



SD70 PACIFIC RIM BOARD OF EDUCATION
BUDGET INPUT
PUBLIC MINUTES
5:00 pm – April 12, 2022
Via Zoom

Trustees P. Craig, S. Leslie, J. Bennie, L. Ransom, R. Buchanan, C. Washington, C. Watts
Administration: G. Smyth, B. Witte, J. Messenger, B. Ross, L. Cheetham, S. Manson
P&VP: D. Ryan

Call to Order – 5:01 pm Trustee Craig in the Chair.

Trustee Craig acknowledged the Tseshaht and Hupacasath people on whose unceded traditional territory we live, work and learn.

Questions/Approval of Agenda

Moved by Trustee Buchanan and seconded by Trustee Leslie that the Agenda for April 12, 2022, be approved with the addition of the following:

13.1 BCSTA/VISTA – Trustee Ransom

CARRIED

Conflict of Interest Declaration – Nil

1.0 Adoption of Minutes

Moved by Trustee Ransom seconded by Trustee Watts that the minutes of March 8, 2022 be approved.

CARRIED

2.0 Announcements of the Chair

2.1 Trustee Craig thanked everyone involved with the process to hire a new Superintendent and thanked Greg for his years of service to the district.

3.0 Good News from the Schools - Nil

4.0 Trustee Statements

- Trustees commented on events around the district.

5.0 Petitions/Delegations/Presentations

5.1 Alberni Valley Community School Society – *letter attached.*

6.0 Staff Reports

6.1 Superintendents Report

The Superintendent provided his monthly report.

6.2 Expenditures for February 2022

Moved by Trustee Buchanan and seconded by Trustee Ransom that the expenditures for the month of February 2022 be approved as follows:

Description	February
Supplies and Services	\$1,687,024.34
Salaries and Benefits	\$4,555,739.90
	\$6,242,764.24

CARRIED

6.3 Expenditures for March 2022

Moved by Trustee Leslie and seconded by Trustee Buchanan that the expenditures for the month of March 2022 be approved as follows:

Description	March
Supplies and Services	\$2,704,366.20
Salaries and Benefits	\$3,472,175.18
	\$6,176,541.38

CARRIED

6.4 Capital Plan Bylaw

**CAPITAL BYLAW NO. 2022/23-CPSD70-01
CAPITAL PLAN 2022/23**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 70 (Pacific Rim) (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:

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.

1. This Capital Bylaw may be cited as *Pacific Rim* Capital Bylaw No. 2022/23-CPSD70-01.

Moved by Trustee Washington and seconded by Trustee Ransom and read a first time the 12th day of April 2022;

Moved by Trustee Washington and seconded by Trustee Leslie and read a second time the 12th day of April 2022;

Moved by Trustee Buchanan and seconded by Trustee Watts and read a third time, passed the 12th day of April 2022.

6.5 2021-22 Budget

The Assistant Secretary-Treasurer provided an update on the 2021-22 Budget – attached.

6.6 Ministry of Education Funding

The Assistant Secretary-Treasurer reported on recent funding announcements from the MoE - attached.

7.0 Executive Committee Reports

7.1 April 6, 2022.

8.0 Unfinished Business/New Business

9.0 Policy Development**9.1 Policy Discussion – P200: Executive Committee**

This Policy was served Notice of Motion on March 31, 2022 and is now ready for discussion.

Feedback was received to add the Manager of IT/ Data Management to the list of attendees.

9.2 Policy Discussion – P420: Professional Growth Plan

This Policy was served Notice of Motion on March 31, 2022 and is now ready for discussion. No feedback was received.

10.0 Correspondence – Action Required - Nil**11.0 Correspondence – For Information**

11.1 copy of the Ha-Shilth-Sa dated March 10 and 24, 2022.

12.0 Board Committees - Nil**13.0 Internal District Committees**

13.1 BCSTA/VISTA – *Trustee Ransom*

Moved by Trustee Ransom and seconded by Trustee Buchanan that the Board send a late motion to the BCSTA asking to provide online Zoom options for Trustee delegates to attend future BCSTA meetings and events including Provincial Council, Trustee Academies and AGM.

CARRIED

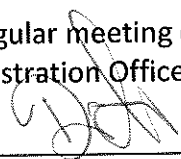
14.0 External or Community Committees

14.1 Port Alberni Museum & Heritage Commission - *Trustee Craig*

Audience Question Period

The Chairperson adjourned the meeting at 5:46 pm. The next regular meeting of the Board of Education will be held on April 12, 2022 at 5:00pm in the Administration Office.


