traffic lights. Thieves on scooters or on foot often snatch bags from passenger seats.

- Keep your windows and doors locked at all times
- Keep your belongings out of reach
- Use secure parking facilities, especially overnight
- Never leave belongings unattended in a vehicle, even in the trunk

On public transportation

Thefts on public transportation and passenger trains are common, particularly on those servicing major tourist sites, main cities and airports. Thieves will often steal your belongings while you're asleep or distracted and may hassle or crowd you.

Keep your valuables secure and out of sight.

Home break-ins

Home burglaries occur mainly in main cities and coastal areas and sometimes affect holiday rental accommodation.

Whether staying in private or commercial accommodation, make sure you lock windows and doors at night and when you are away.

Spiked food and drinks

Never leave food or drinks unattended or in the care of strangers. Be wary of accepting snacks, beverages, gum or cigarettes from new acquaintances. These items may contain drugs that could put you at risk of sexual assault and robbery.

Victims of crime

If you are a victim of a theft, go to the nearest police station (Carabinieri or Polizia di Stato) to report it. Keep a copy of your report, as you may need it to make a claim to your insurance provider.

It's possible to file a preliminary complaint online, in Italian, for certain types of minor crimes, such as theft of belongings. This could help speed up the process at the police station.

If you are a victim of sexual assault:

- seek medical assistance, whether or not you appear to have been physically harmed
- contact the local police immediately and ensure they file a report
- inform consular officials at the nearest Canadian embassy or consulate

Useful links

- [Online preliminary complaint](#) - Arma dei Carabinieri (in Italian)
- [Closest police station](#) - Polizia di Stato, Italy's national police (in Italian)
- [Advice for women travellers](#)

Fraud

Credit card and ATM fraud

Credit card and ATM fraud occurs.

When using debit or credit cards:

- pay careful attention when others are handling your cards
- use ATMs located in public areas or inside a bank or business
- avoid using card readers with an irregular or unusual feature

- cover the keypad with one hand when entering your PIN
- check for any unauthorized transactions on your account statements

Cybercrime

Cybercrime occurs. Criminals may compromise public Wi-Fi networks to steal credit card or personal information.

- Avoid using public Wi-Fi networks
- Avoid making purchases on unencrypted websites
- Be cautious when posting information on social media
- Be particularly vigilant when contacting or meeting individuals known over the internet

Overseas fraud

Terrorism

There is a threat of terrorism in Europe. Terrorists have carried out attacks in several European cities and further attacks elsewhere in Europe are likely. Attacks in Italy cannot be ruled out.

Targets could include:

- government buildings, including schools
- places of worship
- airports and other transportation hubs and networks
- public areas such as tourist attractions, restaurants, bars, coffee shops, shopping centres, markets, hotels and other sites frequented by foreigners



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Switzerland travel advice



Take normal security precautions

Latest updates: The Need help? section was updated.

Last updated: August 13, 2024 07:45 ET

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Risk level

Switzerland - Take normal security precautions

Take normal security precautions in Switzerland.

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Safety and security

Crime

Petty crime, such as pickpocketing and purse snatching, occurs in most public places and particularly in major cities such as:

- Basel
- Bern
- Geneva
- Zurich

Thieves are particularly active in airports, railway stations and trains. They often work in teams, one distracting the victim while the other steals the valuables.

Car break-ins occur at gas stations and highway service areas, as well as in parking lots.

- Ensure that your belongings, including your passport and other travel documents, are secure at all times
- Never leave bags containing money, airline tickets, credit cards or passports in the trunk of a parked car and do not leave anything on car seats
- Don't put any valuables or identification in the overhead storage compartments of trains
- Exercise caution on trains, especially on overnight trips

Spiked food and drinks

Never leave food or drinks unattended or in the care of strangers. Be wary of accepting snacks, beverages, gum or cigarettes from new acquaintances. These items may contain drugs that could put you at risk of sexual assault and robbery, particularly in bars and nightclubs.

Fraud

Credit card and ATM fraud

Credit card and ATM fraud occurs. When using debit or credit cards:

- pay careful attention if other people are handling your cards
- use ATMs located in public areas or inside a bank or business
- avoid using card readers with an irregular or unusual feature
- cover the keypad with one hand when entering your PIN
- check for any unauthorized transactions on your account statements

Cybercrime

Cybercrime occurs in Switzerland. Criminals may compromise public Wi-Fi networks to steal credit card or personal information.

- Avoid using public Wi-Fi networks
- Avoid making purchases on unsecured websites
- Use judgment when posting information on social media
- Be especially careful if you are meeting people you have met online
- Never click a suspicious link in an email or text message asking for your credit card details

Romance scams

If you're travelling to Switzerland to meet someone you've otherwise only met online, be aware that you may be the victim of a scam.

Be wary of attempts at fraud by persons who profess friendship or romantic interest over the internet.

Never send money.

Useful links

- [More about overseas fraud](#)
- [Internet crime](#) - Swiss Crime Prevention (in French)
- [Skimming](#) - Swiss Crime Prevention (in French)

Terrorism

There is a threat of terrorism in Europe. Terrorists have carried out attacks in several European cities. Terrorist attacks could occur at any time.

Targets could include:

- government buildings, including schools
- places of worship
- airports and other transportation hubs and networks
- public areas such as tourist attractions, restaurants, bars, coffee shops, shopping centres, markets, hotels and other sites frequented by foreigners

Always be aware of your surroundings when in public places. Be particularly vigilant if attending:

- sporting events
- religious holidays
- public celebrations

Terrorists have used such occasions to mount attacks.

Demonstrations

Demonstrations take place from time to time, particularly in Bern, Geneva and Zurich. Even peaceful demonstrations can turn violent at any time. They can also lead to disruptions to traffic and public transportation.

- Avoid areas where demonstrations and large gatherings are taking place
- Follow the instructions of local authorities
- Monitor local media for information on ongoing demonstrations

Mass gatherings (large-scale events)

Mountain activities

Mountain activities, such as hiking, can be dangerous, especially if they are not well-organized.

Weather conditions can change rapidly, even in summer. In winter, heavy snowfall can make it difficult to reach some villages and ski centres. Roads may become impassable. There is also a risk of avalanches, some of which can be fatal, even with light snow accumulations.

If you intend to go hiking, mountaineering or skiing:

- never do so alone and do not part with your hiking companions
- buy travel insurance that includes helicopter rescue and medical evacuation
- ensure that your physical condition is good enough to meet the challenges of your activity



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France travel advice



Exercise a high degree of caution

Latest updates: Editorial change

Last updated: August 7, 2024 16:01 ET

On this page

- [Risk level](#)
- [Safety and security](#)
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- [Health](#)
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Risk level

France - Exercise a high degree of caution

Exercise a high degree of caution in France due to the elevated threat of terrorism.

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Safety and security



Olympic and Paralympic Games

The Olympic Games will take place in Paris from July 26 to August 11, followed by the Paralympic Games from August 28 to September 8, 2024.

Public events for the Olympics will take place across France starting on May 8 and will continue until the opening ceremony.

If you plan to travel to France during this time, plan your travel accordingly.

During the Olympic Games, especially in Paris, you should expect:

- an increased presence of security forces
- major disruptions to traffic and movement, including transportation networks
- large crowds and public gatherings
- restrictions on flying drones over Paris
- an increase of petty crime, including theft and pickpocketing

Useful links

- [Games-related information and advice for Canadians](#)
- [Olympic and Paralympic Games Paris 2024](#) – Official website
- [Temporary drone use restriction](#) – Olympic and Paralympic Games Paris 2024 (in French)

Terrorism

There is a threat of terrorism in Europe. Terrorists have carried out attacks in several European cities.

Over the past few years in France, several opportunistic and premeditated attacks have occurred. These have resulted in many deaths and injuries. Further attacks are likely.

Vigipirate plan

The Vigipirate plan is a set of measures established by the French government to prepare and protect the French population, infrastructure and institutions in the event of an attack. The aim is also to allow rapid deployment of intervention measures if necessary.

As part of this plan, the government maintains a 3-level public alert system for terrorism. The Vigipirate plan's security level is currently at level 3, « urgence attentat » ("attack emergency"). Changes in the threat level are communicated online and through local and national media.

[Vigipirate plan](#) – Government of France (in French)

Operation sentinelle

Operation Sentinelle allows the deployment of military brigades in public places to patrol and deter terrorist acts. Enhanced security measures have been deployed in various strategic locations, including:

- transport hubs
- public places
- tourist locations, especially in Paris

Expect an increased police or military presence in public places, including some tourist locations, particularly in Paris.

