



School District No.59 (Peace River South)

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## **PUBLIC BOARD MEETING**

The Board of Education of SD59 (PRS) will be holding their Public Board Meeting on Wednesday, June 22, 2022 starting at 1:00 pm in Dawson Creek at School District Board Office (11600-7<sup>th</sup> Street).

Anyone wishing to attend the public board meeting may do so in person or via Zoom. Individuals must pre-register by noon (12 pm) on Tuesday, June 21, 2022 to receive the Zoom link.

Please contact Richell Schwartz to register for the meeting:

Phone: 250-782-8571, ext. 217

Email: [rschwartz@sd59.bc.ca](mailto:rschwartz@sd59.bc.ca)



## Open Board Meeting Agenda

**Date:** June 22, 2022 1:00 PM



**Place:** School Board Office – Dawson Creek, BC

“We acknowledge that we share this territory with the people of Treaty 8”

### APPROVAL OF AGENDA

1. **ITEMS FOR ADOPTION**
  - R1.1 – Regular Board Meeting Minutes – May 18, 2022
  - R1.2 – Excerpts Closed Meeting – May 18, 2022
  - R1.3 – Public Consultation Meeting – June 2, 2022
  - R1.4 – Excerpts Special Closed Meeting – June 7, 2022
2. **BUSINESS ARISING**
3. **ESSENTIAL ITEMS**
4. **OTHER PRESENTATIONS**
  - R4.1 – Parkland Elementary
5. **REPORTS FROM THE SUPERINTENDENT OF SCHOOLS**
  - R5.1 – School/Student News
  - R5.2 – Principal Retreat
6. **REPORTS FROM THE SECRETARY-TREASURER**
  - R6.1 – Finance Reports
  - R6.2 – 2021-22 Interim Audit Letter & Planning Report
  - R6.3 – 2023-24 Major Capital Plan Submission
  - R6.4 – 2022-23 Annual Budget and Bylaw (3<sup>rd</sup> Reading)
  - R6.5 – 2022-23 Board Meeting Dates
7. **TRUSTEE ITEM**
  - R7.1 – BCSTA Update – T. Ziemer
  - R7.2 – Trustee Stipend – C. Anderson
8. **COMMITTEE REPORTS**
9. **DIARY**
10. **QUESTION PERIOD**

*Questions or comments must relate to items in this meeting's agenda.*
11. **FUTURE BUSINESS / EVENTS**
  - R11.1 - Open Board Meeting – TBD



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

11600 – 7<sup>TH</sup> Street, Dawson Creek, BC V1G 4R8

### Open Session Minutes

DATE & TIME: May 18, 2022 – 1:00 PM

PLACE: Northern Lights College, Tumbler Ridge, BC

PRESENT: Trustees:  
C. Anderson (Chair)  
C. Hillton (Vice-Chair) – absent  
T. Ziemer via zoom  
R. Gulick  
T. Jones  
B. Borton  
J. Lalonde

C. Fennell, Superintendent via zoom  
M. Readman, Assistant Superintendent  
M. Panoulis, Secretary-Treasurer  
R. Schwartz, Recording Secretary

The meeting was called to order at 1:00 pm.

“We acknowledge that we share this territory with the people of Treaty 8.”

### APPROVAL OF AGENDA

Additions:

Deletions:

(2022-05-005)  
MOVED/SECONDED – Jones/Borton  
THAT, the regular meeting agenda be approved as printed.  
CARRIED

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes - April 20, 2022

The Chair asked for any corrections to the minutes.

(2022-05-006)

The Chair declared the minutes of the open meeting April 20, 2022 approved as printed.

### R1.2 Excerpts of Closed Board Meeting – April 20, 2022

(2022-05-007)

The Chair declared the excerpts of the closed board meeting April 20, 2022 approved as printed.

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

### R4.1 W.A.T.CH – TRSS Student Led Initiative

Students at TRSS have formed a group called We Are The Change (W.A.T.CH), with slogan 'Because it's time'. Two grade 12 students started the group by volunteering with Ms. Hewitt to plan career events and activities for all students to participate in. They wanted to give back to school and other students to give them the same experiences they had with career exploration. The students were so passionate about giving back to other students and carrying on the legacy of the newly formed W.A.T.CH group that they reached out to other students to join their group. The W.A.T.CH group has been responsible for planning many school activities and events. Their next steps are to brand their vision create a logo and develop mission and vision statements for W.A.T.CH.

## 5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

### R5.1 School/Student News

The Superintendent reported school/student news:

- Canalta Elementary has been busy with ducks and chicks hatching. They have also created a maker space at the school where the students are learning about 3D printing and coding and making Rube Goldberg machines. Grade 6-7 students recently presented a play featuring fairy tale spoofs.
- Schools around the district participated in activities on May 12<sup>th</sup> to support the Moose Hide Campaign, a national initiative to stand up against violence towards women and children. Many schools participated in the national livestream event.
- Don Titus Elementary school is hatching ducks. Students are helping with the breakfast program where they are learning to cook and to be independent. Students have also been working on string art in math and making geometric designs.
- Artists in Residence, Wayne Lariviere, has started some art projects at the Indigenous Education Centre. He will be in schools across the district working with students on Indigenous focused projects.

- Welcome to Kindergarten and Ready Set, Learn events are happening at all elementary schools across the district.
- The BEE Yourself Challenge is on again. This challenge is supported by the SD59 SOGI group.
- The Chetwynd Secondary School girls' soccer and track and field groups are going to zones in Prince George. Flag football has also started after school.
- Students in grade 7 (grade 6 in Tumbler Ridge) are participating in transition tours at the middle and high schools in the district. Many students are excited and scared about their next step in education and the tours help to introduce them to their new school.
- The Parkland Elementary student band played at the opening of the student art exhibition at the Art Gallery in Dawson Creek.

The Superintendent announced the following Principal Appointments, effective August 1, 2022:

- Sheila McGrath – Principal at Crescent Park Elementary
- Patrick David – Vice Principal at Chetwynd Secondary School
- Stacie Deeley - Principal at Tumbler Ridge Secondary School
- Brendan Bogle - Vice-Principal at Tumbler Ridge Secondary School
- Bhupinder Mattoo– Principal at Tumbler Ridge Elementary

#### R5.2 2022-23 Revised School Calendar

No additional feedback was received for the revised 2022-23 School Calendar. The Superintendent confirmed the Province will recognize September 30<sup>th</sup>, the National Day for Truth and Reconciliation as a statutory holiday (the instructional minutes per day were adjusted in the calendar) and the non-instructional day in November is confirmed on November 25<sup>th</sup>.

(2022-05-008)

MOVED/SECONDED – Gulick/Lalonde

THAT, the Board approve the revised 2022-23 School Calendar as presented.

CARRIED

#### R5.3 FESL Feedback

The Superintendent presented the feedback received from the Ministry of Education on the FESL report submission.

#### R5.4 Mural Requests

The Superintendent received a mural request from Chetwynd Secondary School. Wayne Lariviere, Artist in Residence, is working with students at CSS to design a landscape mural that will incorporate past multi-tile projects from students where they created a bear, canoe, and tree. The mural will have the ability to include future tile projects as well that the students will create in connection with Indigenous cultures.

(2022-05-009)

MOVED/SECONDED – Gulick/Lalonde

THAT, the Board approve to allow Chetwynd Secondary School to proceed with planning the wall mural as presented;

WHEREAS, the planning must follow the process as established in Policy 6060.

CARRIED

## 6.0 REPORTS FROM THE SECRETARY TREASURER

### R6.1 Finance Reports

The Secretary-Treasurer reviewed the monthly finance reports as of April 30, 2022.

### R6.2 BCSTA Compensation Survey Results

The Secretary Treasurer presented the survey results from BCSTA. The survey compared trustee stipends, per diem and mileage rates for districts across the province.

### R6.3 2022-23 AFG Plan

The Annual Facilities Grant Plan was presented. The proposed plan includes various projects the facilities department has scheduled in the 2022-23 fiscal year. The plan may be adjusted if priorities change throughout the year.

### R6.4 2022-23 Annual Budget and Bylaw

The Secretary Treasurer presented the annual budget for the 2022-23 school year. The preliminary budget is balanced for the 2022-23 school year with a total budget of \$58,719,912. Budget risks and assumptions were also identified.

The Board read the first two reading of the annual budget bylaw:

(2022-05-010)

MOVED/SECONDED – Gulick/Borton

THAT, the Annual Budget Bylaw 2022/2023 showing estimated expenditures for 2022/2023 fiscal year in the total amount of \$58,719,912 be read a first time.

CARRIED

(2022-05-011)

MOVED/SECONDED – Lalonde/Gulick

THAT, the Annual Budget Bylaw 2022/2023 showing estimated expenditures for 2022/2023fiscal year in the total amount of \$58,719,912 be read a second time.

CARRIED

A public consultation of the budget will be held for feedback. The date will be arranged and more information will be posted on the district website. The third reading of the bylaw will be presented in the June 22<sup>nd</sup> board meeting.

### R6.5 Trustee Election Bylaw

The 2022 General Election for School Trustees will occur in the fall. The Secretary Treasurer presented the trustee election bylaw for approval. This bylaw will repeal Trustee Election Bylaw 2018-04.

(2022-05-012)

MOVED/SECONDED – Gulick/Borton

THAT, Trustee Elections Bylaw No. 2022-01 be read a first time.

CARRIED

(2022-05-013)

MOVED/SECONDED – Gulick/Borton

THAT, Trustee Elections Bylaw No. 2022-01 be read a second time.

CARRIED

(2022-05-014)  
MOVED/SECONDED – Jones/Lalonde  
THAT, the Board allows the third reading of the Trustee Elections Bylaw No. 2022-01 to occur in this meeting.  
CARRIED

(2022-05-015)  
MOVED/SECONDED – Gulick/Borton  
THAT, Trustee Elections Bylaw No. 2022-01 be read a third time, passed and adopted.  
CARRIED

#### R6.5 Mail Ballot Voting Bylaw

The main change to the mail ballot bylaw was to remove the restrictions around who is eligible to request a mail ballot for voting. The Local Government Act was revised to allow all eligible voters to register and vote by mail ballot if the local authority allows for mail ballot voting. The Secretary Treasurer presented the trustee election bylaw for approval. This bylaw will repeal Trustee Election Bylaw 2018-05.

