



REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
Virtual Meeting (ZOOM)
2022 04 13 at 1:00 p.m.

A G E N D A

1. **ADOPTION OF AGENDA**
2. **APPROVAL OF MINUTES**
 - (a) Minutes of the Regular Meeting, Public Session held 2022 02 09(attachment)
3. **IN-CAMERA SUMMARY**
 - (a) Summary of In-Camera meeting held 2022 02 09 (attachment)
 - (b) Summary of the Special in-Camera meeting held 2022 03 09 (attachment)
4. **BUSINESS ARISING**
5. **CORRESPONDENCE**
6. **DELEGATIONS**
 - (a) District Data Presentation – Clare Nuyens
 - (b) Bus Route Adjustments Fall 2022 – Tania Aguila
7. **CHAIRPERSON’S REPORT**
 - (a) FESL Review
 - (b) Meeting Format
 - (c) SSI Challenge Cup – Request to Serve Alcohol (attachment)
Motion: In accordance with Policy 3100 Controlled and Intoxicating Substances, the Board approves Salt Spring Challenge Cup’s request to serve alcohol at the annual May Long Weekend Soccer Tournament on 20-23, 2022 at Gulf Islands Secondary School.
8. **CHIEF EXECUTIVE OFFICER’S REPORT**
 - (a) Indigenous-Focus Graduation Requirement (attachment)
 - (b) Staffing and Enrolment
9. **CORPORATE FINANCIAL OFFICER’S REPORT**
 - (a) Monthly Financial Report
 - (b) Capital Plan Bylaw 2022/203 (3 readings) (attachments)
 - (c) Student Water Transportation Tender (attachment)
 - (d) South Wing Report (attachment)
 - (e) 2022/2023 Budget-Configuration Alignment
10. **COMMITTEE REPORTS**
 - (a) HR Committee
 - (b) Committee of the Whole – 2022 02 23 Summary (attached)
 - i. Recycling Report
Motion: That staff be directed to write a recycling report for the Climate Action Working Group.

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- ii. Terms of Reference (attachment)
Motion: That the Board adopts the Terms of Reference for the Climate Action Working Group.

- (c) Education Committee – 2022 02 09 and 2022 02 23 Summaries (attachments)
- (d) Finance, Audit, and Facilities Committee - 2022 02 09 Summary (attachment)
- (e) Policy Committee - 2022 02 09 Summary (attachment)
 - i. Procedure 6850 Public Use of School District Property (and Forms 1,2,4,5) Motion:
That the Board approves amendments to Procedure 6850 Public Use of School District Property and adopts procedural forms 6850-1, 6850-2, 6850-4, and 6850-5.

 - ii. Policy 6550 Trustee Remuneration and Expenses
Motion: That the Board approves amendments to Policy 6550 Trustee Remuneration and Expenses.

11. TRUSTEE’S SCHOOL REPORTS

What are your school’s strengths and best practices around environmental protection? What could we be doing more of or better at? (Goal 2: Integrate Sustainability. Objective 2.1: Encourage connection to and individual responsibility for the natural environment.)

12. OTHER BUSINESS

13. QUESTION PERIOD

14. NEXT MEETING DATES

- (a) Committee Day – April 27, 2022
- (b) Regular Board Meeting – May 11, 2022

15. ADJOURNMENT



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
ZOOM Virtual Meeting
2022 02 09

Present:	Tisha Boulter	Chairperson
	Chaya Katrensky	Vice Chairperson
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Greg Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant
	Ian Mitchell	GITA President
	Shelly Johnson	GIPVPA Representative
Adria Kray	DPAC Representative	
Emelie Peacock	Driftwood Representative	
Regrets:	Angela Thomas	CUPE President

The meeting was called to order at 1:01 p.m. by Chair Boulter. She acknowledged that this meeting is taking place on the traditional territories of the Coast Salish peoples and expressed her appreciation for the Aboriginal Education Enhancement Agreement - Huy tseep q'u.

1. ADOPTION OF AGENDA

No additions

Moved and seconded that the agenda for the Regular Board Meeting, Public Session held 2022 02 09 be adopted as presented.

CARRIED 08/22

2. APPROVAL OF MINUTES

Moved and seconded that the minutes of the Regular Board Meeting, Public Session held 2022 01 12 be approved as presented.

CARRIED 09/22

3. IN-CAMERA SUMMARY

Moved and seconded that the Board of Education adopt the Regular In-Camera Summary of 2022 01 12 as presented.

CARRIED 10/22

4. BUSINESS ARISING

5. CORRESPONDENCE

6. DELEGATIONS



7. **CHAIRPERSON'S REPORT**

(a) **Draft 3 Year Calendar Adoption**

The Board has concluded its consultation process for adoption of a draft 3-year calendar for the 2022/23 to 2024/25 school years.

Moved and seconded that the Board of Education adopt the local three-year school calendar for the 2022/23 to 2024/25 school years.

CARRIED 11/22

(b) **Vaccine Policy**

The Board will not be making a decision regarding a vaccine mandate at this time and will reconsider this agenda item should circumstances change.

(c) **BCPSEA AGM**

Bargaining was the topic of focus at BCPSEA AGM. Trustee Shelley Lawson recommended that, in the future, the Board consider having the same trustee representative for local bargaining and BCPSEA.

8. **CHIEF EXECUTIVE OFFICER'S REPORT**

(a) **Projected Enrolment 2022/2023**

Schools have reported their initial student enrolment projections for the next school year. The district is anticipating a small decrease in student enrolment, with a preliminary estimate of approximately 15 FTE students less than reported last September.

(b) **GISS Principal Posting**

The GISS principal position for next year will be posted by the end of this week.

(c) **Rapid Antigen At-Home Tests**

The district has received rapid antigen at-home tests, from the Ministry, to be distributed to employees. The Ministry will also be providing the district with at-home test for all K-12 students. Rapid antigen testing is an additional layer of protection to support health and safety and continuity of learning.

(d) **EPIC School Plans**

The EPIC framework represents a revision to the school planning processes to better support student learning while addressing the unique needs of each school. School planning timelines have been adjusted, through the EPIC framework and achievement grants, to ensure structures are in place to action and resource plans for the start of the school year.

(e) **Water Taxi Incident**

Scott Benwell updated the board on the January 27th water taxi incident. He was thankful for the quick response of Gulf Islands Water Taxi staff, the Canadian Coast Guard and BC Ferries. He acknowledged students, staff, and administration for their efforts and support in ensuring students were cared for.

(f) **Staffing**

Spring marks the start of the staffing process for the upcoming school year. Projected enrolment and early identified needs provide a starting point for staffing considerations.

A recess was called at 1:52 p.m. The meeting reconvened at 2:00 p.m.



9. **SECRETARY TREASURER'S REPORT**

(a) **Monthly Financial Report**

Jesse Guy shared the monthly financial report for January. Heating and ventilation continue to be areas of increased expense. The district is 1.7% within budget.

(b) **2021/2022 Amended Annual Budget Bylaw**

Jesse Guy presented the 2021/2022 Amended Annual Budget for the amount of \$27,667,775.

Unanimous agreement that the 2021/2022 Amended Budget Bylaw receive all three readings at this time.

CARRIED 12/22

Tisha Boulter read the 2021/2022 Amended Budget Bylaw, prepared in accordance with the *School Act*.

Moved and seconded that the 2021/2022 Amended Budget Bylaw be read a first time and passed.

CARRIED 13/22

Moved and seconded that the 2021/2022 Amended Budget Bylaw be read a second time and passed.

CARRIED 14/22

Moved and seconded that the 2021/2022 Amended Budget Bylaw be read a third time, passed and approved.

CARRIED 15/22

(c) **Long-Term Parking Near GISS**

The district is in discussion with highways and CRD to find a solution to remove recreational vehicles parked long-term in front of GISS. Because the vehicles are registered, RCMP cannot have them removed. The parking allowance is on highways land and the district is requesting that signage be added by the land owner.

(d) **Drake Road Housing**

BC Housing is moving forward with a supportive housing development on a portion of the Drake Road property that was donated by the school district to the CRD ten years ago for the purpose of affordable housing. Rob Pingle, Jesse Guy and Phoenix Elementary Principal Dan Sparanese will be speaking with BC Housing to provide input around construction timelines.

(e) **Pender Transportation**

Currently, Pender Islands School only has one school bus. Local capital funds have been used to purchase a 15-passenger van as a backup for the school bus for off island students attending Pender School. The van can also be used for field trips, school sports, extracurricular activities, and other student opportunities.

10. **COMMITTEE REPORTS**

(a) **Education Committee**

Education Committee began the self-evaluation process for FESL review.

(b) **FAF Committee**

The FAF Committee summary 2022 01 12 was received.

(b) **Policy Committee**

The Policy Committee summary 2022 01 12 was received.



11. **TRUSTEES' SCHOOL REPORTS**

Trustee reports were received. Tisha Boulter shared reports for GISS and Phoenix Elementary School.

Topic: How has the transition resulting from reconfiguration gone at your school? (Goal 2: Integrate Sustainability. Objective 2.1: Ensure the continuation of a healthy and stable financial environment.)

Fernwood Elementary School

Reconfiguration is going well as it's a retention of students rather than an addition of students. There has been communication with the older students about their responsibilities and mentorship around the younger students. The layout of the playgrounds means the older students are using one side with the younger students use the other. As COVID restrictions ease there will be an expansion of school events and sports that are seen as positive to creating even more whole school spirit. The band program is a success for the older students and further exploratories are being coordinated to include nature, crafts and technology.

Fulford Community Elementary School

The adjustment to reconfiguration at Fulford School has been very well received by families and staff. We are enjoying the addition of the older students and are looking forward to creating meaningful leadership opportunities for these young adults. During this time of great transition for this age group it is an advantage for them to remain in a familiar atmosphere where exploring changing identities and behaviours is safe as the adults in the school have a greater context of who you are and where you have come from. Remaining in elementary school allows the older students to continue to be child-like and engage in play without the fear of social exclusion. Overall, our school community resonates with the idea that remaining at elementary until the end of grade 7 is developmentally appropriate.

Galiano Community School

Galiano Community School has experienced a great change to the dynamic of the student body, having had most of the senior class move on to Pender. The dynamic Griffins, the GCS student leadership group, will be very different in years to come. The current configuration of the school includes two Grade 7 and two Grade 5 students, with the rest of the students in K-4. While this bodes well for future intermediate cohorts, it is hard socially for those 4 students.

A younger age skew brings a joy and sense of play to the classrooms, and teachers and staff are working together to make good connections happen for all students. Principal Lepine had the opportunity to speak with some former GCS students who now attend Pender School, and those students are settling in well and enjoying the new challenges.