Attacks can occur anywhere. Terrorists may target:

- government buildings and those of local authorities
- schools/universities

- places of worship
- places dedicated to culture, such as exhibition galleries, museums, concert halls and theatres
- airports, railway stations and other transportation hubs and networks
- public areas such as tourist attractions, monuments, restaurants, bars, coffee shops, shopping centres, markets, hotels and other sites frequented by foreigners

While in France:

- always be aware of your surroundings when in public places
- be particularly vigilant if attending large gatherings such as sporting events and religious celebrations or other public celebrations

Useful links

- [Information on the terrorist threat in France](#) - Ministry of the Interior (in French)
- [How to react in case of a terrorist attack](#) - Government of France (in French)
- [Social media accounts of the Ministry of the Interior](#) - Ministry of the Interior (in French)
- [Vigipirate](#) – General secretary of defense and national security (in French)

Crime

Petty crime

Petty crimes, such as pickpocketing and purse and mobile phone snatching are common. Thieves often target tourists.

Thieves are very skilled. They often act in groups and regularly work with minors. They may use various techniques to divert your attention and steal your belongings.

Thieves are mainly active in large cities and busy places, such as:

- public transport, particularly the Paris metro and the Île-de-France regional express network (RER) lines linking the capital to its surroundings
- popular tourist sites
- department stores
- restaurants and patios
- hotel lobbies
- parks
- transport hubs

During your trip:

- keep your personal belongings, including your passport and other travel documents, in a secure place
- don't carry large sums of cash or valuables unnecessarily
- avoid walking alone after dark
- be aware of your surroundings, especially in busy tourist areas
- be extra cautious when withdrawing cash from ATMs
- Keep a photocopy of your passport in a safe place in case it's stolen

Lost or stolen belongings abroad

Violent crimes

Violent crimes are rarer, but still occur.

Tourists are sometimes victims of violent attacks by groups of young people who want to rob them. These attacks usually occur :

RISK ASSESSMENT

School: <u>NVSS</u>	
Grade/Group: <u>Sister School Exchange</u>	Teacher: <u>Jeremy Hara</u>
Destination & Activity: <u>Fujinomiya (city), Shizuoka (prefecture), Japan</u>	
Date(s) of Trip: <u>April 25th, 2025 - June 8th, 2025</u>	
LOW RISK	
☐ Day trip, in district	☐ Low Risk Application Form
☐ On beach or near stream (<u>no</u> stepping in water)	☐ List on parent information form and permission slip
MODERATE RISK	
☐ Overnight	☐ Moderate Risk Application Form
☐ Out-of-District but within province	
☐ Swimming in any pool or hot tub	☐ Water Component Form
☐ Boating or swimming in lake <u>near shore</u>	
☐ Activity near fast moving or open water	
☐ Creek or stream programs	
HIGH RISK	
☐ Out-of-Province	☐ High Risk Application Form
☐ Ski/Snowboard	
☐ Active logging roads	
☐ Lake crossing	☐ Water Component Form
☐ On fast moving water	
☐ Lake ice activity (<u>not</u> on river ice)	☐ Ice Component Form
OUT-OF-COUNTRY	
☒ Out-of-Country STEP 1 (<u>must be approved before proceeding to STEP 2</u>)	☒ Pre-Approval Application Form
☐ Out-of-Country STEP 2	☐ Out-of-Country Application Form

Identify the person in charge at the activity:

Name: PIN TSAN Qualifications: GLOBAL EDUCATION ADVISOR

How were students selected to participate and what preparation/experience do they have? Sign up - Senior grades. Participated in 2-week visit in 2024

Are students participating in supervision? ☐ Yes ☒ No

If yes, how were students selected to participate in supervision? _____

Submitted By: <u>Jeremy Hara</u>	Date: <u>Sept 10th 2024</u>
Principal/Vice Principal: <u>[Signature]</u>	Date: <u>SEPT 10th, 2024</u>

OUT-OF-COUNTRY STEP 1: PRE-APPROVAL APPLICATION FORM



STEP 1 must receive Board Approval prior to: booking, fundraising, and STEP 2 approval.

School: NVSS Application Date: Sept. 10th, 2024
 Group/Grade: Sister school exchange Teacher: Jeremy Hara
 Destination: Fujinomiya, Shizuoka, Japan
 Dates: April 25th, 2025 - June 8th, 2025

Give the goals and objectives of the Out-of-Country trip: Cultural exchange and to strengthen our relationship with our sister school in Shizuoka, Japan.

Give the experience of the teacher: Japanese language teacher and former resident of Japan.

Expected number of student participants: 3

Submit with this application to the Principal/Vice Principal:

- ☒ Risk Assessment
- ☒ Itinerary
- ☒ Current Travel Advisory <http://travel.gc.ca/travelling/advisories>
 - ☒ Exercise normal security precautions
 - ☐ Exercise a high degree of caution
 - ☐ Avoid non-essential travel
 - ☐ Avoid all travel

SCHOOL USE		Principal/Vice Principal	
Dates within school calendar break?		☐ YES	☒ NO
Comments: _____			
Principal/Vice Principal: <u>[Signature]</u>		Date: <u>SEPT. 10/2024</u>	
School Supervisor: <u>[Signature]</u>		Date: <u>Sept 13, 2024</u>	
Superintendent: <u>[Signature]</u>		Date: <u>Sept 13, 2024</u>	
DISTRICT USE		Board Approval	
☐ Risk Assessment			
☐ PRE-APPROVAL Application Form and supporting documents			
Board Meeting Date: _____		Date Received: _____	
☐ Approved ☐ Denied			
Comments: _____			
Board Chairperson: _____			
Date PVP Informed: _____		Via: ☐ Email ☐ Phone By: _____	

Japan Sister School Visit

Planned itinerary:

- Depart from Prince George Airport on April 25th, 2025
 - Families responsible for driving their own children to the airport in Prince George
- Arrive to Narita Airport, Japan, on April 26th, 2025 (next day arrival due to time difference and flight time)
 - Picked up at Airport by Seiryō staff member and will travel back to Fujinomiya, Shizuoka, together as a group
 - Meet host families upon arrival
 - Attend Seiryō Junior-Senior High School in Fujinomiya, Shizuoka while on exchange until returning to Canada
- June 8th, 2025 – depart from Shizuoka back to Narita Airport and fly back to Canada
- Arrive back to Canada on June 8th, 2025 (same day as departure date due to time difference)
 - Families to pick up their children from the airport in Prince George

Seiryō High School Sister School Exchange Visit

As you may know, we have a sister school in Shizuoka, Japan and have had cultural exchange visits and activities with students from their school to help foster our relationship with each other. Up until now, we have only engaged in short, 2-week school visits (in addition to hosting international students from other countries as well through a separate program). Over the last several years of hosting international students at our school, an increased interest in learning about other cultures has become apparent. Last spring, we were able to send two students to their school for a “long term” visit (was about 7 weeks) for the first time after a few students expressed an interest in participating in a longer stay than a 2-week visit. In exchange, Seiryō is sending 2 students here this fall. When we first established a relationship with Seiryō, they expressed a hope that one day we would be able to send establish these “long term” exchanges.

Once again, we have students who have expressed an interest in participating in a “long term” visit to Seiryō High School. Pin Tsan, an English teacher at Seiryō and the International Academic Advisor for Seiryō High School reached out via email and said his school has started planning for next year’s school exchanges. Although Seiryō has exchange relationships with schools in Australia and the US, Pin said that Seiryō would give their choice for their exchange spots to our school because of the positive relationship that we have been able to build.

For this exchange, we would not be sending a staff member with the students as a chaperone. The families would be responsible for booking flights, buying travel insurance and communicating with Seiryō staff (Pin Tsan) regarding trip details. Families would also be responsible for ensuring that their children make it to their flights on time as well as picking them up upon returning to Canada. While in Japan, the students would be supported by Seiryō staff (Pin Tsan and other members of the school’s global education staff) and their host families. Jeremy Hara will also offer support to the families and students to help prepare them for their trip, but once there, the families will be responsible to communicating directly with Pin for any questions or concerns that they have. When possible, Jeremy Hara will help where he can.

Attached is a quick glance of some of the planned details for the trip.

**Sister School (Seiryō Junior-Senior School, Fujinomiya City, Shizuoka Prefecture, Japan) Student
Information Sheet/Application**

Destination:

Seiryō Junior-Senior High School.

Seiryō is a member of the UNESCO Associated Schools group.

1068 Hoshiyama, Fujinomiya City, Shizuoka-Pref, 418-0035, Japan

TEL+81 544-24-4811

Website: [Seiryō Junior-Senior High School English page](#) | [学校法人静岡理工科大学星陵中学校・高等学校 \(starhill.ed.jp\)](#)

Duration:

- 6 Weeks
 - Departure date: April 25th (Fri.)
 - Return date: June 8th (Sun.)