(2022-05-016)  
MOVED/SECONDED – Lalonde/Jones  
THAT, Trustee Elections Bylaw No. 2022-02 be read a first time.  
CARRIED

(2022-05-017)  
MOVED/SECONDED – Jones/Lalonde  
THAT, Trustee Elections Bylaw No. 2022-02 be read a second time.  
CARRIED

(2022-05-018)  
MOVED/SECONDED – Borton/Jones  
THAT, the Board allows the third reading of the Trustee Elections Bylaw No. 2022-02 to occur in this meeting.  
CARRIED

(2022-05-019)  
MOVED/SECONDED – Gulick/Borton  
THAT, Trustee Elections Bylaw No. 2022-02 be read a third time, passed and adopted.  
CARRIED

### 7.0 TRUSTEE ITEMS

R7.1 BCSTA Update – T. Ziemer  
Trustee Ziemer reported on the latest news and events of BCSTA.

R7.2 HR Strategy – B. Borton  
Trustee Borton addressed the board to ask if there was interest to develop an HR Strategy to aid in the recruitment and retention of employees in all employment areas of the district.

The intent of the plan is for the board to become more focused and build a more directive plan on how to move forward as recruitment and retention is a current issue and the board has a role in strategy, policy and advocacy.

A a working group committee for recruitment and retention was discussed.

A request was brought forward to move into a closed session to provide further information on this topic.

(2022-05-020)

MOVED/SECONDED - Borton/Lalonde

The board move into a closed session at 3:20 pm for the purpose of further discussion of HR Strategy.

CARRIED

*The open meeting reconvened at 3:50 pm.*

(2022-05-022)

MOVED/SECONDED - Lalonde/Borton

THAT a special committee specific to recruitment and retention be struck;  
WHEREAS, district administration will form part of the committee.

CARRIED (Opposed – Gulick)

(2022-05-023)

MOVED/SECONDED Borton/Lalonde

THAT the board appoint two trustees to sit on the special recruitment and retention committee as follows:

- Jennifer Lalonde
- Becky Borton

CARRIED (Opposed – Gulick)

## 8.0 COMMITTEE REPORTS

### R8.1 Policy Committee

The Policy committee made the following recommendations:

(2022-05-024)

MOVED/SECONDED – Gulick/Borton

THAT, the Board adopt the following policies as presented:

- Policy 4225 Volunteers in Schools
- Policy 5005 Financial Planning and Reporting
- Policy 5010 Accumulated Operating Surplus

CARRIED

(2022-05-025)

MOVED/SECONDED – Gulick/Jones

THAT, the Board repeal Policy and Regulation 4290 Extraordinary Coaches, effective immediately.

CARRIED



The following regulations were presented to the board for information:

- 4225 Volunteers in Schools
- 5005 Financial Planning and Reporting
- 5010 Accumulated Operating Surplus
- 6000 Health and Safety

9.0 DIARY

10.0 NOTICE OF MOTION

11.0 QUESTION PERIOD

A question and answer period was provided.

12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – June 22, 2022

ADJOURNMENT

(2022-05-026)

MOVED – Borton

THAT, the Regular Meeting be terminated. (4:05 PM)

CARRIED

CERTIFIED CORRECT:

\_\_\_\_\_  
(C. Anderson) Board Chair

\_\_\_\_\_  
(M. Panoulas) Secretary Treasurer



# School District No.59 (Peace River South)

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**MEETING:** Closed Board Meeting  
**DATE:** May 18, 2022 11:00 AM  
**PLACE:** School Board Office – Dawson Creek

The meeting was called to order and the following was reported.

## Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – April 20, 2022

## Business Arising

### Trustee Items

Items discussed and reported included:

- BCPSEA Update

### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters

### Secretary Treasurer's Reports

Items discussed and reported included:

- Local Matters Agreement

## Adjournment Motion

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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M. Panoulas, Secretary Treasurer



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

11600 – 7<sup>TH</sup> Street, Dawson Creek, BC V1G 4R8

### MINUTES OF THE PUBLIC CONSULTATION MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59 (PRS)

DATE & TIME: June 2, 2022 – 7:00 PM

PLACE: School Board Office – Dawson Creek

PRESENT: Trustees:  
C. Anderson (Chair)  
C. Hillton (Vice-Chair) via zoom  
T. Ziemer via zoom  
R. Gulick  
T. Jones  
B. Borton via zoom  
J. Lalonde via zoom

C. Fennell, Superintendent  
M. Readman, Assistant Superintendent  
M. Panoulias, Secretary Treasurer  
R. Schwartz, Recording Secretary

Called to order – 7:00 PM

“We acknowledge that we share this territory with the people of Treaty 8”

The Board Chair, Trustee Anderson, opened the meeting with an acknowledgement and noted there was no public attendance online or in the gallery. The board kept the meeting open for 15 minutes to allow anyone to join late.

At 7:15, the Board Chair noted there was still no public attendance.

Feedback will continue to be accepted until June 8<sup>th</sup>. Feedback can be made in writing to Melissa Panoulias, Secretary Treasurer, at [mpanoulias@sd59.bc.ca](mailto:mpanoulias@sd59.bc.ca). The third and final bylaw reading of the Annual Budget will be presented to the Board of Education at the public board meeting on June 22, 2022.

The public consultation meeting was adjourned at 7:15 pm.

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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M. Panoulis, Secretary-Treasurer



## School District No.59 (Peace River South)

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**MEETING:** Special Closed Board Meeting  
**DATE:** June 7, 2022 (6:30 pm)  
**PLACE:** School Board Office – Dawson Creek (Via Zoom)

The meeting was called to order and the following was reported.

### Items for Adoption

#### 1.0 Property Update

#### Adjournment Motion

CERTIFIED CORRECT:

\_\_\_\_\_  
C. Anderson, Board Chair

\_\_\_\_\_  
M. Panoulias, Secretary Treasurer



## School District No.59 (Peace River South)

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June 22, 2022

To the SD 59 Board of Education,

Re: Agenda Item R5.2 Principal Retreat

As per policy 5190 – Use of School Facilities

i) The use of alcoholic beverages is not permitted at school district facilities, except at events hosted or permitted by the Recreation and Social Services Societies that are associated with our schools, or property that is otherwise leased or rented to third parties, and where the board has given prior approval to consume alcohol. The group requesting permission to serve alcohol must have complied with any and all conditions that may be stipulated by the board, and the Province of British Columbia, prior to alcohol being served.

The District and the Peace River South Principal's and Vice-Principal's Association will be hosting a retreat at Gwillim Lake Education Site, for Administrators only, on August 28<sup>th</sup> and 29<sup>th</sup>, 2022. I would like to request approval be given to serve alcoholic beverages with dinner on the evening of August 28<sup>th</sup>, 2022.

Thank you for considering this request.

Christy Fennell  
Superintendent



## School District No.59 (Peace River South)

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June 15, 2022

School District #59 Trustees

### **RE: May 2022 Financial Reports**

Following are explanations of major variances for the May 31, 2022 Financial Reports.

#### REVENUES:

The Base Operating Grant is showing a favourable variance of \$199,846, due to the February enrollment count funding and LEA adjustment. The budget was based on an estimated May 1701 count of 54.0 FTE, the actual May 1701 count was 20.75 FTE and therefore there will be a grant decrease of \$210,675 (33.125 X \$6,360) in June.

#### DISTRICT EXPENSES:

You will notice that various graphs are off trend in May, given we are nearing the fiscal year end we have moved some staff salary expenses to different areas to ensure we are meeting financial commitments that come with restrictions.

1. **District Programs Other** – The majority of the favourable \$410,000 variance breakdown is as follows.
  - a. Indigenous Education - \$200,000
  - b. Resource Centre - \$25,000
  - c. CEF Operating Fund - \$65,000
  - d. Numeracy \$28,000
  - e. Literacy \$30,000
  - f. Speech & Language \$26,000The majority of these variances are due to unfilled vacancies, all positions remain posted with the goal to hire.
2. **Board of Trustees** – some of the retirement dinner expenses were entered in May but they are budgeted to occur in June and therefore this variance will decrease next month.
3. Most of the **Special Purpose** variance is from the Annual Facilities Grant (\$222,000), Community Links (\$75,000), French Language (\$46,000), CEF remedies (\$80,000), Strong Start (\$31,000) and Mental Health in Schools (\$55,000).



## School District No.59 (Peace River South)

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### SCHOOL EXPENSES:

There are no large changes from the previous month's school surpluses. School surpluses will be limited to a carry forward amount of 2.5-3% of budget, as at May 31, 2022 the total carry forward is estimated at \$557,000.

Melissa Panoulis



# Board Variance Report - Revenues May 31, 2022

Year-to-Date Revenues (\$000's):

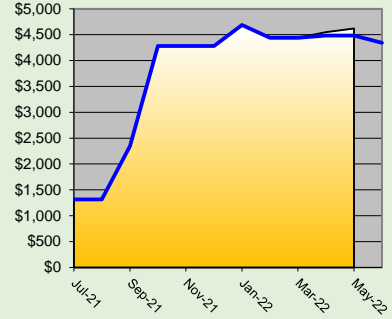
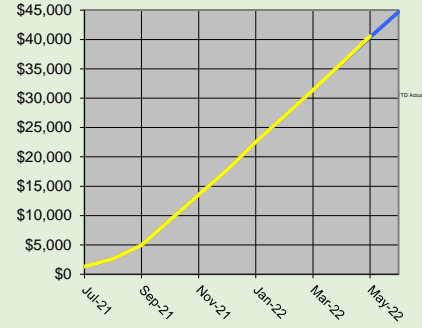
Monthly Revenues (\$000's):

## BASE OPERATING GRANT

Year-To Date Results:

Budget	Actual	Variance
\$40,359	\$40,559	\$200

**Overbudget 0.5%**

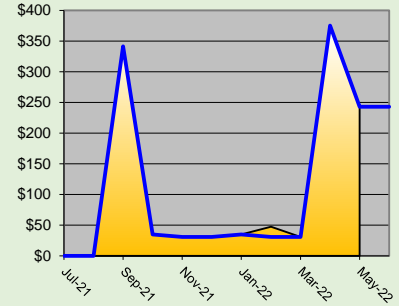
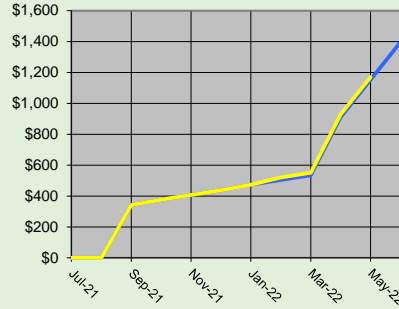