Gulf Islands Secondary School

Not surprisingly so, the transition adding a grade 8 cohort has been smooth. It's been a natural fit and feels like a natural transition. It has worked out well to keep the all the grades on the same schedule and the 8/9's have integrated well to the safe warm social environment. It has been helpful for the staff to get to know the students coming in a year earlier so that supports can be put in place before the focus becomes Grad Transitions Gr.10 and up. GISS is looking forward to when they receive student directly from Grade 7 in elementary school and anticipate that fewer facility transitions will be of benefit. The addition of new educators has been a real bonus to the GISS staff.

Mayne Elementary/Jr. Secondary School

The team at MIS is supportive of ensuring students have the necessary skills for their next steps to the new Junior High. They are working with those in grades 7 & 8 to increase their executive functioning skills and to provide them with supports to manage stress and anxiety that can come with starting at a new school. Our older students



are looking forward to new activities and a larger cohort and have received positive feedback from those that transitioned to the Jr. High already. Staff are brainstorming farewell events for students leaving in June, some who have been at MIS since their Strong Start days.

Pender Islands Elementary Secondary School

Phoenix Elementary School

The Reconfiguration effect has been a little more challenging for Phoenix Elementary as losing the grade 8 cohort equaled 11 students out of a 40-student population. Fortunately, the interest in Phoenix has continued and enrollment is still about the same as last year, yet with a higher ratio of primaries it meant a k-4 and a 4-7 configuration which split up the Grade 4 cohort. There was a recognition that classrooms would function better split into 3 groups, yet the space just doesn't allow for it. There was also the acknowledgement that the Grade 8 cohort really were ready to move up and it did make sense to make the shift to the high school.

Salt Spring Elementary School

The Grade 6 transition was smooth and the French Immersion introduction is going well. There is good integration between the English and French stream students. With students spending time with each other between those programs as well as with the younger students in the school. There has been a focus to create a whole school community as well as providing the older students time to themselves on the playground and through exploratories. The band program has been a good addition and applied design skills and trades curriculum are being investigated for next year when the school expands to Grade 7.

Saltspring Island Middle School

Positively the school has become an amazing place to be. Having all one grade of 12-year olds is fantastic. The students seem to understand they are building a community they can thrive in. They appreciate and support each other. The staff is committed to the sense of community, and feel a responsibility to each student, not just the ones in their class.

Principal Smith noted that the same age creates same issues. Everyone is involved. If there were some kids vaping, you can sure it will be relevant to quite a number of students going through similar stuff. For issues such as these the really close supportive relationships between all people keeps everyone on the same page and engenders positive results. Also, there is not another group of students coming up which takes the pressure off for preparations.

Some negative impacts from reconfiguration is less space, such as no room for break out activities, counselling is in tiny room, and there is no access to the cooking room or wood workshops in the west wing. This is due to keeping within the district budget. As the school is becoming occupied by other interest there have been more people unrelated to the school wandering in. Emergency services is now in a room in the west wing, and people coming for their booster are going into the school despite clear signage directing them elsewhere. The Task program is focussed on next year and has started preparations including in areas of the playground, but SIMS is still in operation.

SIMS will start looking at how they will reflect and celebrate SIMS legacy in the final month of 2022 school year.

Saturna Elementary School/SEEC

12. OTHER BUSINESS

13. QUESTION PERIOD

Chair Boulter opened the floor for questions from the public.



MINUTES OF THE REGULAR BOARD MEETING, PUBLIC SESSION
Board of Education, School District No. 64 (Gulf Islands)
ZOOM Virtual Meeting
2022 02 09

14. NEXT MEETING DATES

- (a) Committee Day: February 23, 2022
- (b) Regular Board Meeting: April 13, 2022

15. ADJOURNMENT

Moved that the meeting be adjourned 3:24 p.m.

CARRIED 16/22

Date: _____

Chairperson

Certified Correct:

Secretary Treasurer

DRAFT

BOARD OF EDUCATION, SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

Reference Section 72 (3) of the *School Act*

**Record of Proceedings of the Regular In-Camera meeting held via
ZOOM Virtual Conference
2022 02 09**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Gregory Lucas	Trustee
	Rob Pingle	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
	Lori Deacon	Executive Assistant

The meeting was called to order at 9:00 a.m.

The agenda for the Regular Board meeting, In-Camera session held 2022 02 09 was adopted as amended.

The minutes of the Regular Board meeting, In-Camera session held 2022 01 12 were approved as presented.

Items:

1. Letter to District

Trustee Denz recused herself from the meeting at 9:18 a.m.

2. Vaccine Policy

The meeting was recessed from 9:45 a.m. to 9:50 a.m. Trustee Denz rejoined the meeting at 9:50 a.m.

3. Administrative Appointments
4. Leadership Development Series
5. Human Resources
6. 2021/2022 Amended Budget Review

The meeting adjourned at 10:46 a.m.

BOARD OF EDUCATION, SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

Reference Section 72 (3) of the *School Act*

**Record of Proceedings of the Special In-Camera Meeting held via
ZOOM Virtual Conference
2022 03 09**

Present:	Tisha Boulter	Board Chair
	Chaya Katrensky	Vice-Chair
	Stefanie Denz	Trustee
	Janelle Lawson	Trustee
	Shelley Lawson	Trustee
	Gregory Lucas	Trustee
	Scott Benwell	Superintendent of Schools
	Jesse Guy	Secretary Treasurer
	D'Arcy Deacon	Director of Instruction, Human Resources
	Boe Beardsmore	Director of Instruction, Learning Services
Lori Deacon	Executive Assistant	
Regrets:	Rob Pingle	Trustee

The meeting was called to order at 8:30 a.m.

The agenda for the Special Board meeting, In-Camera session held 2022 03 09 was adopted as presented.

Trustee Denz recused herself from the meeting at 8:36 a.m.

Items:

1. Ratification GITA Local Matters Agreement

The meeting adjourned at 8:57 a.m.

SALT SPRING ISLAND CHALLENGE CUP
MAY LONG WEEKEND SOCCER TOURNAMENT

March 26, 2022

School District No. 64
112 Rainbow Rd
Salt Spring Island, BC

To School District No. 64 Board Members and / or facility staff,

We, the planning committee for the Salt Spring Island Challenge Cup May Long Weekend Soccer Tournament, would like to officially request the ability to use school district property for our tournament. We intend to host the 35th annual soccer tournament this coming May 20th to 23, 2022. This tournament started on what is now the middle school field in 1985 and has been held on the school property every year since, other than the last two years when the pandemic caused us to cancel holding sporting events.

We would like to apologize for what is really a late request to use school property for this event. Members of our planning committee have had discussions with school staff about hosting the tournament on school grounds and gained permission through those channels, as we have in the past. It was just now brought to our attention that we do need to also approach the school board for official permission. This is a bit of a different procedure from pre-pandemic days, so we are just now catching up on new protocols to apply for use through the board. Had we understood this procedure we would have definitely sent an official request at an earlier date.

Some information about our tournament - as stated above, we have hosted this tournament on school grounds since 1985. We have had about 16 adult soccer teams for the quietest years, and up to 48 teams in the busiest years. This year we are looking at hosting approximately 25 soccer teams. We host games at the upper high school field, lower high school field, middle school field, Portlock Park, and occasionally Fernwood school field. Our high school field location is our main hub, with referee tents, food vendors and a licenced, fenced-in beer garden area. Teacher Tony Mason is one of our food vendors and has his high school sports teams run a booth as one of their main fundraisers for the year. This year Chef Kilner is planning on having his cafeteria program run a food booth as well. This is an annual community event that brings revenue to many businesses and has great sponsor support within the island community. Many current and former high school students play in this tournament each year.

We intend to follow all public health guidelines in place for sporting events at the time of our tournament, and are prepared to follow and enforce any mandates that the school has in place for that time. Traditionally we have access to the washrooms and shower area outside of the gym space. Since accessing the washrooms involves being in

an indoor space we are prepared to follow any mask mandate rules in that space, and will provide the enforcement for those rules if necessary.

We bring our own set up and clean up team, and have never had complaints about how the school grounds are left at the end of the tournament. We have used revenue made through this tournament to benefit the school community - most recently purchasing much needed new nets for the school field goals.

We so look forward to getting back to hosting this tournament. There is a lot of community excitement around having this annual tournament return after two years of quiet fields.

If there are questions or concerns that the board have we would be happy to discuss those and commit to coming up with solutions.

Thank you for your consideration and we would be most appreciative to have formal permission to go ahead with hosting this event on school grounds.

Sincerely,

Chris Jason & Corina Walde

Co-Chairs of the May Long Weekend Soccer Tournament planning committee.

WWW.SALTSPRINGMAYLONG.COM

SALTSPRINGMAYLONG@GMAIL.COM

250-538-8387

New Indigenous-Focused Graduation Requirement



Change to the B.C. Graduation Program

As part of the Province of British Columbia's commitments to truth, reconciliation, and anti-racism, the Ministry of Education is implementing an Indigenous-focused graduation requirement for all students. The proposed model for this change to the Graduation Program would allow secondary students to meet the new requirement through a variety of existing and new course options (*see page 2 for more details*).

The Ministry of Education will be engaging with Indigenous communities, the education sector, and the public on the implementation plan for the new requirement.

Background

This change represents an important next step towards lasting and meaningful reconciliation, building on work to date to incorporate Indigenous content and perspectives into the provincial curriculum, educator professional development, and professional standards for certified educators in B.C. The new graduation requirement will provide all B.C. students with the necessary time and opportunity to develop deeper understandings of the experiences, cultures, and histories of Indigenous peoples in Canada, in support of the K-12 mandate to develop the Educated Citizen.

The Indigenous-focused graduation requirement responds to commitments in the [Draft Action Plan](#) for the Declaration on the Rights of Indigenous Peoples Act, and is consistent with the obligations in the [BC Tripartite Education Agreement](#). The new requirement also reflects ongoing work by the Ministry of Education, FNESC, and other education partners to build capacity within the public education system to address Indigenous-specific racism.

The First Nations Leadership Council, FNESC, and education partners including the British Columbia School Trustees Association, British Columbia Teachers' Federation, and the British Columbia Association of Institutes and Universities, have previously expressed support for a new Indigenous-focused graduation requirement.

Next Steps

Implementation of the new requirement is expected to involve a phased-in approach that would come into full effect in the 2023/24 school year. An online public engagement process, to gather feedback on the proposed model for the new graduation requirement, will be launched on the [govTogetherBC website](#) on March 7, 2022. The Ministry of Education will also consult with Indigenous communities and the K-12 sector in March and April, and FNESC will facilitate information sharing with First Nations. The results of these activities will inform a finalized implementation plan for the new requirement, that will be made available in August 2022.

Proposed Model for an Indigenous-Focused Graduation Requirement

The proposed change to the B.C. Graduation Program would require that 4 credits of the current 80 credit requirements for the BC Certificate of Graduation (Dogwood Diploma) include an Indigenous-focused course(s). Eligible options would include the current provincial Indigenous-focused courses, a locally developed BAA course, or a First Nations language course (*see proposed course list below*). Some of these courses also already satisfy other graduation requirements in Language Arts or Social Studies, and otherwise could be taken as electives.