Trustee Craig, Chair


Lindsay Cheetham, Secretary-Treasurer

**Budget Status Report
SD 70 (Pacific Rim)
Operating Fund at March 31, 2022**

	FINAL		ACTUALS						Variance	Received
	Schedule 2		Actual YTD	Forecast March	Forecast April	Forecast May	Forecast June	Year End		
Revenue										
Provincial Grants										
- Ministry of Education - Operating	36,117,001		26,749,671		3,800,000	3,800,000	3,767,330	36,117,001	-	
- Ministry of Education - Other	902,057		217,482		250,000	250,000	184,575	902,057	-	
- Other Provincial Grants			(4,780)				4,780	-	-	
Federal Grants										
Tuition	250,000		549,860					549,860	299,860	
Other Revenue	3,422,357		2,381,987		350,000	350,000	340,370	3,422,357	-	
Rentals and Leases	58,400		63,735		7,510	7,510	7,510	86,265	27,865	
Investment Income	20,000		19,486		1,800	1,800	1,800	24,886	4,886	
Total Revenue	42,769,815		29,977,441		4,409,310	4,409,310	4,306,365	43,102,426	332,611	
Expenditures										
Teachers	18,073,687		12,517,688		1,800,000	1,800,000	1,800,000	17,917,688	155,999	
Principals and Vice Principals	3,336,244		2,384,815		275,000	275,000	275,000	3,209,815	126,429	
Support Staff	7,194,913		4,645,847		255,143	555,143	705,143	6,161,276	1,033,637	
Other Professionals	1,158,645		1,051,696		120,000	120,000	120,000	1,411,696	(253,051)	
Substitutes	1,500,000		1,043,981		140,000	150,000	225,000	1,558,981	(58,981)	
Employee Benefits	6,866,043	22%	4,665,010		595,733	667,033	718,783	6,646,559	219,484	
Services and Supplies	4,867,354		3,918,509		362,712	495,289	765,281	5,541,792	(674,438)	
Total Expenditures	42,996,886		30,227,547		3,548,588	4,062,465	4,609,207	42,447,808	549,078	
Net Revenue (Expense)	(227,071)		(250,105)		860,722	346,845	(302,842)	654,619	881,690	
Transfer to Local Capital	(79,411)						(79,411)	(79,411)		
Budgeted Prior Year Surplus Appropriation	306,482									
Budgeted Surplus (Deficit), for the year	-		(250,105)		860,722	346,845	(382,253)	575,208	881,690	

Comments
 -This report is based on the Amended Annual Budget approved in February.
 -This report reflects the period of July 1, 2021 to March 31, 2022.
 - Salary forecasts are based on the # of pay periods remaining in the year.
 - Benefits forecasts are based on 23% of salary forecasts.
 - Services / Supplies forecasts are based on expenditures in the previous year.

Notes:
 1 - year to date, we have expended \$250,105 more than we have received
 2 - by year end, we will receive \$392,611 more in revenue than projected
 3 - by year end, we will spend \$549,078 less than projected
 4 - our forecasted surplus for this fiscal year is \$575,208
 5 - our financial position is \$891,690 better than projected

Spent	Received
70%	70%
69%	24%
71%	
65%	
91%	
70%	
69%	
61%	
70%	

**Budget Status Report
SD 70 (Pacific Rim)
Operating Fund at March 31, 2022**

	FINAL		ACTUALS		Variance	Received
	Schedule 2	Actual YTD	YTD			
Revenue						
Provincial Grants						
- Ministry of Education - Operating	38,117,001	26,749,671	217,482	11,367,330	70%	70%
- Ministry of Education - Other	902,057	217,482	684,575	684,575	24%	24%
- Other Provincial Grants		(4,780)		4,780		
Federal Grants						
Tuition	250,000	549,860		(299,860)	220%	220%
Other Revenue	3,422,357	2,381,987	1,040,370	1,040,370	70%	70%
Rentals and Leases	58,400	63,735	(5,335)	(5,335)	103%	103%
Investment Income	20,000	19,486	514	514	97%	97%
Total Revenue	42,769,815	29,977,441	12,792,374	12,792,374	70%	70%
Note 2						
Expenditures						
Teachers	18,073,687	12,517,688	5,555,999	5,555,999	63%	63%
Principals and Vice Principals	3,336,244	2,384,815	951,429	951,429	71%	71%
Support Staff	7,194,913	4,645,847	2,549,066	2,549,066	63%	63%
Other Professionals	1,158,645	1,051,696	106,949	106,949	51%	51%
Substitutes	1,500,000	1,043,981	456,019	456,019	70%	70%
Employee Benefits	6,866,043	4,665,010	2,201,033	2,201,033	68%	68%
Services and Supplies	4,867,354	3,918,509	948,845	948,845	81%	81%
Total Expenditures	42,996,886	30,227,547	12,769,339	12,769,339	70%	70%
Note 3						
Net Revenue (Expense)	(227,071)	(250,105)				
Transfer to Local Capital	(79,411)					
Budgeted Prior Year Surplus Appropriation	306,482					
Budgeted Surplus (Deficit), for the year	-	(250,105)				

SD70 - OPERATING GRANTS (the block)	2022/23 Preliminary Budget			2021/22 Interim Budget			Increase (Decrease)	
	March 2022			December 2021				
	FTE	Rate	Funding Amount	FTE	Rate	Funding Amount	FTE	Funding Amount