Number of Students:

- 3 students – Two currently in grade 11 and one in grade 12

Student Names:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Medical/Travel Insurance:

- Students will be set up with Guard.me Global – Plan A (\$137/person for 60 days) with CoreCAP added on (the add on is an additional \$45/traveller 6-month plan).

Expected Costs:

- Seiryō has agreed to waive homestay costs for the students in exchange for a similar agreement with homestay families here when we plan to host two students from Seiryō next school year.
- Flights will be booked & paid for directly by the families.
- Travel Insurance – Jeremy will help the families sign up for the policies, but the cost is paid for by the families.

Supervision While in Japan

Students will be under the care and supervision of the host school and homestay families while in Japan. Seiryō has Global Education staff who can offer support to our students when necessary. Additional support while in Japan will be provided by the host families or the students can speak with their natural families as well. As a result, the parents of the students accept any liabilities associated with the trip and the host school and families will do everything they can to ensure that the students are safe and their wellbeing is cared for.

- The known risks associated with the trip will be discussed with parents at the parent meeting and consideration/advice for travelling to Japan will be communicated at the parent meeting as well. Resources for further information about travelling & living in Japan

Staff at NVSS will not be involved in supporting the students while they are in Japan (other than curricular based support if the student is enrolled in one of our teacher's classes).

Although the families are arranging travel plans on their own, a member of the Seiryō Global Education staff will pick the students up from the airport in Tokyo and bring them back to Fujinomiya City, Shizuoka.

Student's accommodation plans:

- The host school's global education coordinator pairs our students with appropriate homestays.
 - Seiryō's Global Education staff have sister school relationships with five different schools around the globe. They have coordinated homestay experiences for many short- and long-term exchange programs with each of the schools. Recently, they have done several short-term exchanges with Canadian schools (including our own). From this year, we are hoping to start a 2-month exchange program with them, in hopes that we can eventually get an ongoing long-term exchange program running with them.
- To be submitted with this:
 - A Current Travel Advisory (Already submitted last week with the other documents)
 - Permission Slips for Treatment by a Doctor in a Foreign Country to Treat Under-aged Children
 - Travel Consent Letters (for travelling abroad without an adult)
 - Informed Consent Letters (to be signed after the parent meeting for informed consent)
 - Parent Information and Permission Form
 - Student Information Form
 - Application for Approval for Reciprocal Student Exchange (have included our students' information, but Seiryō has not yet decided on the two students who they will send here next school year in exchange for our two students)



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Japan travel advice



Take normal security precautions

Latest updates: Natural disasters and climate – removal of Typhoon Shanshan information

Last updated: September 4, 2024 03:26 ET

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Risk level

Japan - Take normal security precautions

[Take normal security precautions](#) in Japan.

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Safety and security

Fukushima nuclear power plant and surrounding area

Following the 2011 incident at the Fukushima Daiichi nuclear power plant, Japanese authorities have placed restrictions, including travel and overnight stay bans, on the plant's surrounding area due to the risk of exposure to radiation. Restricted areas are clearly identified.

Follow the instructions of local authorities.

Assistance of Residents Affected by the Nuclear Incidents – Japanese Ministry of Economy, Trade and Industry

Tensions on Korean Peninsula

The regional security situation on the neighbouring Korean Peninsula could deteriorate suddenly. Tensions may increase before, during and after North Korean nuclear and missile tests. Military exercises and activities may also escalate tension.

- Remain vigilant
- Monitor developments to stay informed on the current situation
- Follow the instructions of local authorities, including the Cabinet Secretariat's guidance on civil protection

Cabinet Secretariat Civil Protection Portal

Crime

Crime against foreigners is generally low. However, petty crime, such as pickpocketing and purse snatching, occurs from time to time. Be cautious in entertainment and nightlife districts throughout Japan,

especially in these four in Tokyo:

- Kabukicho
- Roppongi
- Shibuya
- Ikebukuro

If you are the victim of a crime, file a police report at the closest station of the incident. Occasionally, local police may be hesitant to prepare a report for foreigners. If this happens, contact the Embassy of Canada to Japan for assistance.

Drug trafficking

An increasing number of travellers report having been used as unwitting drug couriers.

Penalties for drug-related criminal activities are severe. Even unsuspecting individuals transporting packages containing narcotics can be criminally charged and face long jail sentences.

Be wary of individuals, even those you know, who ask you to carry a package to Japan on their behalf.

Useful links

- [Drugs, alcohol and travel](#)
- [International Drug Smuggling Scams](#)

Spiked food and drinks

Never leave food or drinks unattended or in the care of strangers. Be wary of accepting snacks, beverages, gum or cigarettes from new acquaintances. These items may contain drugs that could put you at risk of sexual assault and robbery.

There are reports of incidents where staff, or other customers at bars and nightclubs, have mixed drugs and copious amounts of alcohol into drinks of unsuspecting clients. These incidents are particularly frequent in the districts of Kabukicho and Roppongi in Tokyo. The intent is usually to defraud, overcharge services, rob or assault the person.

Fraud

Credit card and ATM fraud occurs. There have been incidents of overcharging at bars and clubs. Disputes over overcharging have led to violence.

Be cautious when using debit or credit cards:

- pay careful attention when your cards are being handled by others
- use ATMs located in well-lit public areas or inside a bank or business
- avoid using card readers with an irregular or unusual feature
- cover the keypad with one hand when entering your PIN
- check for any unauthorized transactions on your account statements and contact your financial institution as soon as possible if irregularities

Overseas fraud

Women's safety

Women travelling alone may be subject to some forms of harassment and verbal abuse. Inappropriate physical contact may occur on busy subways and trains. There are women-only train cars during rush hour on some subway and train lines.

Advice for women travellers

Road safety

Road conditions and road safety are generally good throughout the country. However, roads may be narrow.

[Japan Road Traffic Information Center](#) (in Japanese)

Public transportation

Taxis

Taxis are generally safe.

- Use only officially marked taxis
- Negotiate fares in advance, or insist that the driver use the meter, as you may be overcharged
- Have your destination written in Japanese as drivers may not understand English

[Taxis in Japan](#) – Japan National Tourism Organization

Train and subway

Travel by subway and train is quick and convenient. Signs are usually in Japanese but signage in English is becoming more common, especially in larger cities and at tourist destinations.

General safety information

Emergency information and advice for tourists is available from the [Japan National Tourism Organization](#).

Air travel

We do not make assessments on the compliance of foreign domestic airlines with international safety standards.



Entry and exit requirements

Every country or territory decides who can enter or exit through its borders. The Government of Canada cannot intervene on your behalf if you do not meet your destination's entry or exit requirements.

We have obtained the information on this page from the Japanese authorities. It can, however, change at any time.

Verify this information with the [Foreign Representatives in Canada](#).

Passport

Entry requirements vary depending on the type of passport you use for travel.

Before you travel, check with your transportation company about passport requirements. Its rules on passport validity may be more stringent than the country's entry rules.

Regular Canadian passport

Your passport must be valid for the expected duration of your stay in Japan. If you plan to travel to other countries in the region, check passport validity requirements for the countries you plan to visit.

Passport for official travel

Different entry rules may apply.

[Official travel](#)

Passport with “X” gender identifier

While the Government of Canada issues passports with an “X” gender identifier, it cannot guarantee your entry or transit through other countries. You might face entry restrictions in countries that do not recognize the “X” gender identifier. Before you leave, check with the closest foreign representative for your destination.

Other travel documents

Different entry rules may apply when travelling with a temporary passport or an emergency travel document. Before you leave, check with the closest foreign representative for your destination.

Useful links

- [Foreign Representatives in Canada](#)
- [Canadian passports](#)

Visas

Tourist visa: not required for stays up to a maximum of 90 days

Business visa: required

Work visa: required

Student visa: required

You can't apply for a business, work or student visa if you have already entered Japan as a tourist.

Business travellers need a visa if they are to receive compensation in addition to their regular salary for work carried out while in Japan.

Overstaying the 90-day, tourist visa-free limit or any other visa time limit is a criminal offence. If you overstay, you may be subject to fines and deportation, and you may be barred from re-entry to Japan.

Other entry requirements

Customs officials may ask you to show them a return or onward ticket, confirmed accommodations arrangements and proof of sufficient funds to cover your stay.

Biometrics

Japanese officials will photograph and fingerprint visitors upon arrival. Exceptions may apply.

[Immigration Services Agency of Japan](#)

Registration

Japanese regulations require that visiting foreigners give detailed information when checking in at hotels or other lodging facilities.