## OTHER MoEd GRANTS

Year-To Date Results:

Budget	Actual	Variance
\$1,153	\$1,170	\$17

**Overbudget 1.5%**

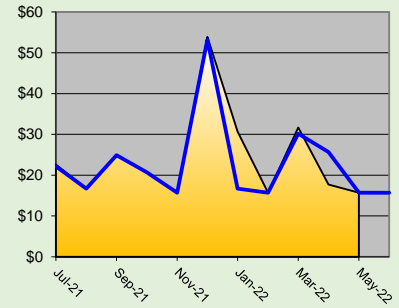
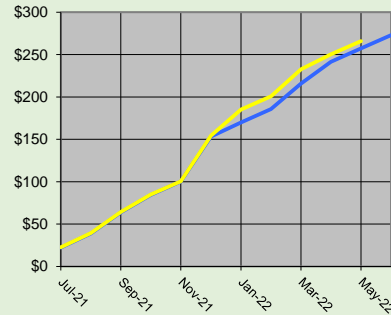


## GRANTS-OTHER PROV.MINISTRIES

Year-To Date Results:

Budget	Actual	Variance
\$257	\$266	\$9

**Overbudget 3.4%**

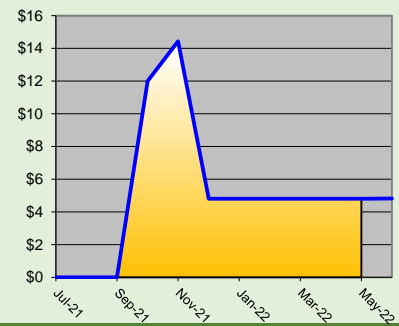
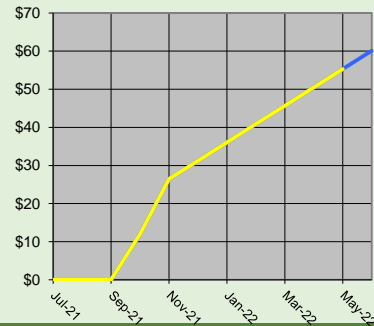


## NON-RESIDENT TUITION

Year-To Date Results:

Budget	Actual	Variance
\$55	\$55	\$0

**Overbudget 0.0%**

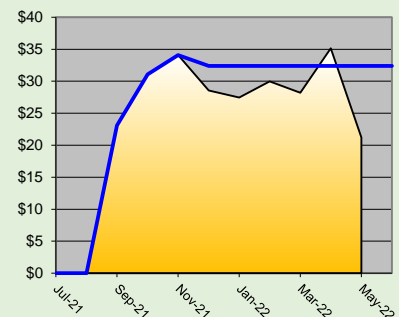
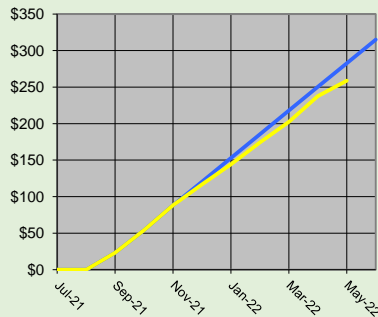


## SECONDED/SUBSTITUTE TEACHER

Year-To Date Results:

Budget	Actual	Variance
\$283	\$259	-\$24

**Underbudget 8.4%**



# Board Variance Report - Revenues

## May 31, 2022

### Year-to-Date Revenues (\$000's):

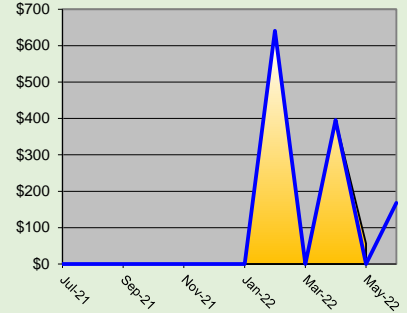
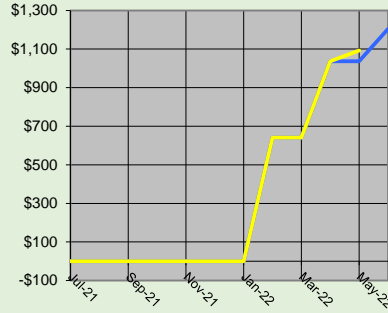
### Monthly Revenues (\$000's):

#### FUNDING FIRST NATION

##### Year-To Date Results:

Budget	Actual	Variance
\$1,037	\$1,093	\$56

**Overbudget 5%**

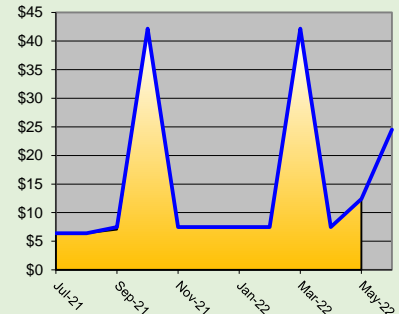
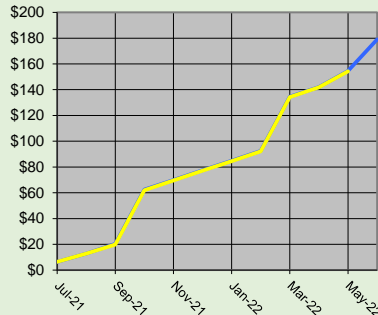


#### RENTALS/LEASES

##### Year-To Date Results:

Budget	Actual	Variance
\$154	\$154	\$0

**Underbudget 0.1%**

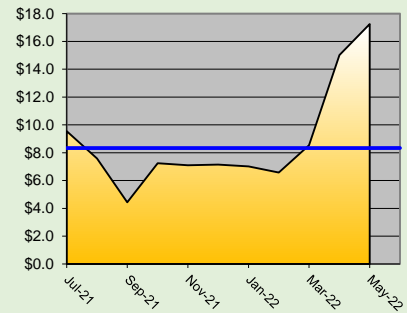
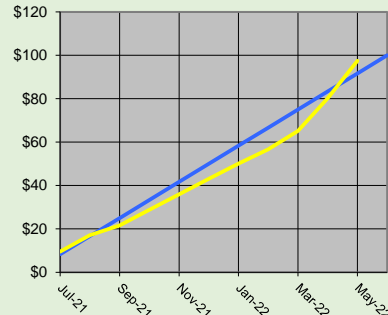


#### INTEREST INCOME

##### Year-To Date Results:

Budget	Actual	Variance
\$92	\$97	\$6

**Overbudget 6.3%**

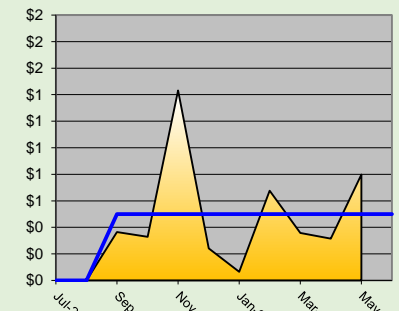
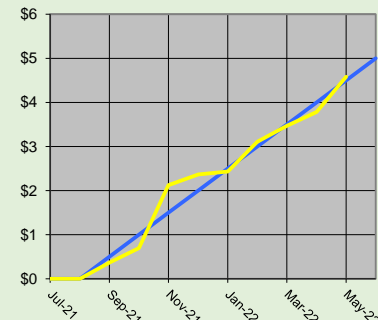


#### OTHER REVENUE

##### Year-To Date Results:

Budget	Actual	Variance
\$5	\$5	\$0

**Overbudget 1.8%**

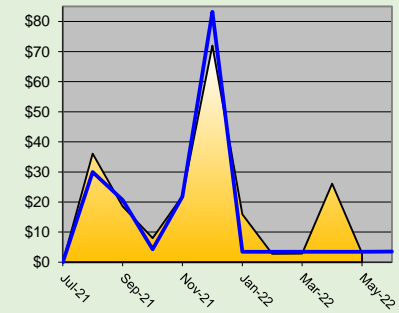
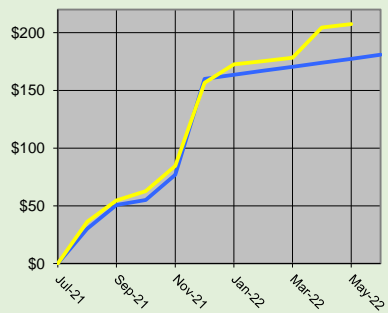


#### MISCELLANEOUS REVENUE

##### Year-To Date Results:

Budget	Actual	Variance
\$177	\$207	\$30

**Overbudget 17.0%**



**Board Variance Report - Revenues**  
**May 31, 2022**

**Year-to-Date Revenues (\$000's):**

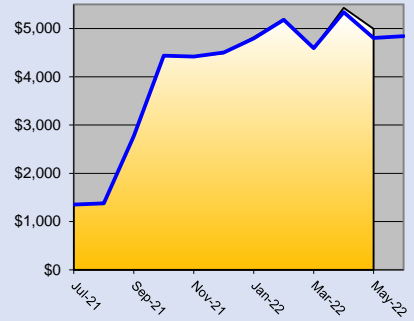
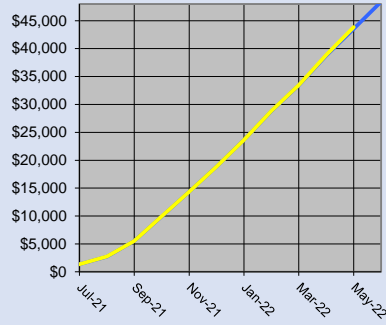
**Monthly Revenues (\$000's):**

**TOTAL REVENUE**

**Year-To Date Results:**

<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>\$43,572</u>	<u>\$43,865</u>	<u>\$293</u>

**Overbudget 0.7%**



# Board Variance Rpt. - Expenditures

## May 31, 2022

Year-to-Date Costs (\$000's):