Provincial Courses

- BC First Peoples 12
- Contemporary Indigenous Studies 12
- English First Peoples – Literacy Studies 10*
- English First Peoples – New Media 10*
- English First Peoples – Spoken Language 10*
- English First Peoples – Writing 10*
- English First Peoples – Literary Studies + New Media 11
- English First Peoples – Literary Studies + Spoken Language 11
- English First Peoples – Literary Studies + Writing 11
- English First Peoples 12

* INDICATES 2 CREDIT COURSE
(WOULD MEET HALF OF THE REQUIREMENT)

Locally Developed Courses

Boards/authorities could authorize locally developed courses totalling four or more credits to enable students to meet this requirement. Engaging local First Nations and /or Indigenous leaders in developing such courses would be strongly encouraged, to help ensure that any such locally developed courses would contain appropriate content that is presented respectfully.

First Nations Language Courses (Grade 10-12 level)

- Gitxsanimx ~ Gitxsanimax 5 to 12 and Introductory Gitxsanimx ~ Gitxsanimax 11
- Halq'eméylem 5 to 12 and Introductory Halq'eméylem 11
- Heiltsuk 5 to 12 and Introductory Heiltsuk 11
- Hul'q'umi'num' 5 to 12 and Introductory Hul'q'umi'num' 11
- Kwak'wala 5 to 12 and Introductory Kwak'wala 11
- Liqwala/Kwak'wala 5 to 12 and Introductory Liqwala/Kwak'wala 11
- nsíylxcən 5 to 12 and Introductory nsíylxcən 11
- Nte?kepmxcin 5 to 12 and Introductory Nte?kepmxcin 11
- Nuučaan'ut 5 to 12 and Introductory Nuučaan'ut 11
- Secwepemctsin (Shuswap Language) 5 to 12 and Introductory Secwepemctsin 11
- SENĆOŦEN 5 to 12 and Introductory SENĆOŦEN 11
- Shashishalhem (Sechelt Language) 5 to 12 and Introductory Shashishalhem 11
- Sim'algaxhl Nisga'a 5 to 12 and Introductory Sim'algaxhl Nisga'a 11
- Sm'algyax 5 to 12 and Introductory Sm'algyax 11
- Stát'yemcets 5 to 12 and Introductory Stát'yemcets 11
- Tsek'ene 5 to 12 and Introductory Tsek'ene 11
- Upper St'at'imcets 5 to 12 and Introductory Upper St'at'imcets 11
- Xaayda Kil / Xaad Kil Grades 5 to 12 and Introductory Xaayda Kil / Xaad Kil 11

**CAPITAL BYLAW NO. 2022/23-CPSD64-01
CAPITAL PLAN 2022/23**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 64 (*Gulf Islands*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 15, 2022*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District 64 (Gulf Islands) Capital Bylaw No. 2022/23-CPSD64-01*.

READ A FIRST TIME THE *13th* DAY OF *April* 2022;
READ A SECOND TIME THE *13th* DAY OF *April* 2022;
READ A THIRD TIME, PASSED THE *13th* DAY OF *April* 2022.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District 64 (Gulf Islands) Capital Bylaw No. 2022/23-CPSD64-01* adopted by the Board the *13th* day of *April* 2022.

Secretary-Treasurer



March 15, 2022

Ref: 218161

To: Secretary-Treasurer and Superintendent
School District No. 64 (Gulf Islands)

Capital Plan Bylaw No. 2022/23-CPSD64-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2022/23

This letter is in response to your School District's 2022/23 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs, and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and are able to proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Gulf Islands Secondary	SEP - Interior Renovations	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Saturna Island Elementary Secondary	SEP - Plumbing Upgrades	\$125,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Fulford Community Elementary	CNCP - Electrical Upgrades	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
5640	C (70-75) with 0 wheelchair space(s)	\$158,232	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org
5641	C (70-75) with 0 wheelchair space(s)	\$158,232	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 from the list of approved vendors available through the Bus Standing

		Offer portal on the ASTSBC website at http://www.astsbc.org
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An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2022/23 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2022/23 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Mary-Anne North at mary-anne.north@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2022/23 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2023/24 Annual Five-Year Capital Plan submission process (using the Ministry’s Capital Asset Planning System (CAPS) online platform) are available at the Ministry’s [Capital Planning](#) webpage.

NOTE: School districts’ Capital Plan submission deadlines for the 2023/24 fiscal year, using the CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – June 30, 2022
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2022

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2022 deadline.

Please refrain from proactively reaching out to media regarding approved projects until the Province has made public announcements regarding minor capital approvals and playgrounds. Procurement and operational disclosure can continue.

When preparing public announcements pertaining to these approvals after the provincial announcements, please have District communications staff contact Meghan McRae, Communications Director, Government Communications and Public Engagement, at (250) 952-0622

Additionally, the Annual Facility Grant (AFG) project requests for the 2022/23 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2022.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Francois Bertrand, Executive Director
Capital Management Branch

pc: Rob Drew, Director, Major Capital Projects, Capital Management Branch
Damien Crowell, A/Director, Minor Capital Programs and Finance Unit, Capital
Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of March 2022, is in effect for the 2022/23 fiscal year period of April 1, 2022 to March 31, 2023.

BETWEEN: **Her Majesty the Queen in Right of the Province of British Columbia**,
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 64 (Gulf Islands)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Gulf Islands Secondary	SEP - Interior Renovations	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Saturna Island Elementary Secondary	SEP - Plumbing Upgrades	\$125,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Fulford Community Elementary	CNCP - Electrical Upgrades	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
5640	C (70-75) with 0 wheelchair space(s)	\$158,232	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC

			website at http://www.astsbcc.org
5641	C (70-75) with 0 wheelchair space(s)	\$158,232	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

3.02 The Ministry will, in no event, provide more than the amount listed above.

3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.

3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:

- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.

3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2023;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.

4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).

- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 64 (Gulf Islands)
112 Rainbow Rd, Salt Spring Island, BC, V8K 2K3
Attention: Jesse Guy, Secretary-Treasurer
Email: jguy@sd64.org

- b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Mary-Anne North
Email: Mary-Anne.North@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:
- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
 - b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.
- 7.03 Delivery by mail will not be considered timely notice under this Agreement.
- 7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 64 (Gulf Islands) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS
BETWEEN THE MINISTRY OF EDUCATION (EDUC) AND SCHOOL DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, EDUC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the EDUC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. EDUC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

EDUC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

EDUC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by EDUC. Cost of the plaque is to be funded from the approved project budget.



SCHOOL DISTRICT No. 64 (Gulf Islands)

INVITATION TO TENDER

Student Water Transportation Service

Documents for the tender for "Student Water Transport Service" will be available to contractors April 4, 2022 on BCBid (bcbid.gov.bc.ca) and on the school district website (sd64.bc.ca).

Sealed tenders will be received **no later than May 13th, 2022, 2:00 p.m.** local time, at the School District No. 64 School Board Office for "Student Water Transportation Service", providing student transportation for the Gulf Islands.

The contract may be a one-year contract or a multi-year contract not to exceed three (3) years. The provision of service is expected to commence September 6, 2022.

Tenders will be opened immediately after closing time. The content of tenders will not generally be made public, except at the discretion of the school district.

The school district reserves the right to reject any or all tenders received.

Contact: Jesse Guy, Secretary Treasurer
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3
Email: jguy@sd64.org



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

TENDER FOR STUDENT WATER TRANSPORT SERVICE INFORMATION FOR TENDERERS

1.0 INVITATION

1.1 Tender Call

- Sealed tenders (“Tenders”), clearly marked “Tender for Water Transport Service” will be received from tenderers (“Tenderers”) on or before 2:00 p.m. local time on the thirteenth (13th) day of May 2022 (the “Closing Time”), by the Board of Education of School District No. 64 (Gulf Islands) (the “Authority”) at the offices of the Authority:

Jesse Guy, Secretary Treasurer
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C.
V8K 2K3

Email: jguy@sd64.org
Telephone: (250) 537-5548 ext 0205
Facsimile: (250) 537-4200

- Tenders submitted after the Closing Time may be returned to the Tenderer unopened.
- Tenders will be opened immediately after the Closing Time. The content of Tenders will not generally be made public, except at the discretion of the Authority.

1.2 Amendments

- Amendments to submitted Tenders will be permitted if received in writing prior to the Closing Time and if endorsed under seal and by the same party or parties who signed and sealed the original Tender.
- Facsimile Amendments:
 - (a) Amendments to Tenders, but not Tenders themselves, will be accepted by the Authority in facsimile form up to the Closing Time. Facsimiles must be facsimiles of an original executed amendment and must show endorsement under seal and by the same party or parties who signed and sealed the original Tender.
 - (b) Facsimiles of amendments to Tenders shall state only the amount of the revision and not the final total.
 - (c) The originals of all amendments to Tenders transmitted by facsimile must be delivered in writing to the Authority within twenty-four (24) hours of the Closing Time.
- The Closing Time may be extended by the Authority at the Authority’s sole discretion.

1.3 Intent

- The intent of this Tender call is to obtain Tenders for the purposes of selecting one or more Tenderers to enter into negotiation with the Authority of a contract (the “Contract”) between the Authority and either a successful Tenderer or another party (the “Contractor”) in connection with the provision of a water transport service linking Saturna Island, Mayne Island, Pender Island, Galiano Island, and Salt Spring Island (the “Service”).
- Passengers carried on the Service will be predominantly children commuting to and from school. The Authority reserves the right to require that the Contractor carry only passengers authorized by the Authority, and none others, when children are on board any vessel engaged in providing the Service.
- The Service shall begin in September 2022 and continue for one school year, ending June 30, 2023 subject to section 1.5.2.
- The Authority may change, alter, modify, or delete the scope of work set out below in section 4.0 (the “Contract Requirements”) in the course of negotiations with one or more Tenderers.
- The Authority reserves the right in its sole and unfettered discretion to negotiate with any one or more of the Tenderers or, if no Tender is received that is satisfactory to the Authority or if the Authority fails to reach an agreement to its satisfaction with one of the Tenderers, to negotiate with any one or more parties that did not submit a tender.

1.4 Queries/Addenda

- Addenda may be issued during the Tender period and shall be included in and conclusively deemed to form part of the Contract Requirements.
- Direct all questions and requests for clarification to:

School District No. 64 (Gulf Islands)
Attention: Jesse Guy
Email: jguy@sd64.org
- Verbal answers are not binding on the Authority unless confirmed by a written addendum.
- If clarification to Contract Requirements is sought by Tenderers, requests must be in writing to the Authority and made not less than seven (7) days before the Closing Time. If the Authority replies, it will do so in the form of an addendum, a copy of which will be forwarded to all known Tenderers.
- No verbal agreement or conversation made or had at any time with any officer, agent or employee of the Authority, nor any oral representation made by any such officer, agent or employee of the Authority, shall add to, detract from, affect or modify the Contract Requirements unless incorporated into a written addendum.
- Include any costs associated with addenda requirements as part of the Tender.