Foreigners must also allow their passports to be photocopied.

Children and travel

Learn more about [travelling with children](#).

Yellow fever

Learn about [potential entry requirements related to yellow fever](#) (vaccines section).

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Relevant Travel Health Notices

- [Global Measles Notice](#) - 13 March, 2024
- [COVID-19 and International Travel](#) - 13 March, 2024

This section contains information on possible health risks and restrictions regularly found or ongoing in the destination. Follow this advice to lower your risk of becoming ill while travelling. Not all risks are listed below.

Consult a health care professional or visit a travel health clinic preferably 6 weeks before you travel to get personalized health advice and recommendations.

Routine vaccines

Be sure that your [routine vaccinations](#), as per your [province or territory](#), are up-to-date before travelling, regardless of your destination.

Some of these vaccinations include measles-mumps-rubella (MMR), diphtheria, tetanus, pertussis, polio, varicella (chickenpox), influenza and others.

Pre-travel vaccines and medications

You may be at risk for preventable diseases while travelling in this destination. Talk to a travel health professional about which medications or vaccines may be right for you, based on your destination and

itinerary.

► Yellow Fever - Country Entry Requirements

► Tick-borne encephalitis

► Measles

► Japanese encephalitis

► Hepatitis B

► COVID-19

► Influenza

► Rabies

Safe food and water precautions

Many illnesses can be caused by eating food or drinking beverages contaminated by bacteria, parasites, toxins, or viruses, or by swimming or bathing in contaminated water.

- Learn more about food and water precautions to take to avoid getting sick by visiting our [eat and drink safely abroad](#) page.
Remember: Boil it, cook it, peel it, or leave it!
- Avoid getting water into your eyes, mouth or nose when swimming or participating in activities in freshwater (streams, canals, lakes), particularly after flooding or heavy rain. Water may look clean but could still be polluted or contaminated.
- Avoid inhaling or swallowing water while bathing, showering, or swimming in pools or hot tubs.

► Typhoid

Insect bite prevention

Many diseases are spread by the bites of infected insects such as mosquitoes, ticks, fleas or flies. When travelling to areas where infected insects may be present:

- Use insect repellent (bug spray) on exposed skin
- Cover up with light-coloured, loose clothes made of tightly woven materials such as nylon or polyester
- Minimize exposure to insects
- Use mosquito netting when sleeping outdoors or in buildings that are not fully enclosed

To learn more about how you can reduce your risk of infection and disease caused by bites, both at home and abroad, visit our [insect bite prevention](#) page.

Find out what types of insects are present where you're travelling, when they're most active, and the symptoms of the diseases they spread.

► Chikungunya

► Dengue

Animal precautions

Some infections, such as [rabies](#) and influenza, can be shared between humans and animals. Certain types of activities may increase your chance of contact with animals, such as travelling in rural or forested areas, camping, hiking, and visiting wet markets (places where live animals are slaughtered and sold) or caves.

Travellers are cautioned to avoid contact with animals, including dogs, livestock (pigs, cows), monkeys, snakes, rodents, birds, and bats, and to avoid eating undercooked wild game.

Closely supervise children, as they are more likely to come in contact with animals.

Person-to-person infections

Stay home if you're sick and practise proper cough and sneeze etiquette, which includes coughing or sneezing into a tissue or the bend of your arm, not your hand. Reduce your risk of colds, the flu and other illnesses by:

- washing your hands often
- avoiding or limiting the amount of time spent in closed spaces, crowded places, or at large-scale events (concerts, sporting events, rallies)
- avoiding close physical contact with people who may be showing symptoms of illness

Sexually transmitted infections (STIs), HIV, and mpox are spread through blood and bodily fluids; use condoms, practise safe sex, and limit your number of sexual partners. Check with your local public health authority pre-travel to determine your eligibility for mpox vaccine.

Medical services and facilities

Health care is very good. Service is available throughout the country.

Services in English could be limited, especially in rural areas. The cost of health-care services is similar to Canada. As a foreigner, you will likely have to pay in advance or provide a document proving that the bill will

be paid prior to discharge.

Make sure you get travel insurance that includes coverage for medical evacuation and hospital stays.

Health and safety outside Canada

Health insurance for foreign workers

As a Canadian working in Japan, you must have medical and health services coverage for the duration of your stay. If not provided by your Japanese employer, you must subscribe to the national health insurance plan.

If you need to consult medical professionals, the following organizations can refer you to medical facilities with English and other foreign language-speaking staff:

- [Guide for when you are feeling ill](#) – Japan National Tourism Organization
- [Medical information net](#) (NABII) – Ministry of Health, Labour and Welfare
- [AMDA International Medical Information Center](#)

Keep in Mind...

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety.

Be prepared. Do not expect medical services to be the same as in Canada. Pack a [travel health kit](#), especially if you will be travelling away from major city centres.

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Laws and culture

You must abide by local laws.

In many cases, arrested or detained suspects are denied oral or written communication with anyone other than their lawyer or a Canadian consular representative for an extended period.

If you are detained, even for a minor offence, you may be held without charge for up to 23 days. Police officers may begin their initial questioning before you see a lawyer. You could also be in detention for weeks or months during the investigation and legal proceedings.

- [Overview of the criminal law system in Japan](#)
- [Arrest and detention](#)

Drugs

Penalties for possession, use or trafficking of illegal drugs are severe. Convicted offenders can expect jail sentences and heavy fines. Japan has a zero-tolerance policy with respect to drugs, including recreational drugs and cannabis. Severe penalties are imposed for the possession of even a small quantity.

[Drugs, alcohol and travel](#)

Medications

Certain medications are banned in Japan, including:

- adderall
- amphetamines
- codeine
- methamphetamines

- pseudoephedrine

You may bring a one-month supply of prescription medication or a two-month supply of non-prescription medication into Japan, as long as the medication does not contain narcotics (including codeine). You cannot bring banned substances with you, even with a prescription.

You must have a doctor's note that states your full name, address, the reason for use, and dosage, along with your prescribed medication. Local authorities may also request a detailed listing of the contents of the medication.

If you wish to bring in larger supplies of medication or bring in prescription medication that contains narcotics, you must apply in advance for import certification. You should do so several months prior to arrival.

[Bringing medicines for personal use into Japan](#) – Japanese Ministry of Health, Labour and Welfare

2SLGBTQI+ persons

Japanese law doesn't prohibit sexual acts between individuals of the same sex. However, homosexuality is not widely socially accepted.

[Travel and your sexual orientation, gender identity, gender expression and sex characteristics](#)

Dual citizenship

Dual citizenship is not legally recognized in Japan.

If local authorities consider you a citizen of Japan, they may refuse to grant you access to Canadian consular services. This will prevent us from providing you with those services.

Dual citizens

If you acquire 2 or more citizenships at birth, you can keep them all, including Japanese citizenship, until the age of 18. At 18, you must choose between your Japanese citizenship or other citizenships within a 2-year period.

Family Law

Japanese family law is different from Canadian family law.

In Japan, joint custody of a child after separation is not a legal option if one of the parents is a Japanese national. As a result, access rights for a non-custodial parent can be limited, if granted.

If you are involved in a custody or other family law dispute in Japan, consult a Japanese family lawyer.

International Child Abduction

The Hague Convention on the Civil Aspects of International Child Abduction is an international treaty. It can help parents with the return of children who have been removed to or retained in certain countries in violation of custody rights. The convention applies between Canada and Japan.

If your child was wrongfully taken to, or is being held in Japan, and if the applicable conditions are met, you may apply for the return of your child to the Japanese court.

If you are in this situation:

- act as quickly as you can
- contact the Central Authority for your province or territory of residence for information on starting an application under The

Hague Convention

- consult a lawyer in Canada and in Japan to explore all the legal options for the return of your child
- report the situation to the nearest Canadian government office abroad or to the Vulnerable Children's Consular Unit at Global Affairs Canada by calling the Emergency Watch and Response Centre

If your child was removed from a country other than Canada, consult a lawyer to determine if The Hague Convention applies.

Be aware that Canadian consular officials cannot interfere in private legal matters or in another country's judicial affairs.

Useful links

- [List of Canadian Central Authorities for the Hague Convention](#)
- [International Child Abductions: A guide for affected parents](#)
- [Children and travel](#)
- [The Hague Convention](#) – Hague Conference on Private International Law
- [Canadian embassies and consulates by destination](#)
- [Request emergency assistance](#)

Identification

You must carry your passport or residence card at all times.

A photocopy will not satisfy authorities. Police officers in Japan may ask for your identification documents at any time.

If you fail to do so, you could face arrest or detention.