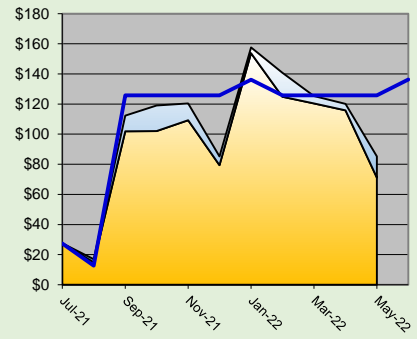
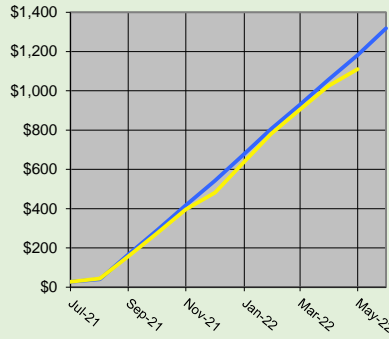
Monthly Costs (\$000's):

### DISTRICT SPEC. ED./HELP.TCHRS

Year-To Date Results:

	Budget	Actual	Variance
Comp	1,068	1,021	47
O&M	114	90	24
<b>Total</b>	<b>1,182</b>	<b>1,111</b>	<b>71</b>

**Underbudget 6%**

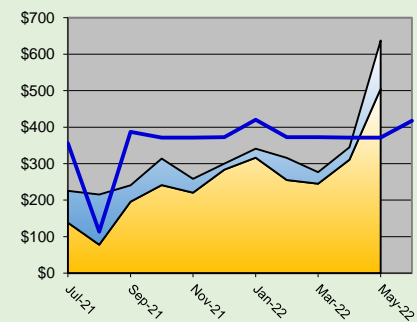
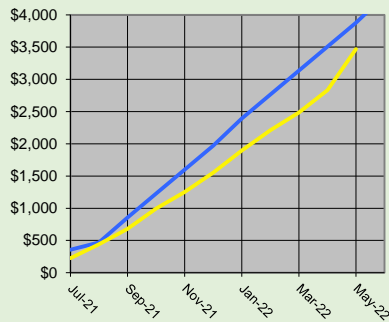


### DISTRICT PROGRAMS-OTHER

Year-To Date Results:

	Budget	Actual	Variance
Comp	3,054	2,790	264
O&M	826	680	146
<b>Total</b>	<b>3,879</b>	<b>3,469</b>	<b>410</b>

**Underbudget 11%**

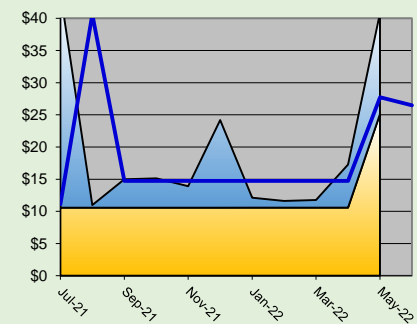
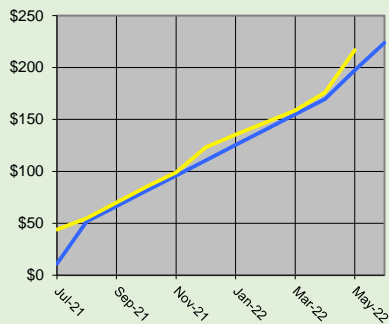


### BOARD OF TRUSTEES

Year-To Date Results:

	Budget	Actual	Variance
Comp	117	131	-14
O&M	81	86	-5
<b>Total</b>	<b>197</b>	<b>217</b>	<b>-19</b>

**Overbudget 10%**

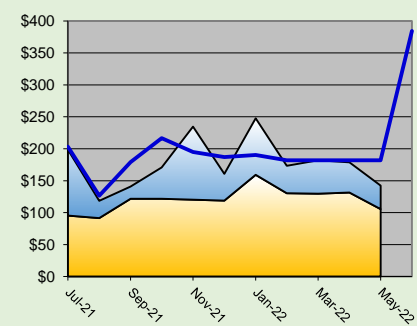
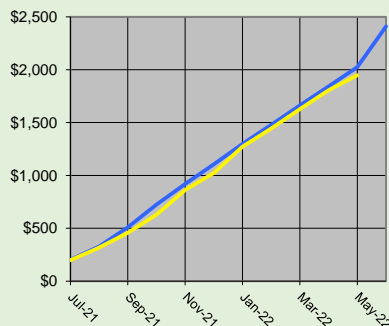


### ADMINISTRATION & OTHER

Year-To Date Results:

	Budget	Actual	Variance
Comp	1,401	1,325	76
O&M	624	622	1
<b>Total</b>	<b>2,025</b>	<b>1,948</b>	<b>77</b>

**Underbudget 4%**

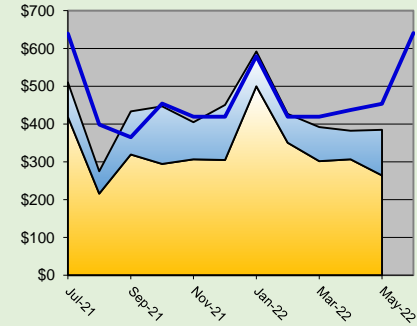
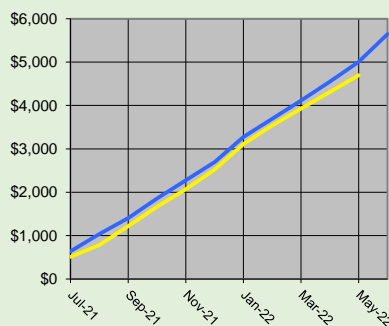


### OPERATIONS & MAINTENANCE

Year-To Date Results:

	Budget	Actual	Variance
Comp	3,938	3,582	356
O&M	1,067	1,116	-48
<b>Total</b>	<b>5,005</b>	<b>4,698</b>	<b>308</b>

**Underbudget 6%**



# Board Variance Rpt. - Expenditures

## May 31, 2022

Year-to-Date Costs (\$000's):

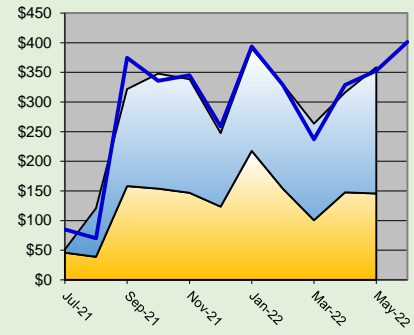
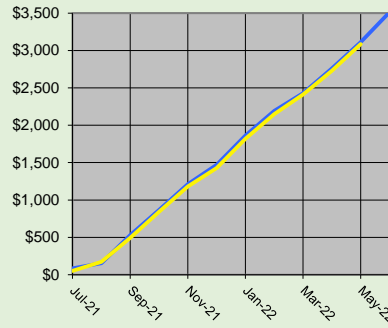
Monthly Costs (\$000's):

### TRANSPORTATION

**Year-To Date Results:**

	Budget	Actual	Variance
Comp	1,507	1,433	74
O&M	1,604	1,653	-49
<b>Total</b>	<b>3,111</b>	<b>3,086</b>	<b>25</b>

**Underbudget 1%**

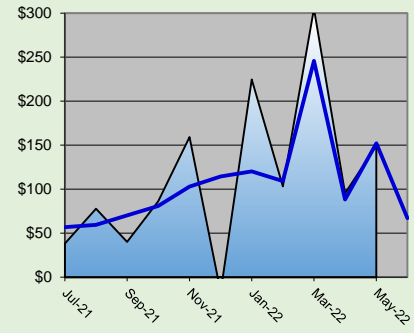
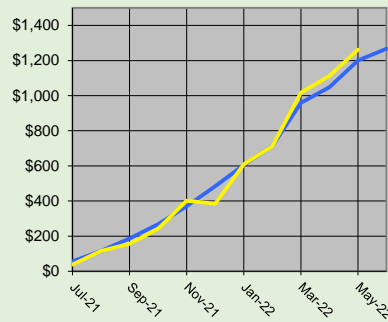


### UTILITIES

**Year-To Date Results:**

	Budget	Actual	Variance
Comp	0	0	0
O&M	1,200	1,262	-62
<b>Total</b>	<b>1,200</b>	<b>1,262</b>	<b>-62</b>

**Overbudget 5%**

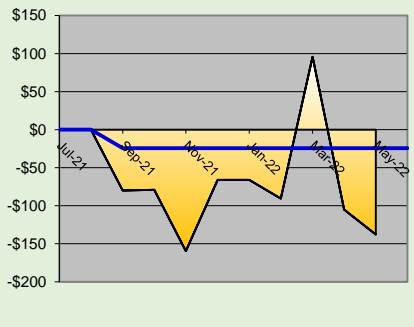
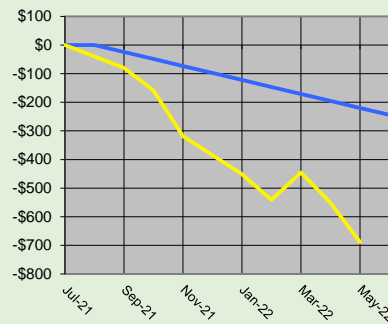


### DISTRICT SCHOOL

**Year-To Date Results:**

	Budget	Actual	Variance
Comp	-220	-689	469
O&M	0	0	0
<b>Total</b>	<b>-220</b>	<b>-689</b>	<b>469</b>

**Underbudget 214%**

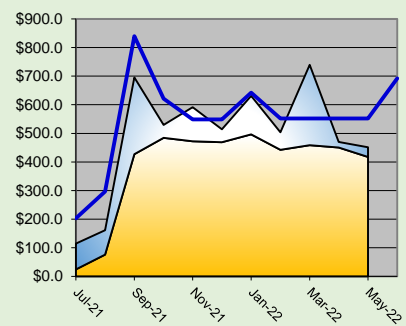
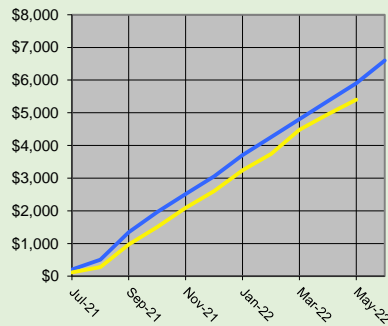


### SPECIAL PURPOSE FUNDS

**Year-To Date Results:**

	Budget	Actual	Variance
Comp	4,537	4,219	319
O&M	1,370	1,183	187
<b>Total</b>	<b>5,908</b>	<b>5,402</b>	<b>506</b>