1.5 Proposals

- 1.5.1 Each Tenderer shall provide with their Tender any and all relevant material (the “Proposal”) that the Tenderer considers necessary for the Authority to properly evaluate the advantages to the Authority of their Tender.
- 1.5.2 The Proposal shall also contain a price and other terms and conditions applicable to a two-year and a three-year contract for the same, or substantially the same service which addresses all ports of call [See Section 4.1.3 (a) and (b)]. However, Tenders shall be complete and in a form capable of acceptance so that, should the Authority consider in its sole, absolute and unfettered discretion the Tender to be advantageous to the Authority, the Authority may award the contract on those terms to the successful Tenderer without further negotiation.
- 1.5.3 At the discretion of the Authority, year two and three of the contract may be readdressed to align routes and schedules with school(s) configuration and enrolment.
- 1.5.4 The Proposal shall also contain a monthly and annual tender price, separate from the main tender, for the inclusion of service for a third route from Ganges to Port Washington to Ganges, two times per day, for the term of the tender. Service to be provided by a 15 GRT 12-passenger maximum, diesel powered vessel. The contract for this third route will be guaranteed for one (1) month in each contract year. The service may also be cancelled with ten (10) days notice by the authority in each contract year.
- 1.5.5 The Proposal may contain proposals for alternate methods of providing the Service (the “Alternate Proposals”) but only if the Alternate Proposals:
 - (a) clearly set out those parts of the Contract Requirements which are complied with and those parts which are not complied with in whole or in part;
 - (b) identify all costs or credits associated with the proposed Alternate Proposal; and
 - (c) provide the reason why an Alternate Proposal is being submitted and its advantages and disadvantages over Tenders required to be submitted in accordance with the Contract Requirements.
- 1.5.6 If the Authority in its sole discretion decides to accept an Alternate Proposal or to negotiate with the proponent of any Alternate Proposal, it may do so without notice to other Tenderers and without calling for further Tenders.
- 1.5.7 The Proposal should contain details of the financial security (the “Security”), if any, which will be provided to the Authority and the cost of which is included in the Tender. The Security, if any, may be in the form of a performance bond, letter of credit, a holdback, or in such other form as may be satisfactory to the Authority to guarantee performance by the Contractor of the Contract.
- 1.5.8 In the event of conflict between the terms of the Proposal and the terms of the Information for Tenderers, the Information for Tenderers shall prevail except where specifically stated in the Proposal.

2.0 TENDER SUBMISSION

2.1 Submissions

- Submit Tenders with all information requested. Tenders must be signed (and if the Tenderer is a corporation, must bear the corporate seal) and contained in a sealed, opaque envelope clearly identified with the Tenderer's name, the phrase "Tender for Water Transport Service" and the Authority's name on the outside.
- Tenderers shall be solely responsible for the delivery of their Tenders in the manner and time prescribed.

2.2 Time for Acceptance

- The Tender shall remain valid, irrevocable, and open for acceptance by the Authority without qualification for a period of sixty (60) calendar days from the Closing Time, or such longer period as may be agreed upon with the Tenderer.
- No immediate information will be issued generally with respect to Tenders received. An abstract of submitted Tenders may, in the Authority's discretion, be made available to Tenderers at some date following the Closing Time.

2.3 Tender Review

- The Authority reserves the right in its sole and absolute discretion to reject any or all Tenders, including without limitation the lowest Tender and whether or not such Tender complies in all respects with the terms of this Tender call, notwithstanding any custom of the trade to the contrary, and to award the Contract to whomever the Authority in its sole and absolute discretion deems appropriate. The Authority shall not, under any circumstance, be responsible for any costs incurred by any Tenderer in the preparation of its Tender.
- The Authority reserves the right, in its sole and absolute discretion, to accept or reject any Tender which in the view of the Authority is incomplete, obscure or irregular; which has erasures or corrections in the documents; which contains exceptions or variation; which omits one or more prices; or which contains prices the Authority considers unbalanced.
- Without limiting the generality of the preceding two paragraphs, criteria which may be used by the Authority in evaluating Tenders may include one or more of: price; total cost to the Authority; the amount of local and B.C. content; reputation of the Tenderer; claims history of the Tenderer; qualifications and experience of the Tenderer and its personnel; ability of the Tenderer to ensure continuous availability of qualified personnel and suitable equipment; the proposed equipment; and proposed staff.

3.0 AWARD OF CONTRACT

3.1 If changes are required to the Contract Requirements with respect to discrepancies or omissions, or for any other reason, including any negotiations that may take place between the Authority and any Tenderer, one or more post-Tender addenda may be issued prior to Contract award.

3.2 The Authority reserves the right to award a single Contract to a single Tenderer; or to divide the Contract Requirements into two or more packages and award separate contract to separate Tenderers or to others.

- 3.3 Each successful Tenderer will be required to enter into a Contract with the Authority, in accordance with the Contract Requirements as modified by any post-Tender addendum that may have been issued by the Authority.

4.0 CONTRACT REQUIREMENTS

4.1 Ports of Call and Proposed Routes

4.1.1

The following ports of call are the origins and destinations for the Service to and from each island:

- (a) Saturna Island port is Lyall Harbour;
- (b) Mayne Island port is Miners Bay;
- (c) Pender Island port is Port Washington;
- (d) Galiano Island port is Sturdies Bay; and
- (e) Salt Spring Island port is Ganges Harbour.

4.1.2 Alternative or additional ports of call may be proposed using the procedure described in section 1.5 above.

4.1.3 The Service shall be provided among and between the ports of call as follows:

- (a) Passengers originating at Saturna Island, Mayne Island, and Galiano Island and destined for the Pender Island Elementary – Secondary School and Gulf Islands Secondary School on Salt Spring Island shall be transported to and from those islands. Passengers originating at Pender Island shall be transported to Gulf Islands Secondary School on Salt Spring Island.
- (b) The Authority proposes to divide the Routes at 4.1.3 (a) into two routes as follows:

Route 1 – which addresses the transportation of passengers between Galiano Island and Mayne Island to Pender Island and Salt Spring Island; and

Route 2 – which addresses the transportation of passengers between Saturna Island to Pender Island and Salt Spring Island and from Pender Island to Salt Spring Island.

4.2 Schedule

4.2.1 The Service shall be provided in the morning and again in the afternoon on each of the 156 days that public schools are in session between September 1 and June 30 of each school year and 2 non-instructional days for a total operating day of 158 days. On two of the instructional days, early dismissal will occur, and a third water taxi run is required to serve the returning of parents to their home island that have attended parent teacher interviews at the school their child attends.

4.2.2 Although the Authority proposes that the Service be divided into two routes as set forth in Attachment “A”, the Authority is prepared to entertain alternate routes provided the scheduling parameters set forth below are adhered to.

4.2.3 In the morning:

- (a) vessels serving routes 1 and 2 shall depart from Ganges Harbour no earlier than 0630 hours.

- (b) the student passengers originating on Galiano, Mayne, Pender and Saturna shall be picked up no earlier than 0715 hours.
- (c) the Galiano, Mayne, Pender and Saturna passengers shall arrive at Salt Spring Island no later than 0840 hours, weather permitting.

4.2.4 In the afternoon:

- (a) the Galiano, Mayne, Pender and Saturna passengers shall be picked up no later than 1630 hours and shall arrive at Saturna Island, Mayne Island, Pender Islands and Galiano Island no later than 1745 hours, weather permitting.
- (b) Vessels servicing the Routes 1 and 2 shall return to Ganges Harbour no later than 1845 hours, weather permitting.

4.2.5 The organization, preparation and maintenance of schedules shall be the responsibility of the Contractor, in consultation with the Authority.

4.2.6 Because school buses will be scheduled to meet water taxis, schedules are of critical importance to the Authority. The Contractor shall submit proposed schedules to the Authority for approval, and obtain such approval before implementing them. The Contractor shall notify the Authority of any proposed change to schedules and receive approval before instituting the change.

4.3 Forecasts and Payment Revisions

4.3.1 Current forecasts of passengers by port of origin are as follows for 2022/2023:

Lyll Harbour (Saturna Island)

Pender Island Elementary Secondary:	4 students
Gulf Islands Secondary School Routes:	2 students

Port Washington (Pender Islands)

Gulf Islands Secondary School Routes:	45 students
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Miners Bay (Mayne Island)

Pender Island Elementary Secondary:	4 students
Gulf Islands Secondary School Routes:	6 students

Sturdies Bay/Montague Harbour (Galiano Island)

Pender Island Elementary Secondary:	14 students
Gulf Islands Secondary School Routes:	25 students

4.3.2 The Authority also recognizes that during the currency of the Contract, and especially in the event the Contract is awarded to a Tenderer on the basis of a three-year Contract, that the cost of diesel fuel is very volatile. To address this issue, the Contract amount will be adjusted on a periodic basis over the term of the Contract in the following manner:

- (a) A benchmark cost for diesel fuel will be established on September 6, 2022 utilizing the Ganges Marina, Salt Spring Island per litre charge out rate for diesel fuel. This benchmark price is to be identified in the Tender Proposal.

- (b) At the end of each consecutive two-month period, within the term of this Contract, commencing on October 31, 2022 and ending June 30, 2023, the Contract shall be adjusted either upwards or downwards to reflect changes to the current diesel fuel cost from the September 6, 2022 benchmark cost. The adjustment will be \$100 per month per \$0.01 per litre change in diesel fuel cost from the September 6, 2022 benchmark cost.

Starting October 31, 2022, for a \$0.01 per litre increase in fuel cost, the Contractor shall receive an additional \$100 per month for the following two months.

Alternatively, on October 31, 2022, for a \$0.01 per litre decrease in fuel cost, the Contract shall be decreased by \$100 per month for the following two months.

- (c) This adjustment to the Contract price will be calculated at the end of every two-month period on the following dates, i.e., October 31, 2022, December 31, 2022, February 28, 2023, April 30, 2023 and June 30, 2023.

In the event that the Contract is awarded for a three-year term, the additional adjustment dates include will follow the same quarterly cycle as year 1.

- (d) The Contractor shall identify the revised fuel rates for these periods and advise the Authority of this information on a timely basis. The Authority may require supporting documents regarding revised fuel rates.

4.3.3 Any additional payments required to be made in accordance with paragraph 4.3.2 shall be invoiced promptly by the Contractor and shall be payable by the Authority within 30 days of the date the invoice is delivered to the Authority.