Working in Japan

Working without an appropriate visa is illegal. Offenders may be subject to imprisonment, a fine and deportation.

If you are considering employment offers in Japan, contact the Japanese embassy or consulate nearest you before coming to Japan.

[Foreign diplomatic missions and consulates in Canada](#)

Teaching English

You should carefully review a contract to teach English before you sign. There have been incidents of employers not adhering to their contractual obligations.

Ensure that all terms and conditions of employment are clearly stated in the contract and that you meet all requirements before accepting an offer.

[More on teaching English in Japan](#)

Tattoos

You may be denied entry to public establishments such as swimming pools, hot springs, beaches and some gyms if you have a tattoo.

Some establishments may ask that you cover your tattoo.

Driving

Traffic drives on the left.

You must carry an international driving permit along with your Canadian licence, or a Japanese driver's licence.

[International Driving Permit](#)

Insurance

You must also obtain Japanese insurance. There are two types of driving insurance available:

- compulsory insurance, which is basic government-mandated insurance covering your legal liability
- voluntary insurance, obtained on your own from a private company and designed for your needs

Should you have an accident, compulsory insurance may not be sufficient.

Drinking and driving

Penalties for drinking and driving are severe.

Under Japanese law, it's forbidden to:

- drive if you have been drinking
- lend a car to someone who has been drinking
- serve alcohol to someone who has to drive

If you are a passenger in a car whose driver is under the influence of alcohol, you both are subject to prosecution.

International Driving Permit

Money

The currency of Japan is the yen (JPY).

Credit cards are accepted in most major hotels and restaurants, but Japan is a predominantly cash-based society.

ATMs are widely available, but many don't accept foreign debit cards.

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Natural disasters and climate

Climate change

Climate change is affecting Japan. Extreme and unusual weather events are becoming more frequent and may affect your travel plans. Monitor local news to stay informed on the current situation.

Seasonal risks

Snowstorms occur in western Honshu and Hokkaido from December to March.

Avalanches can occur in mountainous areas, including at ski resorts.

These can cause power disruptions, make roads impassable and limit the ability of responders to reach these areas in case of emergency.

Typhoons

Typhoons usually occur between June and October. During this period, even small storms can quickly develop into major typhoons. Southern areas, including Okinawa and surrounding islands, are more vulnerable.

These severe storms can put you at risk and hamper the provision of essential services.

If you decide to travel to Japan during the typhoon season:

- know that you expose yourself to serious safety risks
- be prepared to change your travel plans on short notice, including cutting short or cancelling your trip
- stay informed of the latest regional weather forecasts

- carry emergency contact information for your airline or tour operator
- follow the advice and instructions of local authorities, including evacuation orders

Useful links

- [Severe storms outside Canada](#)
- [Large-scale emergencies abroad](#)

Seismic activity

Japan is located in an active seismic zone and is prone to a multitude of natural disasters such as earthquakes, tsunamis, flooding, volcanic eruptions. Strong earthquakes occur, as well as tsunamis.

Earthquakes

Each year, Japan experiences thousands of earthquakes of varying magnitudes, some triggering tsunamis. Deaths, injuries and significant damage may occur.

Tsunamis

Japan is prone to tsunamis. A tsunami can occur within minutes of a nearby earthquake. However, the risk of tsunami can remain for several hours following the first tremor. If you're staying on the coast, familiarize yourself with the region's evacuation plans in the event of a tsunami warning.

Volcanoes

There are a number of active volcanoes. The Japan Meteorological Agency lists active volcanoes and associated warnings.

If you are travelling near a volcano, check for the latest activity and warnings. Always follow the advice and instructions of local authorities.

Useful links

- [Emergency notifications application](#) – NHK (Japan Broadcasting Corporation)
- [Japan Meteorological Agency](#).
- [Information in case of natural disasters](#) – Japan National Tourism Organization
- [Earthquakes](#) – Government of Canada
- [Tsunami alerts](#) – U.S. Tsunami Warning System
- [Volcanic alert levels and warnings](#) – Japan Meteorological Agency

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Need help?

Local services

- ▶ [Emergency services](#)

Consular assistance

- ▶ [Tokyo - Embassy of Canada](#)
- ▶ [Fukuoka - Honorary consul of Canada](#)
- ▶ [Hiroshima - Honorary consul of Canada](#)
- ▶ [Nagoya - Consulate of Canada](#)
- ▶ [Osaka - Honorary consul of Canada](#)

► **Sapporo** - Honorary consul of Canada

For emergency consular assistance, call the Embassy of Canada to Japan, in Tokyo, and follow the instructions. At any time, you may also contact the [Emergency Watch and Response Centre](#) in Ottawa.

When calling from within Japan, the area code is preceded by a 0. There is no 0 when calling from outside Japan. If placing a call to a cellular phone number, you do not need to enter the code.

Useful links

 [Register as a Canadian abroad](#)

 [View travel insurance information](#)

 [Read our Traveller's Checklist](#)

Disclaimer

The decision to travel is your choice and you are responsible for your personal safety abroad. We take the safety and security of Canadians abroad very seriously and provide credible and timely information in our Travel Advice to enable you to make well-informed decisions regarding your travel abroad.

The content on this page is provided for information only. While we make every effort to give you correct information, it is provided on an "as is" basis without warranty of any kind, expressed or implied. The Government of Canada does not assume responsibility and will not be liable for any damages in connection to the information provided.

September 14, 2024

In accordance with provisions under section 142 (4) of the School Act,
the Board of Education of School District No. 91 (Nechako Lakes)
hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for
2025/26, as provided on the Five-Year Capital Plan Summary submitted to the
Ministry of Education.

I hereby certify this to be a true copy of the resolution for the approval of the
proposed Five-Year Capital Plan (Minor Capital Programs) for 2025/26 adopted by
the Board of Education, on this, the 16th day of September 2024.

Secretary-Treasurer Signature

Darlene Turner

Secretary-Treasurer Name

Submission Summary

Submission Summary:	Minor 2025/2026 2024-09-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Nechako Lakes (SD91)
Open Date:	2024-04-08
Close Date:	2024-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$1,760,000
CNCP	\$890,000
BUS	\$747,616
PEP	\$195,000
Total	\$3,592,616

BUS					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	155426	Transportation	Replacement	M	\$247,082
2	151930	Transportation	Replacement	Km/ age	\$184,649
3	159109	Transportation	Replacement	Replace age /Km	\$184,649
4	159389	Transportation	Replacement	Minor 2025/2026	\$131,236
Submission Category Total:					\$747,616
CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	163527	Nechako Valley Secondary	HVAC (CNCP)	Replace UV's and heat pumps in rooms 123 & 125	\$540,000
2	167850	Nechako Valley Secondary	Electrical (CNCP)	Continue to upgrade to LED lighting	\$250,000
3	167852	Various	HVAC (CNCP)	Review DDC programing & develop district wide plan / programing to align with	\$100,000
Submission Category Total:					\$890,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167803	David Hoy Elementary	Replacement (PEP)	Replace aging playground equipment	\$195,000
Submission Category Total:					\$195,000
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167714	W L Mcleod Elementary	HVAC (SEP)	HVAC N wing. Replace AHU-1 with 6 UV in classrooms. Add transfer air from	\$1,000,000
2	167851	Mapes Elementary	Exterior Wall Systems	Replace main entrance concrete stairs that are deteriorating and add a ramp to	\$230,000
3	163302	David Hoy Elementary	Roofing (SEP)	Roofing replacement - sections # 2,3,4,7	\$300,000
4	167854	Various	Exterior Wall Systems	Replace windows that are at end of usefull life	\$230,000
Submission Category Total:					\$1,760,000

September 16, 2024

In accordance with provisions under section 142 (4) of the School Act,
the Board of Education of School District No. 91 (Nechako Lakes)
hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure
Program) for 2025/26, as provided on the Five-Year Capital Plan Summary submitted
to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for the approval of the
proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2025/26
adopted by the Board of Education, on this, the 16th day of September 2024.

Secretary-Treasurer Signature

Darlene Turner

Secretary-Treasurer Name

Submission Summary

Submission Summary:	Minor 2025/2026 2024-10-01 FIP
Submission Type:	Capital Plan
School District:	Nechako Lakes (SD91)
Open Date:	2024-04-08
Close Date:	2024-10-01
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$110,000
Total	\$110,000

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	163570	Fort St James Secondary	Food Infrastructure (SEP)	New kitchen equipment and reconfigure cabinets	\$90,000
2	167855	Fraser Lake Elem-Secondary	Food Infrastructure (SEP)	New cabinets in the food storage area off of the kitchen	\$20,000
Submission Category Total:					\$110,000

September 16, 2024

In accordance with provisions under section 142 (4) of the School Act,
the Board of Education of School District No. 91 (Nechako Lakes)
hereby approves the proposed Five-Year Capital Plan (Minor Child Care - Conversion)
for 2025/26, as provided on the Five-Year Capital Plan Summary submitted to the
Ministry of Education.