SEPTEMBER

Standard (Regular) Schools	3,739.000	7,885	29,482,015	3,591.563	7,885	28,319,470	147.438	1,162,545
Continuing Education	-	7,885	-	1.000	7,885	7,885	(1.000)	(7,885)
Alternate Schools	230.000	7,885	1,813,550	242.000	7,885	1,908,170	(12.000)	(94,620)
Distributed Learning	61.000	6,360	387,960	60.313	6,360	383,588	0.688	4,373
Home Schooling	11.000	250	2,750	11.000	250	2,750	-	-
Course Challenges	15.000	246	3,690	15.000	246	3,690	-	-
Total Enrolment-Based Funding - September	2b	4,056.000	\$ 31,689,965	3,920.875		\$ 30,625,553	135.125	\$ 1,064,412
Special Needs - Level 1	4a	1.000	44,850	1.000	44,850	44,850	-	-
Special Needs - Level 2	4a	139.000	21,280	138.000	21,280	2,936,640	1.000	21,280
Special Needs - Level 3	4a	21.000	10,750	21.000	10,750	225,750	-	-
ELL/FLL	4b	62.000	1,585	62.000	1,585	98,270	-	-
Indigenous Education	4b	1,323.000	1,565	1,271.000	1,565	1,989,115	52.000	81,380
Adult Education	4b	34.000	5,030	11.250	5,030	56,588	22.750	114,433
Equity of Opportunity Supplement	4c		336,612			326,202		10,410
Total Supplement for Unique Student Needs		1,580.000	\$ 5,904,917	1,504.250		\$ 5,677,415	75.750	\$ 227,503
Small Community Supplement			1,019,798			1,121,870		(102,072)
Low Enrolment Factor			1,479,758			1,502,169		(22,411)
Rural Factor			341,097			311,378		29,719
Climate Factor			70,914			64,735		6,179
Sparseness Factor			579,701			538,804		40,897
Student Location Factor			485,995			451,332		34,663
Supplemental Student Location Factor			143,000			134,000		9,000
Supplement for Unique Geographic Factors	6		\$ 4,120,263			\$ 4,124,288		\$ (4,025)
Supplement for Salary Differential	5b		763,793			734,122		29,671
Curriculum & Learning Support Fund	8		35,054			33,540		1,514
TOTAL SEPTEMBER ENROLMENT COUNT	2a	4,030.000	\$ 42,513,992	3,894.875		\$ 41,194,917	135.125	\$ 1,319,075
Incr (decr)		135.125	\$ 1,319,075					

FEBRUARY

School-Age FTE - Continuing Education	5.000	7,885	39,425	-	7,855	-	5.000	39,425
Adult FTE - Continuing Education	30.000	5,030	150,900	5.000	5,030	25,150	25.000	125,750
K-Grade School-Age FTE - Online Learning	-	3,180	-	10.000	3,180	31,800	(10.000)	(31,800)
Grade 10-12 School-Age FTE - Online Learning	1.000	6,360	6,360	10.000	6,360	63,600	(9.000)	(57,240)
Level 1 Special Needs Enrolment Growth	-	22,425	-	-	22,425	-	-	-
Level 2 Special Needs Enrolment Growth	-	10,640	-	-	10,640	-	-	-
Level 3 Special Needs Enrolment Growth	-	5,375	-	-	5,375	-	-	-
Adult FTE - Online Learning	-	-	-	4.000	5,030	20,120	(4.000)	(20,120)
TOTAL FEBRUARY ENROLMENT COUNT		36.000	\$ 196,685	29.000		\$ 140,670	7.000	\$ 56,015
Incr (decr)		7.000	\$ 56,015					

MAY

School-Age FTE - Continuing Education	10.000	7,885	78,850	10.000	7,885	78,850	-	-
Adult FTE - Continuing Education	30.000	5,030	150,900	-	5,030	-	30.000	150,900
K-Grade School-Age FTE - Online Learning	-	2,120	-	10.000	2,120	21,200	(10.000)	(21,200)
Grade 10-12 School-Age FTE - Online Learning	1.000	6,360	6,360	10.000	6,360	63,600	(9.000)	(57,240)
Adult FTE - Online Learning	-	5,030	-	4.000	5,030	20,120	(4.000)	(20,120)
TOTAL MAY ENROLMENT COUNT		41.000	\$ 236,110	34.000		\$ 183,770	7.000	\$ 52,340
Incr (decr)		7.000	\$ 52,340					

FULL YEAR	1a		\$ 42,946,787			\$ 41,519,357		\$ 1,427,430
Incr (decr)			\$ 1,427,430					

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. 70 (Pacific Rim) (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;

2022/23 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)

"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
Wood Elementary	SEP - Roofing Upgrades	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
John Howitt Elementary	SEP - Roofing Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

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

2022/23 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)

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.

2022/23 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)

- 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

2022/23 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)

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. 70 (Pacific Rim)
4690 Roger St, Port Alberni, BC, V9Y 3Z4
Attention: Lindsay Cheetham, Secretary-Treasurer
Email: lcheetham@sd70.bc.ca

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.

2022/23 Annual Programs Funding Agreement for School District No. 70 (Pacific Rim)

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. 70 (Pacific Rim) 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.