4.4 Vessels

- Any vessel deployed by the Contractor in performance of the Service shall comply with Transport Canada Marine Safety Branch Regulations regarding Passenger Carrying Vessel, and appropriate construction standards in addition to, any and all Federal or Provincial regulations and all other statutes, regulations, rules, ordinances and by-laws of all authorities having jurisdiction which may be applicable during the currency of the Contract, whether existing prior to the date of the Contract or coming into force thereafter.
- The Contractor shall supply to the Authority satisfactory Certificates of Inspection from Transport Canada Marine Safety Branch before any vessel may be deployed in performance of the Service.
- Contractors proposing to deploy any used vessel shall first supply to the Authority a valid Stability Document as configured for this contract current Survey Certificate and proof of Marine Insurance indicating, to the satisfaction of the Authority that the vessel is in regulatory compliance and serviceable condition.

4.4.1 The proposed vessels are to comply with the following Regulatory Items:

- (a) Vessels to be registered in Canada;
- (b) Vessels are to be certified to operate in Canada in the waters required to transport passengers within the southern gulf islands to support School District 64 requirements as outline previously;
- (c) Vessels to comply with all applicable Transport Canada Regulations, including, but not limited to: o Canada Shipping Act, 2001 o TP 14070E and SOR/2-10-91;
- (d) All certificates pertaining to the inspection, approval, certification, safety procedures and operation of the vessels shall be framed under glass and posted on board as required. Certificates shall be valid for a minimum period of 12 months after acceptance of the Vessel. Certificates shall include but not be limited to the following: Radio certificate, Builder's Certificate, Compass Adjustment Certificate, Life Saving Equipment Certificate (for Canadian waters), Fire Fighting Equipment Certificate, Fire and Safety Plans;
- (e) Vessel design and arrangements must be inspected and approved by Transport Canada or by a Classification Society recognized by Transport Canada's Delegated Statutory Inspection Program (DSIP) to provide Delegated Approval of the design on behalf of Transport Canada Marine Safety;
- (f) Vessel to be delivered with Transport Canada or Class Approved Trim and Stability Booklet;
- (g) The Contractor will provide the Authority will all necessary forms and certificates to ensure the vessels satisfy all applicable National regulations, so that the vessels are fully compliant, operational and in use by a date determined by the Authority prior to the commencement of service for each school year.

4.4.2 Proposed vessel will meet the Requirements:

- (a) Performance: Service Speed 15 knots sustained;
- (b) Endurance: Sufficient fuel to transit to and from designated ports on assigned route for three days;
- (c) Operating decibel: Maximum sound levels during free running in trials condition, with HVAC system operating are not to exceed 75 dB(A) in the wheelhouse and passenger space Before any vessel may be deployed, the Contractor shall supply to the Authority the average decibel readings in the seating area measured at operating speeds;
- (d) Operating Air Quality: Monitoring system to ensure CO2 levels do not exceed 800 parts per million and an HVAC or physical plan to adjust cabin air quality to not exceed maximum.

4.4.3 Proposed vessel Outfit to meet the following criteria:

- (a) Powering and propulsion package to be to Regulatory approval. Propulsion system to be propeller or water jet.;
- (b) To be equipped with Regulatory compliant and approved Man Overboard (MOB) recovery system;
- (c) To be equipped with a minimum of two (2) adjustable beam search lights forward and one (1) adjustable beam search light aft; capable of illuminating a 1m² white painted board at 100m range on a dark night with a clear atmosphere. Means of illumination of the sea within 5m of the vessel;
- (d) To be equipped with the approved MOB beacon system such as ORCA or an AIS based system;
- (e) Electronic Chart plotter (ECS system) to be equipped with one button MOB alarming;
- (f) Electronic Chart plotter (ECS system) to be compatible with an AIS transponder. Vessel either to be equipped with a Class A AIS Transponder or be able to accommodate installation and integration of same at later date;
- (g) To be equipped with radar which is compatible with an AIS transponder.

4.4.4 All vessels provided by the Contractor shall be maintained in a thoroughly efficient and seaworthy state. The annual SD 64 Transportation Safety (SDTS) Committee evaluation of the launches and crew are to be at no cost to the Authority. During the annual SDTS Committee evaluation, the Contractor will be responsible only for the normal operating costs of the vessel.

- (a) The Contractor shall possess an Operations Manual for the use and guidance of its operations personnel, containing, fleet inter-operability, instructions, checklists and other information relating to the operations of the Water Taxis, in accordance with Applicable Laws, standards and recommended practices. Notwithstanding and in addition to the foregoing, the Contractor shall adhere to any and all standards of performance developed and approved by the SDTS Committee.
- (b) The Contractor shall submit to the Authority copies of the Certificates mentioned in Section (a) above. Each vessel shall be properly equipped for the purposes for which it is being used hereunder

4.4.5 Within each vessel provided by the contractor each vessel shall provide:

- (a) Seating capacity, which accommodates within the cabin of each vessel, at minimum, the Forecast Loads;
- (b) Heat and ventilation shall be adequate to maintain all passengers in reasonable comfort;

- (c) Accommodations shall allow all passengers to be comfortably seated within the cabin;
- (d) Internal cameras that comply with privacy regulations;
- (e) The height of the access platform on each vessel shall be such that all passengers can safely use dock facilities at each port of call;
- (f) Each vessel shall be wheelchair accessible;
- (g) Operator stations on each vessel shall be located to permit passenger surveillance by the operator at all times. Each vessel shall be staffed with a crewmember/attendant whose role will be to ensure the safety of passengers and the correct use of equipment.

4.5 Personnel

- 4.5.1 The Contractor shall provide all operators, crewmember/attendants and other employees required to conduct the Service.
- 4.5.2 The Contractor is responsible for ensuring that all operators, crewmember/attendants, and other employees have a current criminal record check in place indicating clearance to work with children.
- 4.5.3 Competent and experienced persons, possessing the appropriate, Certificate for the vessel as required by Transport Canada. Additionally they must possess a minimum of one year of operating in local waters in comparable employment conditions. Crewing level for each boat, Master and when is required by Transport Canada to have deckhands, shall include one (1) Deckhand possessing, as a minimum, a “MED-A1” Certificate. The Contractor shall file a statement outlining the qualifications, experience, and background of all proposed operators and attendants before providing the Service and shall not use for the Service any personnel to whom the Authority in its discretion objects.
- 4.5.4 No operator, attendant or other employee shall be engaged in providing any part of the Service unless and until the Contractor has first submitted the aforesaid statements (4.5.2 and 4.5.3) for such person to the Authority and the Authority has not objected to that person.
- 4.5.5 All operators and attendants, while in the course of providing the Service, shall exhibit acceptable professional standards of attitude and behaviour.
 - (a) If an instance of unprofessional attitude or behaviour by an operator or attendant is reported, the Contractor shall promptly investigate the report, and take appropriate corrective measures.
- 4.5.6 In the event of labour unrest, strike or lockout involving the Contractor’s personnel, the Contractor shall continue the Service using exempt employees. If the Contractor fails to continue the Service to the reasonable satisfaction of the Authority, the Authority, in its sole discretion may make alternate arrangements to provide the Service during the period of labour unrest, strike or lockout and the costs of such alternate Service will be deducted from Contract monies otherwise due to the Contractor.

4.6 Insurance and Indemnity

- 4.6.1 The Contractor shall indemnify and save the Authority harmless from any and all claims that may arise from the Service or the Contractor's operations under the Contract. The Contractor shall also obtain Comprehensive Public Liability and Property Damage insurance (the "Insurance"). All Insurance shall be underwritten by the same insurer.
- 4.6.2 The Insurance shall provide coverage of not less than TEN MILLION DOLLARS (\$10,000,000) per occurrence, with no annual aggregate limits, against liability for bodily injury or death, or damage to property, or both, on an All Risk occurrence basis.
- 4.6.3 The costs of all Insurance policies shall be included in the Tender.
- 4.6.4 The policies of Insurance shall be in a form and with terms and conditions acceptable to the Authority, and issued by insurers acceptable to the Authority and licensed to conduct business in the Province of British Columbia.
- 4.6.5 The Insurance shall be maintained in force by the Contractor for the currency of the Contract.
- 4.6.6 Each policy of Insurance shall name the Authority and its officers, employees, servants, agents and board members as Additional Insureds. Each policy shall contain a cross-liability clause and state that it applies to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- 4.6.7 Each policy of Insurance shall provide that it will protect the Contractor and Additional Insureds notwithstanding their or their assumption of liability and their or their indemnity covenants under the Contract.
- 4.6.8 Prior to providing Service under the Contract, the Contractor shall file with the Authority certified copies of all policies of Insurance with statements from their issuer that they cannot be cancelled, considered to have lapsed, or be changed without at least thirty (30) days prior written notice to the Authority.
- 4.6.9 The Insurance shall also insure against marine perils, accidental pollution and such other perils as the Authority may reasonably require.
- 4.6.10 Notwithstanding any other provision of section 4.6, the Insurance will be on such terms and conditions and provide coverage for such perils as the Authority in its sole and absolute discretion may reasonably require. As part of its Tender, the Tenderer may provide comprehensive insurance specifications from insurance broker or insurer that are in addition to and not in derogation of the requirements of this section 4.6.

4.7 Operational Requirements

- 4.7.1 The Contractor, during the term of the Agreement shall:
- (a) Maintain the vessels in good and serviceable condition for the comfort and safety of the said school students;
 - (b) Maintain current "Inspection Certificates" as required by Transport Canada Marine Safety for the vessels for the duration of this Agreement;

- (c) Provide copies of the current “Inspection Certificates” for the vessels to the Board prior to the commencement of service for each school year;
 - (d) Follow procedures for safety drills, behaviour and discipline as specified in Attachment “B”.
- 4.7.2 If weather conditions were such, that in the interest of safety it was necessary or desirable to cancel or delay the scheduled school boat Service as specified in Section 4.7 hereof, such cancellation or delay shall not be deemed to be a breach of this Agreement. The Contractor shall use their best endeavors to restore the scheduled school boat Service as soon as is reasonably possible after any such cancellation or interruption. The Contractor will notify the School Board Office immediately of any cancellation or delay.
- 4.7.3 If weather conditions result in a cancellation for a full day of service, the monthly contract rate will be reduced by one thirty-second.
- 4.7.4 The Contractor may carry freight on the vessels provided that there is no interference with the schedule, comfort or safety of the school students.
- 4.7.5 The Contractor shall not provide school boat Service during the months of July and August and shall receive no Monthly Payments in respect of those months.
- 4.7.6 The Contractor may not assign this contract or perform it by any other person without the written consent of the Board or its representative having first been obtained.
- 4.7.7 School District No. 64 students, trustees and other individuals or groups travelling on School related business as authorized by the Superintendent of Schools or the Secretary Treasurer may travel on Scheduled runs, subject to availability of space at no additional cost.
- 4.7.8 The Board and the Contractor can amend the contract by mutual agreement.