I hereby certify this to be a true copy of the resolution for the approval of the
proposed Five-Year Capital Plan (Minor Child Care - Conversion) for 2025/26 adopted
by the Board of Education, on this, the 16th day of September 2024.

Secretary-Treasurer Signature

Darlene Turner

Secretary-Treasurer Name

Submission Summary

Submission Summary:	Minor 2025/2026 2024-09-30 MAIN - CC		
Submission Type:	Capital Plan		
School District:	Nechako Lakes (SD91)		
Open Date:	2024-04-08		
Close Date:	2024-09-30		
Submission Status:	Draft		

Submission Category	Sum Total Funding Requested
CC - Conversion (Minor)	\$289,000
Total	\$289,000

CC - CONVERSION (MINOR)			
SD Category Rank	Project Number	Facility/Site	Project Description
1	166314	Mapes Elementary	Purchase furniture for existing program
2	167864	Muriel Mould Primary School	Renovate a room for childcare, add playground equipment.
Submission Category Total:			\$289,000

Policy 204.1 – Board Meeting Procedures – DRAFT – 3rd Reading

The business of the Board of Education will be conducted in accordance with the procedures outlined in this policy in an open and transparent manner, with the exception of issues that are to be discussed in a Closed meeting as outlined in this policy. The Board recognizes that recording and streaming of Board meetings may be intimidating to others in the meeting, including members of the public, students, delegations and trustees. As such, recording board meetings by audio or video while attending a meeting in-person is not permitted without the Board of Education authorization.

1. Rules of Order

- 1.1 Robert's Rules of Order shall be the rules used by School District No. 91 (Nechaks Lake), but shall not override a Board policy or the School Act. Rules should be used to facilitate process, ensure that members are treated fairly, and protect majority, minority, and absentee rights. Informal methods may be used for routine and non-controversial issues and decisions.
- 1.2 Committees of the Board will work to reach consensus in order to make recommendations to the Board of Education as a whole. Quorum is not required for a committee to hold a meeting and forward recommendations to the Board, given that the Board of Education has the authority to make decisions during a Regular or In-camera meeting where quorum is required.

2. Special Meetings of the Board

A special meeting of the Board may be called by the Chairperson or, upon written request of the majority of the Trustees, may be called by the Secretary-Treasurer. No business other than that listed on the agenda for which the meeting was called shall be conducted at the meeting, unless of emergent and immediate concern and waived unanimously by all Trustees present.

3. Closed Sessions and In-Camera Meetings

- 3.1 All matters coming before the Board shall be considered in public unless the public interest requires otherwise. Accordingly, the following matters shall be considered in closed meetings unless the Board determines otherwise:
 - a) Legal matters;
 - b) Personnel and collective bargaining matters;
 - c) Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students;
 - d) Acquisition and disposition of real property prior to finalization;
 - e) Matters pertaining to the safety, security, or protection of Board property; and,
 - f) Other matters where the Board decides that the public interest so requires.
- 3.2 Notwithstanding any rule limiting reconsideration of the agenda, a Trustee may make a motion to move a matter from the agenda of a closed meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority to pass.
- 3.3 If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting or from part of a meeting. The Secretary-Treasurer or other employee designated under Section 69(4) of the School Act, must be present at the time that a decision of the Board is rendered and must record any decision. [School Act, Section 69(3)]
- 3.4 No Trustee shall disclose to the public the proceedings of a Closed Session or In-Camera 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.

- 3.5 The Board 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 an in-camera meeting, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. [School Act Section 72(2)]

4. Participation of Trustees in Meetings

- 4.1 Trustees, by prior arrangement, may participate in or attend a meeting of the Board by phone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. In the instance of attending a meeting via videoconference, the Trustee will make all reasonable efforts to ensure their camera is turned on. If the meeting is an In-camera session, any Trustee participating remotely will ensure a private and confidential setting.
- 4.2 If a Trustee participates in or attends a meeting of the Board by phone or other means of communication as provided under 4.1, the Trustee is to be counted for the purposes of establishing a quorum.
- 4.3 All other rules and procedures will continue to apply.

5. Public Participation in Meetings

5.1 Delegations

- 5.1.1 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the Agenda.
- 5.1.2 Requests to present will be made in writing to the Secretary Treasurer or designate 14 days in advance of the meeting and a written summary or presentation must be submitted 10 days prior to a Board meeting. The Secretary Treasurer will review the delegation request at the agenda review meeting and, upon approval, will then make the appropriate arrangements for the delegation to appear. In order to assist presentations, presenters will be made aware of the delegation guidelines available on the district website. Delegations may be referred to an In-camera meeting if necessary.
- 5.1.3 The delegation must identify a contact and spokesperson to present the information to the Board.
- 5.1.4 Meeting delegations and presentations will be limited to ten (10) minutes. Additional time may be granted to allow presenters to respond to clarifying questions from Trustees.
- 5.1.5 Any presentations will be taken under advisement. The Board may take action after due deliberation, refer the item to a committee or to staff for review or action.
- 5.1.6 The Board or Committee reserves the right to limit the number of delegations appearing at a particular meeting. The number of presentations is limited on each agenda. If the agenda is full, any presentation may be deferred to a future meeting.
- 5.1.7 The Board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.

5.2 Public Questions

- 5.2.1 The Board shall allow a Public Question Period at each Regular Public Meeting.

- 5.2.2 Those directing questions to the Board shall identify themselves by giving their names and community of residence. Each individual shall be limited to one question, as well as one follow-up question on the same topic, if clarification is necessary.
- 5.2.3 Complaints about District Personnel shall not be heard at a public meeting. These must be dealt with under Board Policy dealing with complaints about personnel, those being *Policy 204.2R* and *Policy 302.1R*.
- 5.2.4 Only questions that relate to the current Regular Meeting Agenda items may be asked by members of the public and the media. This does not include Information Only agenda items, unless carried by Board motion to be placed on the Regular Meeting Agenda. Motions debated and voted on at a meeting will not be the subject of Public Questions. The public, however, is welcome to correspond with the Board of Education or the Superintendent.
- 5.2.5 Public Question Period will be restricted to questions only - statements and debate will not be permitted.
- 5.2.6 At the discretion of the Board Chair, questions will be limited to only (1) minute per person.
- 5.2.7 Public Question Period shall be no longer than one half hour at the end of the regular meeting. At the discretion of the Chair, Public Question Period can be shortened due to operational constraints.
- 5.2.8 At the discretion of the Board Chair, questions may be answered verbally during the meeting, responded to in writing in a timely manner, or referred to staff for review and response. This allows the Board and Staff an opportunity to research and reflect as required, in order to provide the most accurate response.

6. Conduct of Board Meeting Attendees

- 6.1 The Board expects all persons attending meetings of the School Board to conduct themselves in a respectful manner.
- 6.2 The Board supports and endorses the values and objectives of the *BC Human Rights Code* and specifically section 7 of the Code which prohibits persons from making or publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of the protected group to which they belong.
- 6.3 The Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the Charter. These rights and freedoms, however, must be balanced with the Board's commitment to Section 7 of the *BC Human Rights Code*.
- 6.4 A majority of Trustees present at a meeting may expel a Trustee from the meeting for improper conduct.
- 6.5 A person, other than a Trustee, who engages in improper conduct at a Board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chairperson or other member presiding at the meeting, as per the *School Act*. Public statements which are contrary to Section 7 of the *BC Human Rights Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a Board meeting and written statements distributed to the public at a Board meeting).
- 6.6 A person in attendance at a Board meeting who has reason to believe there has been a contravention of subparagraph 6.5 above, may bring their concern to the attention of the

Board Chairperson or other member presiding by passing a note to any District staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the Chairperson or the presiding Board member.

7. Board Meeting Agendas

- 7.1 Agendas for all Board meetings should be done in consultation with the Chairperson and senior administrative staff.
- 7.2 Board members may submit suggestions to the Chairperson in advance for items on the agenda.
- 7.3 An Order of Business should be followed for all meetings, as is feasible and practical.
- 7.4 The agenda for each meeting shall specify those items which, in accordance with Policy 20.4.1, shall be dealt with in-camera.
- 7.5 Agendas and supporting meeting materials should be made available to Trustees, staff and the public in a timely manner. Before actions by the Board are requested or recommended, the Board shall be provided with adequate information to assist the Board in reaching sound and objective decisions consistent with established goals. Board members are expected to read the information provided them, and to contact the Superintendent of Schools or the Secretary-Treasurer to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.
- 7.6 Whenever a matter involving policy consideration is placed on the agenda, the Superintendent or Secretary-Treasurer shall advise the Board of any policies previously adopted affecting such matter.
- 7.7 All Public and Special Meetings of the Board shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds vote to extend the hour of adjournment. Any unfinished business shall be carried forward to the next Public Meeting or to a Special Meeting at a date and time to be arranged by the Board.