**Underbudget 9%**

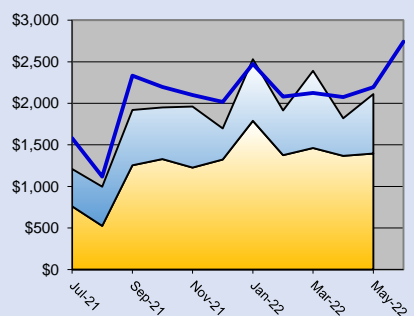
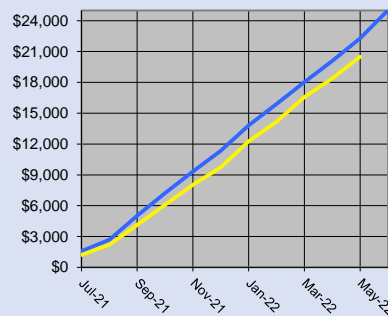


### DISTRICT TOTALS - EXPENDITURES

**Year-To Date Results:**

	Budget	Actual	Variance
Comp	15,402	13,811	1,591
O&M	6,886	6,692	195
<b>Total</b>	<b>22,288</b>	<b>20,503</b>	<b>1,785</b>

**Underbudget 8%**



## Board Variance Report - Schools

May 31, 2022

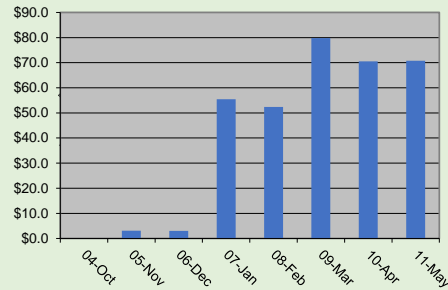
Actual Budget  
YTD Surplus (\$000's):

### CANALTA (101)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,275	\$1,269	\$6
Supp.Staff	610	559	51
Disc.Subs	21	32	-11
Supp & Serv.	62	37	25
<b>Total</b>	<b>1,968</b>	<b>1,898</b>	<b>71</b>

Underbudget 3.6%

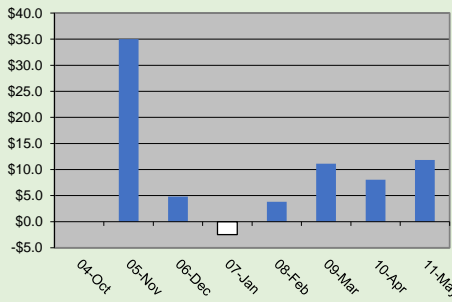


### CHETWYND SECONDARY (111)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,661	\$1,604	\$57
Supp.Staff	429	392	38
Disc.Subs	16	56	-40
Supp & Serv.	111	154	-43
<b>Total</b>	<b>2,217</b>	<b>2,205</b>	<b>12</b>

Underbudget 0.5%

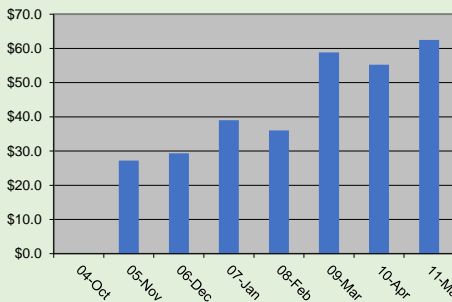


### CRESCENT PARK (103)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,300	\$1,252	\$48
Supp.Staff	404	357	48
Disc.Subs	15	40	-24
Supp & Serv.	54	63	-9
<b>Total</b>	<b>1,774</b>	<b>1,711</b>	<b>62</b>

Underbudget 3.5%

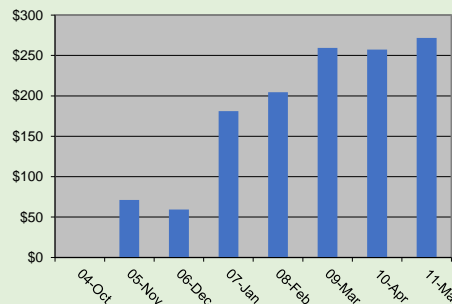


### DAWSON CREEK SECONDARY (108)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,946	\$2,957	-\$11
Supp.Staff	860	721	139
Disc.Subs	51	24	27
Supp & Serv.	392	275	117
<b>Total</b>	<b>4,249</b>	<b>3,977</b>	<b>272</b>

Underbudget 6.4%



## Board Variance Report - Schools

May 31, 2022

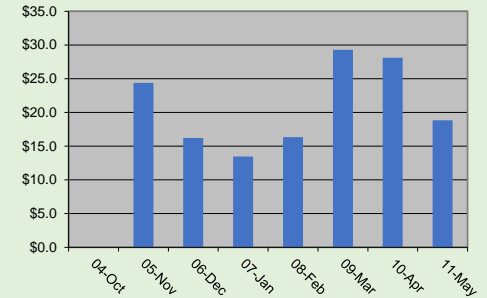
YTD Surplus (\$000's):

### DEVEREAUX (114)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$517	\$483	\$34
Supp.Staff	165	171	-6
Disc.Subs	6	20	-13
Supp & Serv.	34	30	4
<b>Total</b>	<b>722</b>	<b>703</b>	<b>19</b>

Underbudget 2.6%

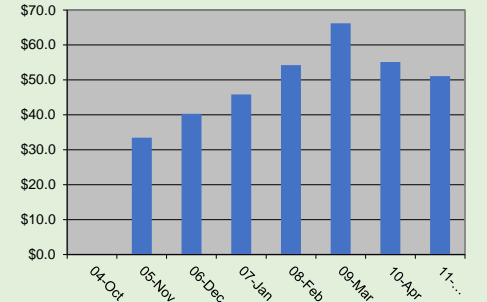


### DON TITUS (113)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$716	\$687	\$29
Supp.Staff	258	231	27
Disc.Subs	6	12	-5
Supp & Serv.	22	22	0
<b>Total</b>	<b>1,003</b>	<b>951</b>	<b>51</b>

Underbudget 5.1%

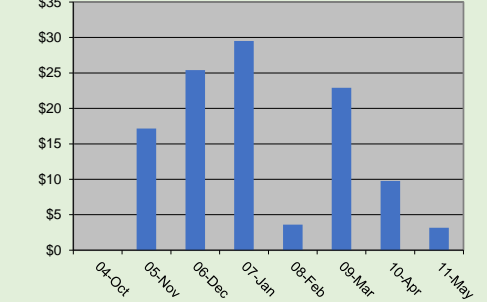


### FRANK ROSS (105)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,689	\$2,674	\$14
Supp.Staff	558	551	7
Disc.Subs	23	30	-7
Supp & Serv.	60	71	-11
<b>Total</b>	<b>3,329</b>	<b>3,326</b>	<b>3</b>

Underbudget 0.1%

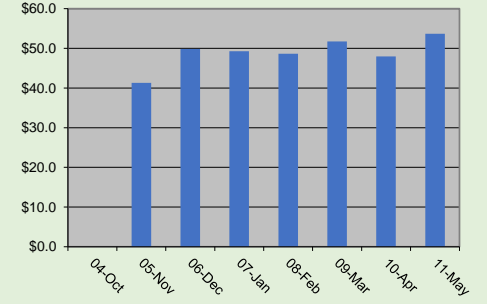


### LITTLE PRAIRIE (131)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,269	\$1,241	\$28
Supp.Staff	245	218	27
Disc.Subs	9	8	1
Supp & Serv.	40	43	-2
<b>Total</b>	<b>1,564</b>	<b>1,510</b>	<b>54</b>

Underbudget 3.4%



## Board Variance Report - Schools

May 31, 2022

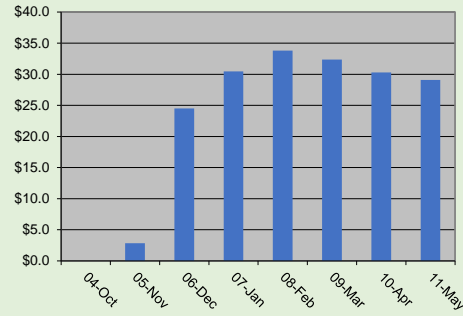
Actual Budget  
YTD Surplus (\$000's):

### MCLEOD (119)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$387	\$387	\$0
Supp.Staff	73	64	9
Disc.Subs	6	3	3
Supp & Serv.	35	18	17
<b>Total</b>	<b>501</b>	<b>472</b>	<b>29</b>

Underbudget 5.8%

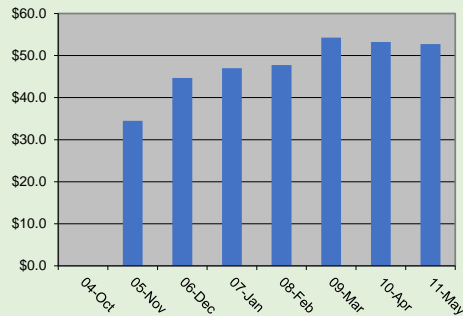


### MOBERLY LAKE (118)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$273	\$250	\$23
Supp.Staff	101	89	12
Disc.Subs	5	4	2
Supp & Serv.	35	18	16
<b>Total</b>	<b>414</b>	<b>361</b>	<b>53</b>

Underbudget 12.7%

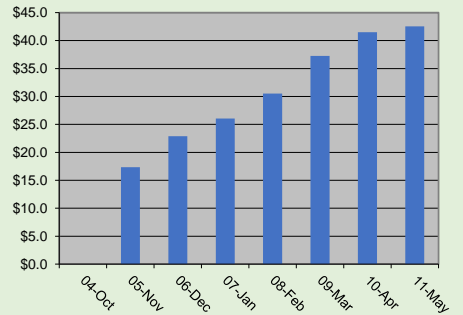


### PARKLAND (124)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$399	\$389	\$10
Supp.Staff	136	131	6
Disc.Subs	11	10	1
Supp & Serv.	40	14	26
<b>Total</b>	<b>586</b>	<b>544</b>	<b>43</b>

Underbudget 7.3%

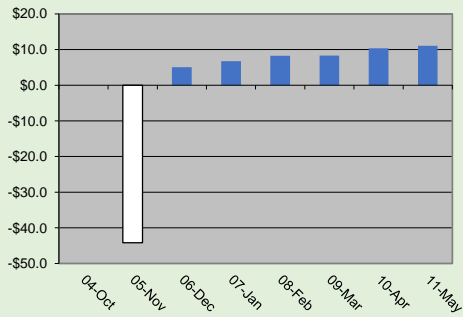


### PEACEVIEW (132)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$133	\$129	\$4
Supp.Staff	0	0	0
Disc.Subs	1	0	1
Supp & Serv.	19	13	6
<b>Total</b>	<b>154</b>	<b>143</b>	<b>11</b>