ATTACHMENT “B”

VESSEL SAFETY – DRILLS, BEHAVIOUR AND DISCIPLINARY PROCEDURES

1. Passenger Safety Drills and Procedures

- 1.1 A Orientation of Vessel Safety equipment and safety features will take place on the first school day following:
- September opening
 - Winter break
 - Spring break
 - Utilization of replacement vessel

Students new to the school boat shall be instructed as per 1.1 above on their first day of attendance. A monthly review of donning and securing life jackets shall take place.

- 1.2 In addition, during the month of September, a drill will take place involving the a approved regulatory who will demonstrate water safety procedures
- 1.3 The following procedure will be performed in Ganges Harbour for all students attending school on Salt Spring Island, and for all students attending school on Pender Island the drill will be performed at the safest Harbour of the Contractors choosing.

Safety Drills will consist of:

- Full explanation of emergency procedures
- Donning and securing of life jackets
- Simulated radio call procedure and signal flare release
- Strict adherence to behaviour codes - on board and in the water
- Inflation and righting, etc. of an inflatable dinghy
- School principals or their delegates to attend all drills

A record of drills is to be entered in the vessels’ logbook and a list of all students participating in the drills to be forwarded to the Board Office for record purposes.

- 1.4 No passengers shall be allowed outside of the cabin while the vessel is in motion.
- 1.5 When transporting students and/or district personnel the operator must contact Victoria Marine Communications Traffic Services (MCTS) Upon each departure with routing and landed crew list.

2. Passenger Behaviour

- 2.1 The Masters of the Contractor's vessels shall have the right and responsibility of maintaining discipline aboard the vessel, including as to boarding, seating, and disembarking from the vessel, taking into account all of the circumstances, including safety of vessel and passengers and the Board shall give the Master all reasonable backing and support. The Master and the Board shall work together to set down rules of conduct for passengers waiting at docks and wharves.
- 2.2 General - students while being conveyed on school boats are subject to the disciplinary Authority (Board) of the Principal and shall be subject to the following code of behaviour. Students will at all times behave in a manner so as to allow the Master of the vessel to give full attention to safe operations.
- 2.3 Code of Behaviour - to be posted on board each vessel.
- 2.3.1 Passengers will:
- Sit where directed by the Master
 - Remain seated until the vessel is docked (tied up)
- 2.3.2 Rowdy behaviour, including loud noise that in any way hampers the Master's ability to operate the boat will not be tolerated.

- 2.3.3 Vandalism, including any intentional act which causes damage to the vessel or its' equipment, particularly safety and lifesaving equipment will not be tolerated, and is a Criminal Act. Any costs incurred as the result of vandalism will be charged to the student(s) involved or their parents/guardians.
- 2.3.4 No smoking is permitted anywhere on the vessel by any person.
- 2.3.5 Consumption of food or beverages will be at the discretion of the Master.
- 2.3.6 The Master may require passengers to perform tasks from time to time concerning the operation of the vessel. These requests will not be unreasonable or dangerous, and the necessity for them will have been carefully considered beforehand.

3. Passenger Disciplinary Procedures

- 3.1 Boat Masters shall report inappropriate behaviour to the appropriate SD64 representative (normally the principal of the school the student is attending) who shall take such action as they see fit, subject to the following:
 - 3.1.1 A Principal may withdraw boat privileges from a student for up to five (5) consecutive school days provided notice is given to the parent or guardian prior to the withdrawal of services.
 - 3.1.2 The Principal shall report the withdrawal to the Superintendent of Schools.
 - 3.1.3 The Principal may recommend a longer period of withdrawal to the Superintendent of Schools.
 - 3.1.4 For withdrawals of service in excess of five (5) days, the Superintendent of Schools shall convene a meeting with the student, parents/guardians, principal, boat operator, one trustee for the purpose of reviewing the withdrawal.



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

Staff Report to the Board of Education School District 64 Gulf Islands

Subject: South Wing Fall 2022

Date: April 13, 2022

From: Secretary Treasurer

Audience: Public

Item: This report will lay out the intended use of the space currently known as the SIMS South Wing Annex, the renovation work planned for the space to meet the district's needs, and recommendations for a new name for the facility.

Background:

As part of the reconfiguration process, voted in November of 2020, the Board made the decision to retain the lower portion of Saltspring Island Middle School (SIMS) as part of regular school district operations. The lower portion of SIMS has commonly been referred to as SIMS South Wing Annex. This space is being renovated to suit current district needs and a name change for the facility is recommended. Since SIMS school was closed through reconfiguration, and the South Wing Annex will now operate as a standalone building, a distinct name that suits its future district use is appropriate.

In the fall of 2022 the space will house multiple district programs, allowing a multi-use centre of service within the district to form. Key programs that will operate out of the facility are: TASK, Learning Services, 64GO, elementary-level music programs. The building will accommodate flexible spaces for students and families attending district programs or partnerships with post-secondary programs to use, as well as district and community meetings. An office for the indigenous education principal and storage will also be included in the redesign. Much of the project is still in the design and exploration phase and maybe subject to change.

The facility is 2.5 floors and is built on a hillside. The intent is to create a bright, welcoming, inclusive, and refurbished space that allows for learning to occur and support services to operate in. The top floor has three large rooms and a washroom. The second floor has one smaller room, and the third floor has a band room, an open dance space, a flexible teaching space, a carpentry shop with an outdoor fenced work area, and regular and accessible bathroom facilities. The third floor will serve the TASK and music programs. The midfloor space is private and is well suited for Learning Services team members to meet with students and families. It can also be used as a smaller bookable district meeting room. The top floor will be used for program office space and multi-use space for 64GO families and student learning visits. A third room can be converted into a more formal meeting room for internal meetings, future partnerships with post-secondary to offer local programming, professional development, or community rental. The bathrooms on the third floor will be converted gender-neutral.

We anticipate the space ready to open for fall of 2022. Representatives from each group intending to use the space met with the superintendent, secretary treasurer, and director of facilities for a defining



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and design session to help determine the best use and vision for the space. Facilities is engaged with engineering and architecture consultants to reconfigure the space and planning the renovation work for the summer.

As the space is now a stand along entity and not a wing of a former school, it has been noted that part of this revisioning and renewing of the space requires a new name. The board does not have policy on naming a facility, therefore a process that is inclusive and flexible to this situation was established. An operational naming group was formed with a member from each program that will be related to the facility and included a trustee and the secretary treasure. The group worked together to define the concept of the building and wanted a name to reflect the intentions of welcoming, service, diversity, and district learning.

The principal of Indigenous Education consulted with the two elders on the Indigenous Education Council about possibly an Indigenous based name. The principal reported that, although the elders appreciated being asked and included, a name is gifted to a building after extensive consultation and investment of time by the elders and community. The conclusion of the naming group was that since this is a wing of a former school built many years ago and not a flagship new district school or center, to seek an Indigenous name would not be appropriate.

Members contributed a list of names, and the list of names went through two rounds of online voting. The names worked to reflect that it will be a space for learning and bring people and community together for the district. The name the group has chosen to bring to the board is reflective of this intention. The name chosen is 64 Learning Hub.

Alternatives (Available Actions / Possible Motions)

Option 1: The board approves a motion to confirm that the new name of the former SIMS South Wing Annex is 64 Learning Hub.

Motion A: The board confirms that 64 Learning Hub is the new building name for the wing of the former Saltspring Middle School area that was commonly referred to as SIMS South Wing Annex.

Implications:

If the motion is passed, the operation can proceed with renaming the facility and work on logos, program brochures, branding, and signage while renovations are occurring. If the motion is defeated than staff would recommend that a process for remaining this facility that the board is in support of be established.

Recommendation:

Staff recommend that 64 Learning Hub, the name proposed by the naming committee, be formalized and the process of readying the space for fall can proceed with the newly established name.

Attachments: No Yes

If yes, list here.



Draft Summary Committee of the Whole – SD 64 (Gulf Islands)

In attendance

Committee: Chaya Katrensky (vice chair), Shelley Lawson (trustee), Janelle Lawson (trustee), Stefanie Denz (trustee), Greg Lucas (trustee), Rob Pingle (trustee)

Staff: Jesse Guy (secretary treasurer), Clare Nuyens (executive assistant)

Guests: Ian Mitchell (GITA), Angela Thomas (CUPE)

Regrets: Tisha Boulter (chair), Scott Benwell (superintendent), D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)

Called to order 2:04 p.m.

1. Adoption of Agenda

Agenda adopted by consensus.

2. Approval of Summary

Summary of October 27, 2021 adopted by consensus.

3. Business Arising

a. Climate Action Working Group

i. Terms of Reference

Climate Action Working Group will report to Committee of the Whole in the spring. Looking at the role of district vs role of schools, what actions can reasonably be taken on, and the delineation between district-based climate initiatives and school-based initiatives.

Suggested that rather than designate a student rep to sit on the committee, an invite be sent to all students to present on a project they are working on and passionate about

Amendments were made to the Terms of Reference to ensure the language reflects the roles of District and Schools on the committee.

Action: Consensus to bring this forward as a recommendation to the next Board meeting. Shelley will draft a motion for consideration.

ii. Recycling

Looking at our current recycling program, what happens to our waste now, and potential cost savings moving some of our garbage to recycling.

Look at what other organizations are doing on our islands with their recycling. There isn't another single organization that operates on 5 islands. Interested to find out what we produce as a district.

Action: Consensus to bring a recommendation to the Board to direct staff to write a recycling report for the Climate Action Committee.



4. **New Business**
5. **Other Business**
6. **Next Meeting:** April 27, 2022
7. **Adjournment:** 2:39 p.m.

DRAFT



SCHOOL DISTRICT NO. 64 (GULF ISLANDS)

112 Rainbow Road, Salt Spring Island, B.C. V8K 2K3

T: (250) 537-5548 F: (250) 537-4200 W: sd64.bc.ca

Terms of Reference

- Name:** Climate Action Working Committee
- Type:** School District 64 (Gulf Islands) Working/ad hoc
- Purpose:** To review current environmental mitigation practices of the district operations, to communicate practices to the wider community, and facilitating information sharing between schools on their individual climate initiatives.
- Scope:** The Committee of the Whole (COW) of the Board of Education for School District 64 (Gulf Islands), recognizes that consideration of the environmental impact of District operations, is an important component to decision making, as the district delivers the educational mandate of the Board. The Working Committee will have powers of recommendation and liaise with the Secretary Treasurer.
- Authority:** The Working Committee is not empowered to make operational decisions of the district. This Committee is for information gathering, dissemination of approved communication (in partnership with the Secretary Treasurer) and provide recommendations on identified areas of improvement related to environmental impact of District operations.
- Membership:**
- | | | | |
|-----------|-----------------------------------|---|---|
| Required: | Board of Education | 3 | (Provides Committee Chair, and summary taker) |
| | Staff | 1 | |
| Invited: | Student, DPAC, CUPE, GITA, GIPVPA | 1 | 1 each of invited groups |
| Guests: | Community members as required | | |
- Meetings:** Meetings will occur quarterly. The format of the meetings held with have two sections: one section is district-based climate initiatives and the second is school based climate initiatives.
- Reporting:** The summary report after each committee meeting will be shared at the next public meeting of the board of education. The Climate Action Working Committee will report their work to COW at the spring meeting each year.
- Duration:** The Working committee will serve at the discretion of COW and its mandate and existence will be reviewed at the Spring COW meeting. COW can review the Terms of Reference of the Climate Action Working Committee and can recommend whether to continue this committee at the subsequent board meeting.