8. Minutes

- 8.1 The minutes of the proceedings of all meetings of the School Board shall be recorded, shall be certified as correct by the Secretary-Treasurer and shall be signed by the Chairperson or other member presiding at the meeting or at the next meeting at which they are adopted.
- 8.2 Excepting minutes of a special meeting from which persons other than its members or officers, or both, were excluded, the minutes shall be published and available to the public via the School District's website.
- 8.3 Minutes will primarily focus on the actions taken. A brief summary of important discussions may be included in the minutes.
- 8.4 Names of movers and seconders will not be recorded.



Annual Anaphylaxis Report by School

2023-2024

School	Number of at-risk students	Number of anaphylaxis incidents
BESS	1	0
DHOY	0	0
DECKER	0	0
EDS	3	0
FSJSS	3	0
FLESS	7	0
FRANCOIS	0	0
GRASSY	0	0
LDSS/LLC	2	3
MAPES	0	0
MOUSE	3	0
NVSS	10	0
SKV	1	0
WLM	6	0
WKE	2	0
TOTAL	38	3

Minor Capital Projects 2024

A sample of projects completed and in progress around School District 91



SEP - Mapes Envelope

This will be an ongoing project throughout the school year



PEP - Mouse Mountain Playground Replacement



New Spaces - David Hoy Playroom
***Almost complete*

FIP - NVSS Kitchen

Still in progress



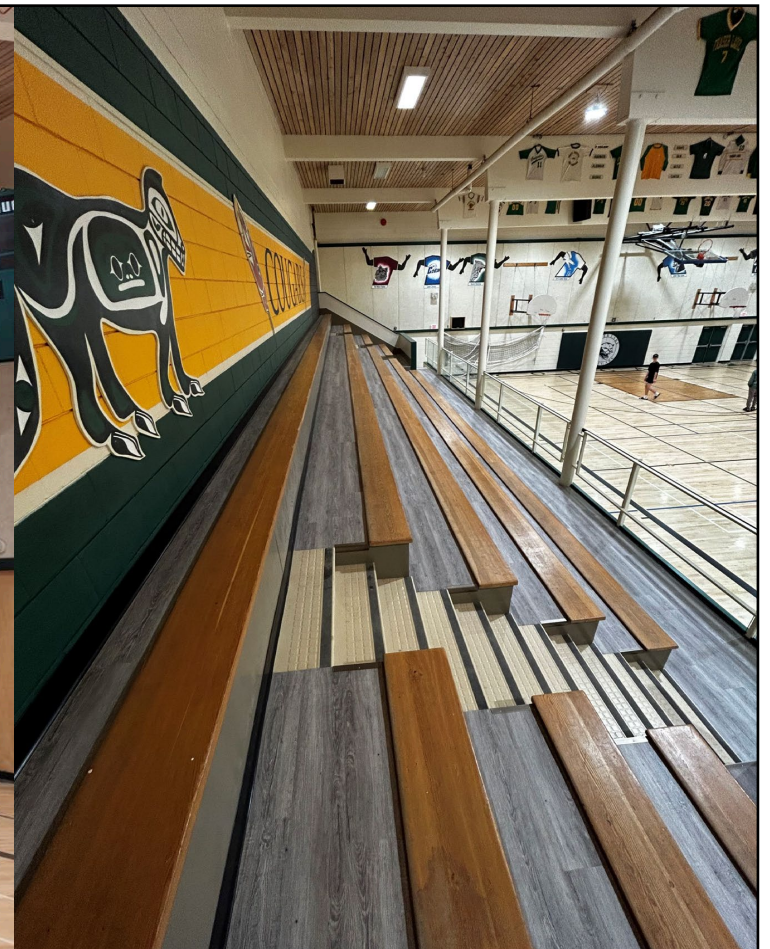


FLESS Playground

Line Painting

- Completed at Decker Lake, William Konkin and LDSS





FLESS Gym – Painted & Bleachers Refinished



NVSS Bleacher Replacement



EDS Kindergarten Room Renovation



Mouse Mountain Entry Way & Flagpole Replacement





EDS Staff Room Renovation



FSJSS Gym Door Replacement

Grassy Gym Floor Replacement





NVSS Staff Room Renovation



NVSS Flooring Replacement in the NS Hallway



LDSS Gym Flooring Refinishing



EDS Paving



Mapes Shelter

Other Notable Projects of 2024

Boiler upgrade at WL McLeod

Lighting Upgrades at Mapes, David Hoy, LDSS & NVSS

Roof upgrade at FLESS

Playground upgrades at David Hoy

Exterior gym door replacement at FSJSS

Back up generator for server at NVSS

Top Dressing at NVSS, FSJSS, Sinkut View and WL McLeod

Painting at FLESS in the gym and hallway

Budget

As of September 11, 2024

Fund	Budget	Expended April - August	Balance
SEP	795,000	-489,818	305,182
PEP	195,000	-188,990	6,010
CNCP	430,000	-375,165	54,835
AFG	1,825,592	-1,356,869	468,723
TOTAL	3,245,592	-2,410,842	834,750

From: [Darren Carpenter](#)
To: [#All District Staff](#)
Subject: SD91: Virtual Auction House -- Sale #3
Date: Thursday, September 5, 2024 2:34:09 PM
Attachments: [SD91 Clearing House a.pdf](#)

SD 91 Clearing House (Online Auction Site) -- SALE#3

Bidding opens @ 6am on Monday, September 9th and extends for 21 days

Attached is the flyer with QR code or use the link below to access the site:

[SD91 Virtual Clearing House - Online Auction Site](#)

Don't hesitate to share the site information and/or link if you so wish!!

Cheers,
Darren

Darren Carpenter
*Career & Trades Programs Coordinator
Nechako Lakes School District*



P (250) 567-2284
M (250) 570-9739
153 East Connaught St
PO Drawer 129
Vanderhoof BC, V0J 3A0
www.sd91.bc.ca

We are grateful to live, work, and play on the unceded, ancestral territories of fourteen First Nations representing the Dakelh, Nedut'en and Wet'suwet'en peoples. We are working diligently towards creating equity for our learners through conscious acts of Reconciliation.

**SCHOOL
DISTRICT**



**NECHAKO
LAKES**

VIRTUAL CLEARING HOUSE

*Online auction site
of SD91 assets*

*Updated often -
check it often!*



auction.sd91.bc.ca

**Scan the QR Code to
go to the website!**

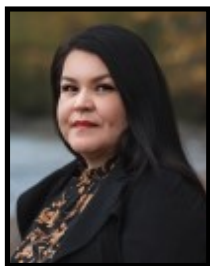


September 20th - Good Ancestors SD91: 6th Annual Indigenous Education Conference

Keynote Speakers



Roman Krznaric



Leona Prince



Dr. Lorna Williams



Dr. Dustin Louie

AM

9:00-9:10 Opening Remarks

9:10-10:10 Documentary: Good Ancestors with Authors Roman Krznaric & Leona Prince

10:10-10:30 Discussion

10:30-11:00 Break

11:00-12:00 Keynote—Dr. Lorna Williams: Languages of the Land

PM

12:00-1:00 Lunch

1:00-2:00 Keynote— Dr. Duston Louie: Exploring Western vs. Colonial Impacts

2:00-2:15 Department Initiatives : Learning Grants

2:15-2:45 School Reflections

2:45-3:00 Closing

An allotment of the book 'The Good Ancestor' by Roman Krznaric will be sent to schools and departments for identified staff members and a copy for your library for Support Staff to enjoy.

Please distribute on the day of the conference.



September 3, 2024

Dear Students, Parents, and Caregivers:

As the new school year begins, I would like to extend a warm welcome back to all students, parents, and guardians across the province. The start of a new academic year is always an exciting time, filled with new opportunities for learning, growth, and community. We are committed to ensuring that every student feels safe and supported to reach their full potential, and I want to thank you for your dedication and commitment to this shared goal.

As a parent, I am grateful to everyone who has worked to make sure students throughout the province can have the best education experience possible. With the largest investment in school food programs in our province's history, more students than ever now have access to healthy meals and snacks at school through the Feeding Futures initiative. To help make life more affordable for families we have added \$20 million to the Student and Family Affordability Fund, which helps cover the costs of school supplies, class trips, and extracurricular activities, ensuring that every child can fully participate in school life.