Underbudget 7.2%



## Board Variance Report - Schools

May 31, 2022

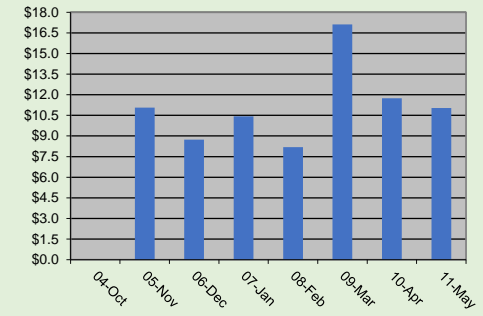
YTD Surplus (\$000's):

### POUCE COUPE (110)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$760	\$759	\$2
Supp.Staff	217	210	6
Disc.Subs	7	9	-2
Supp & Serv.	16	11	5
<b>Total</b>	<b>1,000</b>	<b>989</b>	<b>11</b>

Underbudget 1.1%

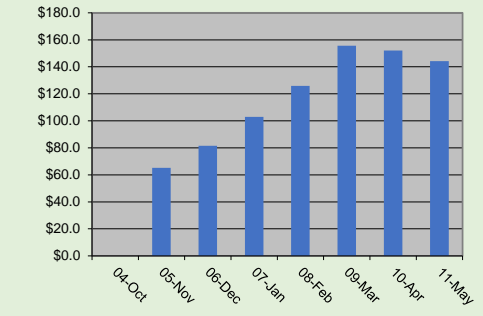


### CENTRAL MIDDLE (102)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$2,219	\$2,141	\$79
Supp.Staff	586	518	68
Disc.Subs	13	35	-22
Supp & Serv.	97	77	20
<b>Total</b>	<b>2,915</b>	<b>2,771</b>	<b>144</b>

Underbudget 4.9%

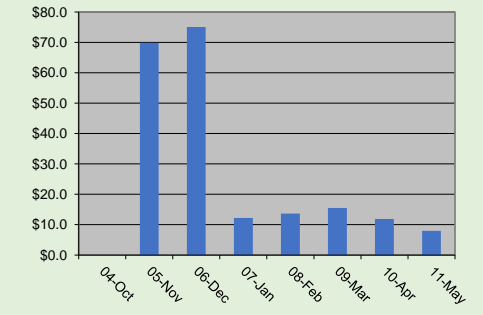


### SP DIST LEARNING (138)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$425	\$429	-\$4
Supp.Staff	83	81	2
Disc.Subs	0	0	0
Supp & Serv.	28	18	10
<b>Total</b>	<b>536</b>	<b>528</b>	<b>8</b>

Underbudget 1.5%

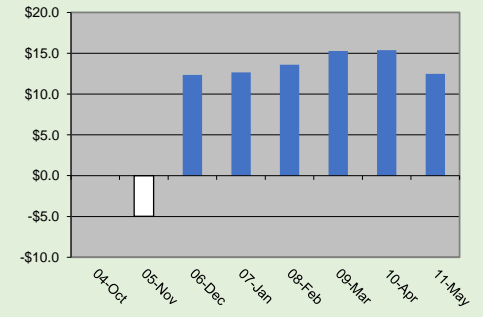


### SOUTH PEACE ELEMENTARY (125)

#### Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$162	\$124	\$38
Supp.Staff	36	31	5
Disc.Subs	1	29	-28
Supp & Serv.	14	17	-3
<b>Total</b>	<b>214</b>	<b>201</b>	<b>12</b>

Underbudget 5.8%



## Board Variance Report - Schools

May 31, 2022

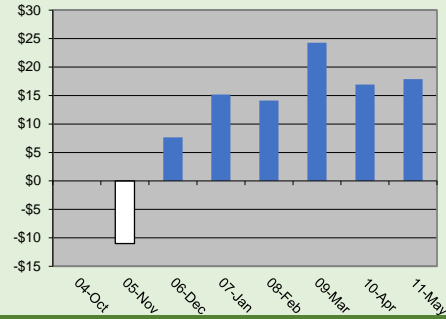
Actual Budget  
YTD Surplus (\$000's):

### TREMBLAY (109)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$832	\$837	-\$5
Supp.Staff	286	273	13
Disc.Subs	18	16	1
Supp & Serv.	81	73	8
<b>Total</b>	<b>1,217</b>	<b>1,199</b>	<b>18</b>

Underbudget 1.5%

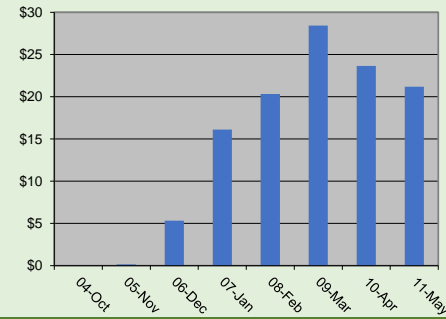


### TUMBLER RIDGE ELEMENTARY (129)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$1,154	\$1,157	-\$2
Supp.Staff	220	198	22
Disc.Subs	10	10	0
O&M	20	18	2
<b>Total</b>	<b>1,403</b>	<b>1,382</b>	<b>21</b>

Underbudget 1.5%



## Board Variance Report - Schools

May 31, 2022

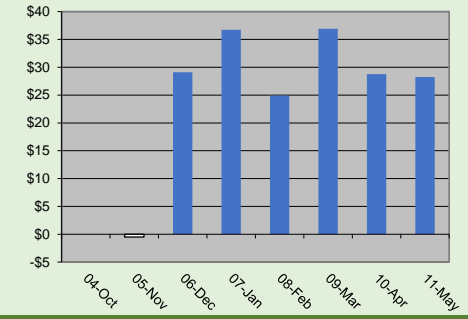
YTD Surplus (\$000's):

### TUMBLER RIDGE SECONDARY (127)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$948	\$890	\$58
Supp.Staff	279	270	9
Disc.Subs	15	37	-23
Supp & Serv.	50	67	-16
<b>Total</b>	<b>1,292</b>	<b>1,264</b>	<b>28</b>

Underbudget 2.2%

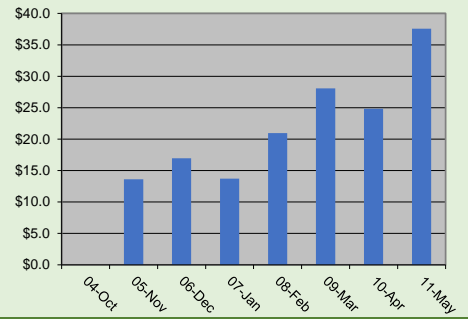


### WINDREM (112)

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$390	\$382	\$7
Supp.Staff	141	121	20
Disc.Subs	5	2	2
Supp & Serv.	35	27	8
<b>Total</b>	<b>571</b>	<b>533</b>	<b>38</b>

Underbudget 6.6%

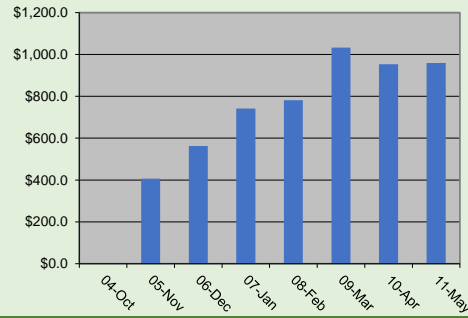


### TOTAL ALL SCHOOLS

Year-To Date Results:

	Budget	Actual	Variance
Prof.Staff	\$20,457	\$20,040	\$416
Supp.Staff	5,687	5,186	501
Disc.Subs	240	377	-137
Supp & Serv.	1,245	1,066	179
<b>Total</b>	<b>27,629</b>	<b>26,670</b>	<b>959</b>

Underbudget 3.5%







**CHARTERED PROFESSIONAL ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., FCPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Jaron Neufeld, B. Comm., CPA, CA

813 - 103rd AVENUE, DAWSON CREEK, BC V1G 2G2  
TEL: (250) 782-3374 • FAX: (250) 782-3379 • dc@srbg.ca

10208 - 99th AVENUE, FORT ST. JOHN, BC V1J 1V4  
TEL: (250) 785-5645 • FAX: (250) 785-0064 • fsj@srbg.ca

203 - 9815 - 97th STREET, GRANDE PRAIRIE, AB T8V 8B9  
TEL: (780) 532-8303 • FAX: (780) 532-8374 • gp@srbg.ca

June 10, 2022

School District No. 59 (Peace River South)  
11600 – 7 St  
DAWSON CREEK BC V1G 4R8

Dear Board of Education

SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

We have completed the interim audit of the School District No. 59 (Peace River South) for the year ended June 31, 2022. The purpose of our audit is to express an opinion on the financial statements. The audit includes consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal controls. Matters that are reported to the Board of Education are limited to those deficiencies that the auditor has identified during the audit and that the auditor has concluded are of sufficient importance to merit being reported to those charged with governance.

We are pleased to advise that our audit procedures to date have revealed no major weaknesses in internal controls and that we found the system of internal controls were functioning adequately.

If you have any questions regarding the above, do not hesitate to contact me.

Yours very truly  
SANDER ROSE BONE GRINDLE LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

Jaron Neufeld,  
B. Comm., CPA, CA

cc: Melissa Panoulis, CPA, CA,  
Secretary Treasurer



Member, Chartered Professional Accountants of British Columbia and Alberta

\* Denotes Professional Corporations

**SCHOOL DISTRICT NO. 59  
(PEACE RIVER SOUTH)**

**AUDIT PLANNING REPORT**

**JUNE 30, 2022**



**CHARTERED PROFESSIONAL ACCOUNTANTS**

*Partners*

- \* Ben Sander, B. Comm., FCPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Jaron Neufeld, B. Comm., CPA, CA

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May 16, 2022

School District No. 59 (Peace River South)  
11600 – 7 St  
DAWSON CREEK BC V1G 4R8

Dear Board of Education of School District No. 59 (Peace River South)

We are pleased to attach our audit plan which sets out how we intend to carry out our responsibilities as auditor of School District No. 59 (Peace River South). The purpose of this report is to provide the Board of Education with a basis to review our proposed scope and audit approach in accordance with Canadian Auditing Standards (CAS) 260 Communication with Those Charged With Governance (“The Standard”).