Draft Summary
Education Committee – SD 64 (Gulf Islands)

In attendance

Committee: Greg Lucas, (committee chair), Chaya Katrensky, Janelle Lawson, Tisha Boulter (board chair, ex-officio), Scott Benwell (superintendent, ex-officio)

Trustees: Shelley Lawson, Stefanie Denz, Rob Pingle

Staff: Jesse Guy (secretary treasurer), D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)

Guests: Ian Mitchell (GITA,), Shelly Johnson (GIPVPA)

Regrets:

Called to order 11:00 a.m.

1. **Adoption of Agenda**

Agenda adopted by consensus.

2. **Adoption of Summary**

October 27, 2021 meeting summary adopted by consensus.

3. **Business Arising**

4. **New Business**

a. *FESL Review – District Self-Assessment*

The committee began the district self-assessment of its Framework for Enhancing Student Learning following a similar process to that of the Ministry peer review team. The group broke out into smaller groups and used Jamboard to capture strengths and considerations focused on district data (Focus Area 1).

The group will continue FESL self-assessment at the next Education Committee Meeting.

5. **Next Meeting:** February 23, 2022

6. **Adjournment:** 12:00 p.m.



Draft Summary
Education Committee – SD 64 (Gulf Islands)

In attendance

Committee: *Greg Lucas, (committee chair), Chaya Katrensky, Janelle Lawson, Scott Benwell (superintendent, ex-officio)*

Trustees: *Shelley Lawson, Rob Pingle*

Staff: *Jesse Guy (secretary treasurer), D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)*

Guests: *Ian Mitchell (GITA.), Angela Thomas (CUPE)*

Regrets: *Tisha Boulter (board chair, ex-officio), Stefanie Denz (trustee)*

Called to order 10:00 a.m.

1. **Adoption of Agenda**

Agenda adopted by consensus.

2. **Adoption of Summary**

February 9, 2022 meeting summary adopted by consensus.

3. **Business Arising**

4. **New Business**

a. *FESL Review – District Self-Assessment Continued*

The committee continued the district self-assessment of its Framework for Enhancing Student Learning, working in groups to identify and prioritize strengths and considerations related to strategic engagement and alignment.

Action: Staff will summarize priorities and draft mediative questions for each focus area for the committee to review before submitting the summary report to the Ministry.

5. **Next Meeting:** April 27, 2022

6. **Adjournment:** 11:42 p.m.



Draft Summary
Finance, Audit, and Facilities Committee – SD 64 (Gulf Islands)

In attendance

Committee: Shelley Lawson (committee chair), Chaya Katrensky, Greg Lucas,

Trustees: Janelle Lawson, Stefanie Denz, Rob Pingle

Staff: Jesse Guy (secretary treasurer), Clare Nuyens (executive assistant)

Guests: Ian Mitchell (GITA)

Regrets: Tisha Boulter (board chair, ex-officio), Scott Benwell (superintendent, ex-officio);
D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon
(executive assistant)

Called to order 1:02 p.m.

Shelley Lawson opened the meeting by acknowledging that this meeting is taking place on the traditional territories of the Coast Salish peoples – Huy tseep q'u.

1. **Adoption of Agenda**

Agenda adopted by consensus.

2. **Adoption of Minutes**

January 12, 2022 summary adopted by consensus.

3. **Business Arising**

4. **New Business**

a. *Student Water Transportation Contract*

Invitation to tender the contract will go out via BC Bid on Monday, April 4th, 2022 and stay open until Friday, May 13th, 2022. Advertising in Western Mariner magazine as well as Gulf Islands Driftwood and other local island publications. New article added regarding cost splitting of weather-related cancellation days.

Action: Jesse to review and revise 4.2.1 – Instructional and Non-Instructional days. Note that cameras should be added to the boats (same as school bus cameras)

5. **Other Business**

6. **Next Meeting:** April 27, 2022

7. **Adjournment:** 1:34 p.m.



Draft Summary Policy Committee – SD 64 (Gulf Islands)

In attendance

Committee: Rob Pingle (committee chair), Scott Benwell (superintendent, ex-officio)

Trustees: Greg Lucas, Chaya Katrensky, Shelley Lawson,

Staff: Jesse Guy (secretary-treasurer), D'Arcy Deacon (director of instruction), Boe Beardsmore (director of instruction), Lori Deacon (executive assistant)

Guests: Angela Thomas (CUPE), Ian Mitchell (GITA),

Regrets: Tisha Boulter (board chair, ex-officio), Stefanie Denz (trustee), Janelle Lawson (trustee)

Called to order 8:30 a.m.

1. Adoption of Agenda

Due to lack of quorum, Rob Pingle shared an overview of the policies and procedures under consideration on the agenda presented.

2. Adoption of Summary

No quorum for adoption of January 12, 2022 summary.

3. Business Arising

a. Procedure 215 Diversity

Amendments circulated for feedback January 19, 2022. Significant feedback was received. Further consultation is needed before the committee can move forward with amendments. Work towards addressing

b. Procedures 6850 Public Use of School District Property

Amendments to procedure and new and amended procedural forms 1, 2, 4, 5 circulated for feedback January 19, 2022. No feedback received.

c. Policy 6550 Trustee Remuneration and Expenses

Amendments to procedure and new and amended procedural forms 1, 2, 4, 5 circulated for feedback January 19. No feedback received.

4. New Business

a. Financial Reporting Policies

These policies were drafted in compliance with requirements mandated by the Ministry of Education. Both policies must be adopted by June 30 to meet the Ministry timeline for implementation.



- i. *Policy 620 Financial Surplus and Interfund Transfers*
Formerly Policy 610 Accumulated Surplus. Revised and renumbered.
Additional amendments for consideration.
- ii. *Policy 610 Financial Planning and Reporting*
This is a new draft policy that provides clarity around consultation,
transparency, and routine.

Action: Recommend that both financial policies be brought to the next public meeting for the board's consideration (Notice of Motion for adoption, circulate for feedback).

Further discussion on Diversity Policy and Procedure 215 and next steps. The policy will need to be rewritten or a new policy created that is empowering, not just inclusive.

5. **Other Business**
6. **Next Meeting:** April 27, 2022
7. **Adjournment:** 8:54 a.m.



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850

Public Use of School/District Property

Section: Finances and Facilities

Dates of Revisions: 1994

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

Preamble:

1. The Board of Education has established policy to ensure care and control over district property, and to encourage and facilitate community use of school buildings, playing fields and equipment.
2. This procedure fully recognizes all existing joint use agreements. It covers areas where no agreement exists, or where conditions are not covered by an allocation committee or hall committee.

Public Use of School Facilities:

1. The administration of this procedure shall be the responsibility of:
 - a. Pender and Galiano Activity Centres - see Joint Use Agreements;
 - b. Salt Spring Island -see Joint Use Agreement with CRD Parks & Recreation Commission.
 - c. Mayne Island Activity Centre - Principal
 - d. other district schools -Principal
2. Designated School Board employees and designated Parks and Recreation Commission staff are fully empowered to act as the Board's representatives to ensure that this procedure is followed.
3. The person most responsible for any user group must be 19 years of age or older.
4. All applications for use of school facilities on Salt Spring Island to be made through the school board office at 112 Rainbow Road, Salt Spring Island and otherwise through the local school.
5. In order to ensure full and efficient use of facilities, the Board reserves the right to:
 - a. refuse or to cancel permits where, in its opinion, the attendance does not warrant use

of such a facility;

- b. to add, delete, or amend regulations at any time or to terminate any permit immediately for cause.
- c. to cancel, suspend, or postpone any and all permits when such facilities are required for school sponsored activities, provided a minimum of seven (7) days' notice is given to the permit holder.

~~e.d.~~ to suspend all bookings for school or community use of district facilities based on public health and safety considerations.

- ~~e.e.~~ to cancel any permit without notice where, in the opinion of the Board,
 - i. the level of activity supervision is deemed by the Board to be inadequate, or
 - ii. the facility or playing field is unfit for use because it requires maintenance or repair or, in the case of playing fields, because of inclement weather.

6. The School Board reserves the right to require any group to transfer from one facility to another if the need arises.

7. Bookings will be made subject to the following priorities:

a. School/Board Activities, including community education programs endorsed by the Board;

~~a.b.~~ Governmental Organizations – Public Health Authority and Elections Canada/BC;

~~b.~~ Parks and Recreation Commission activities;

c. Youth not-for-profit activities, with appropriate adult supervision;

~~e.d.~~ Youth for-profit activities, with appropriate adult supervision;

~~e.e.~~ Adult not-for-profit activities;

f. Commercial and private use.

~~8.~~

~~9.8.~~ The person or committee responsible for overseeing public use of school facilities will record and report all extra labour costs associated with use, to facilitate payment by the user group.

~~10.9.~~ On school days, a ~~Board-district~~ employee must be on duty at all times when school buildings are in use after school hours. The extent to which schools are used during weekends and vacation periods shall be determined on a school by school basis. During non school hours a district employee or district approved user (procedure form 6850-5) must be in attendance and

responsible for the duration of the event.

11.10. All groups using school facilities:

- a. shall plan for and provide a level of adult supervision appropriate to the activity and those involved.
- b. are required to obey all regulations established by the Board and, in addition, school regulations as determined by the respective Principal;
- c. must limit use to the activity or activities for which permission is granted.

12.11. During any approved event, the permit holder or ~~his~~-their pre-approved designate

- a. will make ~~him/herself~~themselves known to the on-site ~~Board~~-district employee;
- b. will enforce all Board regulations concerning the use of school facilities and playing fields;
- c. will ensure users comply with Provincial and Salt Spring Island Fire Protection District by-laws and regulations
- d. is responsible for the admission, actions and behavior of all participants and/or spectators;
- e. will ensure that
 - i. the specified days and times are adhered to, and
 - ii. that any schedule changes are pre- approved;
 - iii. parking is limited to specified parking lots and does not block fire lanes;
 - iv. there is no inappropriate substance use/misuse while on district property, consistent with district Policy 310 (section 2).
- f. limit activities and participants to the areas assigned to the group;
- g. provide access only to the areas covered by the permit;
- h. ensure that there is no alteration of, or fastening of anything to, any building
- i. take any reasonable action that may be required for the preservation of the School Board property.
- j. report any damage noted by, or caused by groups, must be reported as soon as possible to the designated Board employee and/or designated supervisor of the activity. If damage could cause injury to others it should be reported immediately.
- k. remain in attendance during the entire period indicated on the permit and/or until such time as all participants have vacated the premises.