We are continuing to ensure schools remain safe places for students and staff, and this remains one of my top priorities. We have activated protected zones around school grounds to prevent disruptive behaviour, including aggressive protests and harassment. Additionally, our new cell phone policy aims to reduce distractions in the classroom, allowing students to focus on their education. While technology is a crucial part of our lives, fostering digital literacy and healthy tech habits is crucial for keeping our kids safe.

To better support students with disabilities and diverse abilities, we have launched two Provincial School Outreach Teams that provide specialized assistance to communities where access can be limited. Additionally, this year we will start to expand K-12 literacy screening and learning supports to help all students, particularly those with dyslexia and other learning disabilities, achieve their best in school and beyond.

Schools across British Columbia continue to face unprecedented enrolment growth, and our commitment to building and upgrading schools is unwavering. Over the past seven years, we have invested more than \$5 billion to construct, expand, and modernize schools to meet the needs of our growing communities. Every student in BC deserves access to a safe and modern learning environment.

.../2

With the highest enrolment growth in 35 years, the demand for teachers and staff is greater than ever. We are working with education partners to build a robust K-12 workforce that families can rely on now and in the future.

As the Minister of Education and Child Care, it has been a true privilege to witness the remarkable growth in our school communities over the past year. As we head into an exciting new school year, I look forward to seeing even more progress. To those starting their final year, I wish you every success as you prepare for graduation and beyond.

Thank you once again for your incredible efforts. Here's to a fantastic school year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the name.

Rachna Singh
Minister



August 2, 2024

Ref: 300586

Mike Skinner
Superintendent
No. 91 (Nechako Lakes)
PO Box 129
Vanderhoof, British Columbia
mskinner@sd91.bc.ca

Dear Mike Skinner:

We are pleased to inform you that The Board of Education of School District No. 91 (Nechako Lakes) (the Board) has been awarded a grant in the amount of \$55,400 for the Seamless Day Kindergarten Pilot. A payment via Electronic Funds Transfer (EFT) will follow shortly.

Using existing school spaces, the Seamless Day Kindergarten Pilot integrates licensed before and after school care into existing classrooms, providing continuity of learning throughout the school day, and creating a seamless transition from drop off to pick up. Early Childhood Educators work alongside kindergarten teachers during the instructional day and provide child care before and after school.

The Board is in the final year of grant funding for this pilot project. By now, all participating boards are expected to be fully operating this model on a cost-recovery basis and are encouraged to continue beyond June 2025.

A grant of this nature requires that the Ministry outline its standard expectations in terms of accountability and acknowledgement, which are:

- The pilot project operates in compliance with the *School Act* and the Board's policy for the provision of child care as required by the Child Care Order.

**Ministry of Education and Child
Care**, System Liaison and Supports
Division

Mailing Address:
PO Box 9887 Stn Prov Govt
Victoria, BC V8W 9T6

Email:
EDUC.Earlylearning@gov.bc.ca

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- Please note that if the Board decides to change the use of Board property that's being used for providing a child care program, the board must provide written notification to the Ministry.
- Seamless Day Kindergarten spaces must be licensed under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.
- Provide a report to the Ministry by June 27, 2025.

In accordance with conditions placed on all government grants, the Board must:

- Use all grant funds only for the purpose outlined above.
- By June 27, 2025, provide the Ministry a report on actual use of the grant money, broken down by purpose, plus reporting on outcomes.
- Be aware that the Ministry will reclaim any portion of the grant should the Board not use the funds received for the purposes outlined in this letter.

Further, we ask that you acknowledge the Province of British Columbia's assistance on written materials related to this grant. The following acknowledgement may be used:

"We acknowledge the financial support of the Province of British Columbia through the Ministry of Education and Child Care."

Thank you for your continued support of children and families in BC.

Sincerely,

Danielle Carter-Sullivan
Executive Director, Early Learning, Mental Health and Student Safety

cc: Secretary Treasurer

**Ministry of Education and Child
Care**, System Liaison and Supports
Division

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July 30, 2024

Ref: 300588

Mike Skinner
Superintendent
No. 91 (Nechako Lakes)
PO Box 129
Vanderhoof, British Columbia
mskinner@sd91.bc.ca

Dear Mike Skinner:

We are pleased to inform the Board of Education of School District No. 91 (Nechako Lakes) (the Board) has been awarded a grant in the amount of \$360,000 for the School Age Child Care on School Grounds Pilot. A payment via Electronic Funds Transfer (EFT) will follow shortly.

Using existing facility space on school grounds, the School Age Child Care on School Grounds Pilot requires boards to establish or expand board owned and operated licensed spaces for school age students.

The Board is in the second and final year of grant funding for this pilot project.

A grant of this nature requires the Ministry outline its standard expectations for the Board in terms of accountability and acknowledgement, which are:

- Establish or expand Board owned and operated before and after school child care for school aged students (age 5-12) on school grounds.
- School age child care spaces must be licensed under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.
- Ensure the child care is provided in accordance with the *School Act*.
- Provide child care before and after school care hours on school days.
- Use existing spaces within Board facilities, applying the funding for operational costs.
- Apply for child care operating funding to help recover additional child care costs.

In accordance with conditions placed on all government grants, the Board must:

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- Use all grant funds only for the purpose outlined above;
- Provide the Ministry with a report on the use and outcomes of the grant funding by June 30, 2026;
- Actively participate in a pilot evaluation process throughout the term, and
- Be aware that the Ministry will reclaim any portion of the grant should the Board not use the funds received for the purposes outlined in this letter.

The Board can expect to work with a contracted evaluator to determine how this pilot:

- Meets the overall objectives of the ChildCareBC strategy;
- Shapes long-term sustainability with risks, challenges and opportunities identified and measured (including a cost-benefit analysis of funding) of boards of education operating before and after school spaces on school grounds;
- Identifies implications of boards hiring Early Childhood Educators, Early Childhood Educator Assistants, Educational Assistants, and/or Responsible Adult positions for school-age care, considering the current workforce challenges; and
- Informs considerations for potential *School Act* and policy changes.

Finally, please acknowledge the Province of British Columbia's assistance on written materials related to this grant. The following acknowledgement may be used:

"We acknowledge the financial support of the Province of British Columbia through the Ministry of Education and Child Care."

Thank you for your continued support for children and families in BC.

Sincerely,

Danielle Carter-Sullivan
Executive Director, Early Learning, Mental Health and Student Safety
Early Learning Branch/System Liaison and Supports Division

cc: Secretary Treasurer



July 30, 2024

Ref: 300589

Mike Skinner
Superintendent
No. 91 (Nechako Lakes)
PO Box 129
Vanderhoof, British Columbia
mskinner@sd91.bc.ca

Dear Mike Skinner:

We are pleased to inform you that the Board of Education of School District No.91 (Nechako Lakes) (the Board) has been awarded a grant in the amount of \$25,000 for the JustB4 Pilot . A payment via Electronic Funds Transfer (EFT) will follow shortly.

Using existing StrongStart BC spaces, Just B4 is a licensed half-day preschool program designed to support three- and four-year-old children the year before they enter kindergarten.

The Board is in the final year of grant funding for this pilot project. By now, all participating boards are expected to be fully operating this model on a cost-recovery basis and are encouraged to continue operating.

A grant of this nature requires that the Ministry outline its standard expectations in terms of accountability and acknowledgement, which are:

- Ensure this pilot project operates in compliance with the Board's policy for the provision of child care as required by the *School Act* and the Child Care Order. Please note that if the Board decides to change the use of Board property that is being used for providing a child care program, the Board must provide written notification to the Ministry.
- Provide a report to the Ministry by October 1, 2025.

**Ministry of Education and Child
Care**, System Liaison and Supports
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In accordance with conditions placed on all government grants, the Board must:

- Use all grant funds only for the purpose outlined above.
- By June 27, 2025, provide the Ministry a web-based report on actual use of the grant money, broken down by purpose, plus reporting on outcomes.
- Be aware that the Ministry will reclaim any portion of the grant should the Board not use the funds received for the purposes outlined in this letter.

Further, we ask that you acknowledge the Province of British Columbia's assistance on written materials related to this grant. The following acknowledgement may be used:

"We acknowledge the financial support of the Province of British Columbia through the Ministry of Education and Child Care."

Thank you for your continued support of children and families in BC.

Sincerely,

Danielle Carter-Sullivan
Executive Director, Early Learning, Mental Health and Student Safety
Early Learning Branch/System Liaison and Supports Division

cc: Secretary Treasurer