This report summarizes our assessment of key risks which drive the development of an effective audit for School District No. 59 (Peace River South) and outlines our planned audit strategy in response to those risks.

Should any member of the Board wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact me at any time.

Yours very truly,  
SANDER ROSE BONE GRINDLE LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

Jaron Neufeld  
B. Comm., CPA, CA

cc: Melissa Panoulias, CPA, CA  
Secretary Treasurer



Member, Chartered Professional Accountants of British Columbia and Alberta

\* Denotes Professional Corporations

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## **Our Firm and Team**

### ***Our firm***

Sander Rose Bone Grindle LLP performs audit services for a number of public bodies including municipalities, and other public sector organizations. The partners have had a number of years' experience in performing audits including The Corporation of the City of Dawson Creek, The Corporation of the Village of Pouce Coupe, Peace River Regional District, District of Chetwynd, City of Fort St John, Northern Lights College, Northern Rockies Regional Municipality, School District #81 (Fort Nelson) and School District #60 (Peace River North).

Each partner of the firm has had experience on most of our public sector audits, which gives us the unique capability of providing back-up in the case of incapacitation of the partner-in-charge of the audit.

Our firm's organizational philosophy is to provide quality service on a timely basis. We are available for consultation if requested.

With offices in Dawson Creek, Fort St. John, and Grande Prairie our firm provides a wide range of services throughout the Peace. These services include assurance, tax, accounting, budgeting, bookkeeping, payroll and consulting. In the past our firm has performed audit, accounting, financial statement preparation, Public Sector Accounting Board (PSAB) implementation advice, tangible capital asset (PSAB 3150) implementation, special investigations, specified audit procedures and general consulting engagements for many public sector entities in the region. Our firm has been involved in public sector auditing for in excess of 50 years.

The School District No. 59 (Peace River South) audit will be performed by our Dawson Creek office, which consists of three chartered professional accountant (CPA) partners, one staff CPA, four CPA students, two accounting technicians and two office support staff. Should there be a staffing shortage due to sickness, maternity leave or other reasons we can draw staff from our Fort St. John or Grande Prairie offices, which includes two CPA partners, one staff CPA, seven CPA students, three accounting technicians and three office support staff. Any such change in key audit staff would be communicated to the District prior to commencement of the audit.

### ***Our team***

#### **Partner**

#### **Jaron Neufeld, B. Comm., CPA, CA**

Mr. Neufeld graduated from Dawson Creek South Peace Senior Secondary School in 2005. He then attended the University of Alberta, graduating with a Bachelor of Commerce degree in 2009. Mr. Neufeld worked for Ernst and Young's audit division in 2010 and began employment at Sander Rose Bone Grindle LLP in January 2011.

***Our team (continued)***

**Jaron Neufeld, B. Comm., CPA, CA**

Mr. Neufeld attained his CA designation in December of 2012 and became a partner in the firm on January 1, 2016. In January 2018, he completed the Public Sector Certification program, offered by the Chartered Professional Accountants of Canada. During his employment, Mr. Neufeld has been involved with a variety of audits ranging from not-for-profit entities, for-profit entities, and government entities.

**CPA Students**

**Luke Hopkins B. Comm**

Mr. Hopkins received his Bachelor of Commerce degree in 2017. He began his employment with our firm in July 2018 as an articling student. He has completed all CPA programs and is a CFE finalist.

**Lawrence Dang B.A.**

Mr. Dang attended Mount Royal University, graduating with a Bachelor of Arts in Psychology in 2011. He then pursued and graduated with a Professional Diploma in Accounting at the University of Lethbridge in 2015. Mr. Dang has 8 years of industry experience in the insurance and private equity sector. Mr. Dang began his employment at Sander Rose Bone Grindle LLP in November 2021, has completed all CPA modules, and is a CFE finalist.

**Julian Marie Lorenz D. Alipio B.S. in Accountancy**

Mr. Alipio attained his CPA designation in the Philippines in October 2015. After working 3 years post designation, he then moved to Canada in January 2020 and completed a Post-Degree Diploma in Business Management at Northern Lights College in December 2021. Mr. Alipio began his employment with our firm in January 2022 as an articling student.

## **Timetable**

The following is an outline of significant dates as they relate to the completion of the audit.

Interim audit procedures	May 16-20/22
Report of the interim management letter to administration	June 10/22
Receipt of trial balance in excel	July 13/22
Yearend audit procedures	July 18-22/22
First draft financial statements to SRBG	July 15/22
Feedback on draft financial statements to administration	TBD
Draft with changes to Ministry for Feedback	TBD
Final draft to SRBG	TBD
Board of Education approval of draft financial statements	TBD
Issuance of management letter and independent auditors report	TBD
Presentation of audited financial statements to Board of Education	TBD

## **Areas of Audit Emphasis**

### **Key Responsibilities**

#### *Board of Education*

The Board of Education's role is to act in an objective, independent capacity as a liaison between the auditor, and management, to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Board of Education's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditor on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same.

#### *Management*

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.



*Auditor*

Our responsibility as auditor of your District is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in net debt and cash flows of the District in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assess the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- We will obtain a sufficient understanding of the District and the internal control structure of School District No. 59 (Peace River South) to plan the audit. This will include management's assessment of:
  - The risk that the financial statements may be materially misstated as a result of fraud and error; and
  - The internal controls put in place by management to address such risks.

## **Audit Process and Strategy**

Outlined below are certain aspects of our audit approach, which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of School District No. 59 (Peace River South) is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

### *Illegal Acts, Fraud, Intentional Misstatements and Errors*

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian auditing standards (CAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to Board of Education.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or Board members become aware of circumstances under which the District may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

### *Risk-based*

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Based on our knowledge of School District No. 59 (Peace River South)'s business and our past experience, we have identified no areas that have a potentially higher risk of a material misstatement.

### *Audit Procedures*

In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

### **Inherent limitations**

An audit cannot be relied upon to obtain absolute assurance that material misstatements in the financial statements will be detected. This is due to factors such as using professional judgment when gathering evidence and reaching conclusions based on the evidence acquired; inherent limitations in controls; and the fact that most of the evidence available is persuasive instead of conclusive.

While a strong control environment reduces the risk of a material misstatement occurring it does not eliminate this possibility. Therefore, an audit cannot conclude definitively that fraud, material misstatements, and non-compliance with provincial and federal regulations will be detected.

As auditor our concern is focused on material misstatements. Therefore, we are not responsible for the detection of misstatements that are not material to the financial statements taken as a whole.

### **Materiality**

Materiality in an audit is used to:

- Guide planning decisions on the nature and extent of our audit procedures;
- Assess the sufficiency of the audit evidence gathered; and
- Evaluate any misstatements found during our audit.

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.

We plan to use a preliminary materiality of \$1,150,000. The preliminary materiality level will be reviewed throughout our 2022 audit, and should actual results vary significantly from those forecasted, the materiality level may be adjusted in order to recognize this change in circumstances.

## **Independence**

An integral part of performing an audit is tied to the concept of independence. In determining which relationships to report, we consider relevant rules and related interpretations prescribed by the appropriate Provincial Institute/Ordre and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We are not aware of any relationships between School District No. 59 (Peace River South) and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence as of May 16, 2022. During the course of the audit, if any new matters come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence we will reconfirm our independence with Board of Education.

## **Future Accounting Announcements**

### **Financial Instruments**

For year ends starting after April 1, 2022 (i.e. the 2023 fiscal year), there will be four sections adopted. These are PS 3450 Financial Instruments, PS 3041 Portfolio Investments, PS 2601 Foreign Currency Translation, and PS 1201 Financial Statement Presentation. Early adoption of PS 3450 is permitted, but PS 2601 and PS 1201 must be adopted at the same time. PS 3041 adoption occurs once PS 1201, PS 2601, and PS 3450 are adopted. In preparation for the adoption of these standards we recommend that a review of the standards take place in addition to an assessment of the impact as it relates to the District's Financial Instruments.

### **Asset Retirement Obligations**

For year ends starting after April 1, 2022 (i.e. the 2023 fiscal year), PS 3280 – Asset Retirement Obligations will come into effect. Early adoption of PS 3280 is permitted. In preparation for the adoption of this standard we recommend that a review of the standard take place in addition to an assessment of the impact as it relates to the District's asset retirement obligations.

### **Revenue**

For year ends starting after April 1, 2023 (i.e. the 2024 fiscal year), PS 3400 – Revenue will come into effect. Early adoption of PS 3400 is permitted. In preparation for the adoption of this standard we recommend that a review of the standard take place in addition to an assessment of the impact as it relates to the District's revenues.

### **Purchased Intangibles**

For year ends starting after April 1, 2023 (i.e. the 2024 fiscal year), PSG-8 – Purchased Intangibles will come into effect. We do not expect this standard to have a significant impact on the District.

## **Future Accounting Standards Projects**

The Public Sector Accounting Board (PSAB) is currently involved in the following future accounting standards projects:

- Employment Benefits
- Financial Instruments – Narrow Scope Amendments
- Government Not-for-Profit Strategy
- Purchased Intangibles – Narrow Scope Amendments
- PSAB's Draft 2022-2027 Strategic Plan
- Review of International Strategy
- Concepts Underlying Financial Performance

Major Capital Plan Summary  
 Capital Plan Year: 2023/24

District Priority	Project Title	2023/24	2024/25	2025/26	2026/27	2027/28	6+ years	Total
<b>School Expansion Program (EXP):</b>								
1	Cresecent Park Elementary	275,000	7,000,000	3,756,646	-			\$ 11,031,646
<b>School Replacement Program (REP):</b>								
1	CSS/Windrem (Potential Don Titus Amalgamation)				11,050,000	16,783,215	56,074,155	\$ 83,907,370
2	Canalta Elementary				12,173,702	12,073,702	5,100,000	\$ 29,347,404
<b>Capital Plan Total</b>		<b>\$ 275,000</b>	<b>\$ 7,000,000</b>	<b>\$ 3,756,646</b>	<b>\$ 23,223,702</b>	<b>\$ 28,856,917</b>	<b>\$ 61,174,155</b>	<b>\$ 124,286,420</b>

# Project Request Fact Sheet

Peace River South (SD59)

Crescent Park Elementary Report run: Tuesday, June 21, 2022

## Primary Option Table: Addition - 153848 - Crescent Park Elementary

### Proposed Project Information

School District Priority	Anticipated Start Year	Anticipated Occupancy Year	Project Budget Estimate	Number of Portables Eliminated
1	2023/2024	2025/2026	\$11,031,646	2

### School Information

Grade Configuration	
Existing School	School After Project
K-7	K-7

Portables
1

Facility Condition Index (FCI)	
Current FCI	Future FCI
0.55	

School Utilization
145%

Design Capacity			
<b>Existing School</b>			
K	E	S	
0	175	0	
<b>School After Project</b>			
K	E	S	
40	250	0	
<b>Net Change</b>			
K	E	S	
40	75	0	

Calculated Operating Capacity			
<b>Existing School</b>			
K	E	S	
0	163	0	
<b>School After Project</b>			
K	E	S	
38	233	0	
<b>Net Change</b>			
K	E	S	
38	70	0	

District Operating Capacity			
<b>Existing School</b>			
K	E	S	
0	0	0	
<b>School After Project</b>			
K	E	S	
38	70	0	
<b>Net Change</b>			
K	E	S	
38	70	0	

Number of Classrooms			
<b>Existing School</b>			
K	E	S	
0	7	0	
<b>School After Project</b>			
K	E	S	
2	10	0	
<b>Net Change</b>			
K	E	S	
2	3	0	

## Primary Option: Addition - 153848 - Crescent Park Elementary

### Project Rationale

School District #59 Peace River South has submitted a five-classroom addition for Crescent Park Elementary School. The school and annex were both originally built in 1961. Currently the school is functioning at 146% of capacity, this increases to 153% based on registrations for the 2022/23 school year of 249 students.