1. ensure that buildings are vacated by 10:30 p.m. unless special arrangements have been approved.

13.12. With respect to use involving performances before an audience:

- a. stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used, consistent with 11 (h) above;
- b. no connection to electrical panels will be permitted without prior approval unless
 - i. the work will be done by a designated Board employee;
 - ii. equipment connected to the panel will be operated by qualified persons, who have been approved by a designated Board employee.
- c. the use of electronically amplified instruments will be allowed, but may be subject of sound level limitations;
- d. no advertising in connection with any production or functions is to be displayed on or affixed to any part of school grounds or premises without prior approval;
- e. All persons using school facilities for social or non-educational events using paid professional musicians or stage performers shall hold the Board blameless in any action that may arise in the collection of copyright royalties through the Copyright Act of Canada.

14.13. Designated gymnasias may be used:

- a. for indoor practice games of soccer, lacrosse, softball, baseball, football, field hockey or other activity when indoor balls and equipment are utilized;
- b. provided that
 - i. activities (such as archery or rollerblading) will not result in damage to or marking of the facility ;
 - ii. users change out of their street or “outside” shoes, into shoes with non-marking soles.

15.14. Temporary space for storage may be provided, with prior approval of a designated Board employee, on the understanding that the Board will not be responsible for any lost or stolen property stored on school district property.

16.15. As a condition of use, the user agrees:

- a. that there is no warrant, express or implied, on the part of the School Board as to the suitability or condition of the facilities;
- b. to indemnify and save harmless, the Board from all manner of actions, causes of

action, suits, debts, demands, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of this permit and to provide, on request, evidence of financial responsibility (i.e. carrying of appropriate liability insurance) that in the event of cancellation or revocation by the Board, he shall have no claim or right to damage, or expenses whatsoever arising out of said revocation or cancellation.

Furniture and Equipment:

1. The care and control of school equipment is delegated to the principal of the school concerned or, in the case of other equipment, district office staff.
2. Furniture and equipment may be supplied upon written approval of a designated school board employee. The request for such equipment shall be made at the time of booking and shall be indicated on the booking permit.
3. Equipment is provided, first and foremost, to support the approved programs of the District. Priorities for use of equipment are:
 - a. delivery of educational programs to district students;
 - b. community education programs;
 - c. use by local non-profit community organizations.
4. Equipment may be loaned to responsible, non-profit, public and community-basedcommunity-based groups subject to prompt return in good condition; it is not available for loan to individuals or for profit making activities.
5. School furniture may be rented to organizations for use on non-school property with written permission of a designated School Board employee.

Rate Schedule for Community Use of School Facilities:

1. As compensation for the use of a facility, a user shall pay the Board
 - a. the sum of the current rental rate, plus
 - b. excess custodial service costs, if any, plus
 - c. the cost to repair or replace any loss or damage to property owned by the Board where such loss or damage occurs due to the occupancy of the Board's premises.
2. The Schedule of Rates, included in the procedure form 6850 – 1, shall be reviewed for regional reasonability and the changes will be approved by the Secretary Treasurer, prior to September of

each school year.

3. Charges as set out in the Schedule of Rates apply when custodians are on regular duty in the school. An additional charge will be made to all groups for custodial service at other times, at the actual cost of providing this service. This cost would be based upon overtime rates as stipulated in the contract with the district support group.

References:

- Policies 203, 205, 310
[Procedure 6850-2, for Pender Islands Activity Centre Schedule of Fees](#)



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850-1 (form) Schedule of Fees, Facility Use

Sites	Facility Rates Per Hour (Percentage is rounded to the nearest \$5)				
	A 25%	B 50%	C 50%	D 100%	E 100%
Elementary school gym	20	40	40	80	80
GISS gym half	20	40	40	80	80
GISS gym full	40	80	80	160	160
Library	10	20	20	40	40
Multi-Purpose	10	20	20	40	40
Teaching Kitchen	10	20	20	40	40
Classroom / meeting room	5	15	15	25	25
Fields	15	25	25	50	50
Board Room / other	5	15	15	25	25

Organizational Categorization

Free	School/Board Use	School based sports, clubs and activities, and PAC activities (directly associated with school) Community education programs endorsed by the Board
A	Youth Not-For-Profit	Non- profit groups that provide activities to youth
B	Adult Not-For-Profit	Non- profit groups that provide activities to adults
C	Youth For-Profit	Organizations that provide youth activities for profit
D	Government Organizations	Public Health Authority, Elections Canada/BC
E	Commercial and Private Use	Groups that are for profit or commercial



SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-2 (form)
Application for Use of SD64 Facilities**

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Application Date: _____	Type of Function: _____
Organization: _____	Contact Name: _____
Phone #: _____	Email: _____
Billing Address: _____	City, Postal Code: _____
Charging a Fee?: _____	No. of Participants: _____
Location: _____	Room: _____
Event Start Date: _____	Event End Date: _____
Event Start Time: _____	Event End Time: _____

Every Week Once per Month Specify: _____
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Schedule of Rates - Fees and Charges Payable at Plant Services, 160 Rainbow Road

Schedule of Rates subject to change based on annual review and approval by Secretary Treasurer

Room/Field Rental	_____ hours	@	see fee schedule	=	_____
On-Duty Services	_____ hours	@	\$31/hr	=	_____
Custodial Services	_____ hours	@	\$31/hr	=	_____
Equipment Services	_____ hours	@	\$31/hr	=	_____
Maintenance Services	_____ hours	@	\$31/hr	=	_____
Maintenance Materials	Y N			=	_____

Equipment Rental

• Chairs	_____ units	x	\$0.50/unit	=	_____
• Tables	_____ units	x	\$5/unit	=	_____
• Projector	_____ units	x	\$25/unit	=	_____
• Screen	_____ units	x	\$10/unit	=	_____
• Microphone	_____ units	x	\$5/unit	=	_____

If tables and chairs are already in room, no charge for use.

PLEASE NOTE: *Smoking is prohibited in ALL SCHOOL BUILDINGS AND ON ALL SCHOOL GROUNDS.
(Reference amended CRD Clean Air Bylaw (No. 2217) – effective September 1, 1996)*

For office use only:

Injury and Attendance Form Sent?:	Y	N		Application #: _____
Insurance Certificate Received?	Y	N		Invoice #: _____
Covid Procedures Received?	Y	N	NA	
District Volunteer Approval?	Y	N	NA	



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SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-2 (form)
Application for Use of SD64 Facilities**

USE OF THE SCHOOL DISTRICT FACILITIES

IDEMNIFICATION AND HOLD HARMLESS CLAUSE

I, _____ shall indemnify and hold harmless School District
(Please Print)

#64 (Gulf Island) and any of its officers, employees, servants, agents and contactors form any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to School District # 64 (Gulf Islands) by _____ and any of its officers,

(Please Print)

employees, servants, agents, contactors and volunteers, except to the extent that such loss arises from the independents negligence of the school district.

Date

Signature of authorized representative

WAVIER OF SUBROGATION CLAUSE

I, _____ hereby agree to waive all rights of subrogation or
(Please Print)

recourse against School District #64 (Gulf Islands) with respect to the use and/or occupation by

_____ of the premises described in the permit or licence agreements.
(Please Print)

Date

Signature of authorized representative



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form)

**User Group Emergency Procedures: Attendance and
Injury Report**

Emergency Procedure: All attendees must sign in prior to commencement of your event. Please make note and communicate to attendees of the nearest emergency exit and muster station. This attendance sheet will be presented to district or emergency services personnel should an evacuation be required.

Name (Facility Renter)	
Event Name	
Number in attendance	

Name	Signature



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SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form)

**User Group Emergency Procedures: Attendance and
Injury Report**

User Group Injury Form – The School District will not manage your injury claim but needs to be informed of the event. If there is an injury during your facility rental and the injury is reported to your insurance company, fill out this form and return it to Plant Services in person at 160 Rainbow Road, scan to booking@sd64.org, or fax 250 537 9708.

Injured Party Information			
Last Name		First Name	
Phone		Email	

Event Details			
Event Name		Contact Name	
Contact Phone		Contact Email	
Insurance Provider		Policy Number	

Date of Incident		Time of Incident	
Describe how the incident happened:			
Describe the injury in detail (what part of the body was injured):			
Describe the location in the building where the injury happened:			
Witness Name 1		Witness Contact 1	
Witness Name 2		Witness Contact 2	



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SCHOOL DISTRICT NO. 64

**PROCEDURE 6850-5 (form)
Administrative Approval Form
District Approved Facilities Access User**

Location:

Activity:

Name:

Phone:

Email:

Address:

Start date:

End date:

This individual has a Criminal Record Check on file.

This individual is aware of the following:

- Expectation of their role as outlined in Board Policies 140, 3100, 407 and 410
- Behavioral expectations outlined in applicable school codes of conduct
- Rules and safety procedures established by the school
- Standard Adult to Student Ratio is between 1:10 and 1:15 if applicable
- The key is to be returned to Administration the earliest of: access is no longer required or by the approved end date above
- The key and code are not to be shared with any other individuals
- Individual is aware that access through codes to buildings is tracked

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Administrator's Name printed

Administrator's Signature

Date

Office Use:

Key Number:	Code Number:
Date Issues:	Date Returned:

Signature of Recipient

Authorized Signature

Circulated January 19, 2022



SCHOOL DISTRICT NO. 64

POLICY 6550 Trustee Remuneration and Expenses

*"Inspire learners, Integrate sustainability,
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Section: Finances and Facilities
Dates of Revisions: April 13, 2011
Date of Adoption and
Resolution Number: June 13, 2018 -76/18

Policy:

1. Remuneration in the form of an annual stipend at the level set by the Board of Education is hereby authorized. Such stipend shall be payable on a monthly basis. The stipend is taxable and will be included on a T4.
 - a. \$15 will be deducted each month, post tax income, as a hospitality fee for trustee discretionary hosting expenses.
2. The trustee stipend shall be adjusted annually effective July 1st. The adjustment shall reflect the Canadian Consumer Price Index established for July of each year.
3. ~~One third of the stipend in section 1 above shall be paid as an allowance for expenses incidental to the discharge of trustee duties. This policy will remain in effect until December 31, 2018, subject to current federal legislation referenced below, which mandates that the entire stipend will be taxable in 2019 and subsequent years.~~
- 4.3. Trustees will be provided with ~~an home office~~ internet connection, up to five hundred dollars annually, and a portable ~~computer device~~ from which to conduct school district business during the term of office.

Reference:

- ~~<https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/budget-2017-building-a-strong-middle-class/allowances-members-legislative-assemblies-certain-municipal-officers.html>~~

Circulated January 19, 2022