At the start of the 2021/22 school year 10 classrooms were used in the school, one that is only 65 square meters and does not lend itself to optimal learning conditions. Two of the ten classrooms were converted from a computer lab and library. During the year, a portable was moved onsite and one class was moved. This left the small classroom available for meeting and learning assistance space that is lacking in other areas of the school.

Given the increased enrollment of 249 students already registered at Crescent Park for the 2022/23 school year the school will need to again use the smaller room as a classroom as the school now requires 11 classrooms for instruction. The district is ordering a second portable for the site to support the increased enrollment.

The library for the school is located in an annex. Given the northern climate this requires all students in the school to bundle up in the winter months for the trek to the library. Additionally, given the library is not within the school the students connectedness to the space is limited. The topography of the site does not allow for easy access to the library for students in wheelchairs or with mobility needs. To get to the library students must walk up a hill on a gravel pathway, in the winter months it is difficult to keep the path cleared of snow and ice for the students.

The school currently has very little space for learning assistance for students with unique diverse abilities or other student support services. Often student support is done in the hallways, storage and admin space. There is a small transition space between the staff room and the stage area which has been converted into a reading recovery area. The ceiling height in this small area is only 6.5'. The school stage that is off the gym has been walled in and converted to a space for Reference and Regulate for students with unique needs. The school has been creative in squeezing out every available space to support student learning.

The two spaces used for the existing two kindergarten classes are only 73 and 78 square meters respectively, they are much smaller than the ministry standard of 110 m<sup>2</sup> (90m<sup>2</sup> of instructional space and 20m<sup>2</sup> design space). As well, neither of the classrooms have a washroom; therefore, the two kindergarten spaces are functioning in 151 square meters where as ministry standards would allow for 220 square meters.

The school does not have enough washrooms to adequately support the growing student population. There is one set of each gendered washrooms for the 238 students (neither kindergarten class includes a washroom as mentioned above). The girls' washroom has 4 water closets and the boys' washroom has three water closets and four urinals. One of the water closets in the girls' washroom includes change supplies for students with toileting needs and is kept locked. There are times when there are lines to use the washrooms. The plan would be to include an all gendered washroom in the addition.

The most recent development within the city limits of Dawson Creek is the Crescent View subdivision. This subdivision was started in 2003 and has developed 309 lots (400 total dwellings) within the Crescent Park Elementary catchment area, within that time frame enrollment has increased from 179 FTE (2004/05) to 238 FTE (2021/22). The developer is currently constructing the necessary infrastructure to develop the remaining 126 lots that could result in an additional 396 total dwellings. Based on growth that occurred in the school from the initial phase of the Crescent View subdivision, enrollment growth is expected in the future 10 years.

Additionally, the next areas scheduled for development within the city of Dawson Creek is the Sunset Ridge – Harvest View subdivision which will be located within the Crescent Park Elementary and Ecole Frank Ross Elementary catchment areas.

Census data for the City of Dawson Creek shows population growth of 5.3% from 2011 (10,987) to 2016 (11,574). The town of Dawson Creek also has a larger distribution of the population by age groups of 0-14 years as compared to the province (19.6% for Dawson Creek, 14.9% British Columbia).

The district has continued to take over space available in the school to support students attending their catchment area school, this caused a movement of the library and the loss of a computer lab. There is no additional space that the school can expand into to increase instructional capacity.

### Scope of Work

The addition would include an additional 4 classrooms, two Kindergarten and two elementary classrooms. The additional core space will include an all gendered washroom.



Annual Budget

## **School District No. 59 (Peace River South)**

June 30, 2023

# School District No. 59 (Peace River South)

June 30, 2023

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

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 59 (Peace River South) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$58,719,912 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

( Corporate Seal )

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

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

I HEREBY CERTIFY this to be a true original of School District No. 59 (Peace River South) Annual Budget Bylaw 2022/2023, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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

# School District No. 59 (Peace River South)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	3,570,000	3,624,375
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>3,570,000</b>	<b>3,624,375</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	52,426,888	52,708,517
Other	253,295	272,970
Tuition	48,104	60,104
Other Revenue	2,452,045	2,456,943
Rentals and Leases	176,000	179,000
Investment Income	167,700	102,700
Amortization of Deferred Capital Revenue	1,703,519	1,638,772
<b>Total Revenue</b>	<b>57,227,551</b>	<b>57,419,006</b>
<b>Expenses</b>		
Instruction	42,094,444	42,117,071
District Administration	2,074,667	1,992,748
Operations and Maintenance	10,098,509	10,387,126
Transportation and Housing	4,282,292	3,960,707
<b>Total Expense</b>	<b>58,549,912</b>	<b>58,457,652</b>
<b>Net Revenue (Expense)</b>	<b>(1,322,361)</b>	<b>(1,038,646)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>960,933</b>	<b>1,844,879</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(361,428)</b>	<b>806,233</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(361,428)	806,233
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(361,428)</b>	<b>806,233</b>

# School District No. 59 (Peace River South)

Annual Budget - Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	49,294,265	49,012,131
Operating - Tangible Capital Assets Purchased	170,000	1,247,173
Special Purpose Funds - Total Expense	5,838,361	6,177,389
Capital Fund - Total Expense	3,417,286	3,268,132
<b>Total Budget Bylaw Amount</b>	<b>58,719,912</b>	<b>59,704,825</b>

## Approved by the Board

Signature of the Board President \_\_\_\_\_ Date \_\_\_\_\_

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

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

**DRAFT**

# School District No. 59 (Peace River South)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	<b>2023</b>	2022 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(1,322,361)</u>	<u>(1,038,646)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(170,000)	(1,247,173)
From Deferred Capital Revenue	<u>(1,964,279)</u>	<u>(2,237,869)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(2,134,279)</u>	<u>(3,485,042)</u>
Amortization of Tangible Capital Assets	<u>2,237,647</u>	<u>2,082,412</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>103,368</u>	<u>(1,402,630)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>(1,218,993)</u></u>	<u><u>(2,441,276)</u></u>

# School District No. 59 (Peace River South)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	46,256,488	46,096,999
Other	253,295	272,970
Tuition	48,104	60,104
Other Revenue	1,604,445	1,705,352
Rentals and Leases	176,000	179,000
Investment Income	165,000	100,000
<b>Total Revenue</b>	<u>48,503,332</u>	<u>48,414,425</u>
<b>Expenses</b>		
Instruction	36,580,818	36,616,811
District Administration	2,074,667	1,992,748
Operations and Maintenance	6,884,204	6,931,032
Transportation and Housing	3,754,576	3,471,540
<b>Total Expense</b>	<u>49,294,265</u>	<u>49,012,131</u>
<b>Net Revenue (Expense)</b>	<u>(790,933)</u>	<u>(597,706)</u>
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>960,933</u>	<u>1,844,879</u>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(170,000)	(1,247,173)
<b>Total Net Transfers</b>	<u>(170,000)</u>	<u>(1,247,173)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

# School District No. 59 (Peace River South)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	46,050,799	46,047,632
ISC/LEA Recovery	(1,204,445)	(1,204,445)
Other Ministry of Education Grants		
Pay Equity	944,395	944,395
Student Transportation Fund	441,458	441,458
Support Staff Benefits Grant	16,094	
FSA Scorer Grant	8,187	8,187
District Online Learning Adjustment Estimate		(141,907)
Early Learning Framework Implementation		1,679
<b>Total Provincial Grants - Ministry of Education</b>	<b>46,256,488</b>	46,096,999
<b>Provincial Grants - Other</b>	<b>253,295</b>	272,970
<b>Tuition</b>		
International and Out of Province Students	48,104	60,104
<b>Total Tuition</b>	<b>48,104</b>	60,104
<b>Other Revenues</b>		
Funding from First Nations	1,204,445	1,204,445
Miscellaneous		
Seconded Staff Recoveries	215,000	215,000
Substitute Staff Recoveries	80,000	100,000
Bus Charges	50,000	50,000
Miscellaneous	55,000	135,907
<b>Total Other Revenue</b>	<b>1,604,445</b>	1,705,352
<b>Rentals and Leases</b>	<b>176,000</b>	179,000
<b>Investment Income</b>	<b>165,000</b>	100,000
<b>Total Operating Revenue</b>	<b>48,503,332</b>	48,414,425



# School District No. 59 (Peace River South)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	15,913,227	16,297,810
Principals and Vice Principals	3,210,865	3,194,963
Educational Assistants	4,262,680	4,532,460
Support Staff	5,752,883	5,747,890
Other Professionals	2,066,796	1,977,545
Substitutes	1,765,581	1,646,512
<b>Total Salaries</b>	<b>32,972,032</b>	<b>33,397,180</b>
<b>Employee Benefits</b>	<b>7,855,625</b>	<b>8,158,111</b>
<b>Total Salaries and Benefits</b>	<b>40,827,657</b>	<b>41,555,291</b>
<b>Services and Supplies</b>		
Services	1,578,109	1,643,284
Student Transportation	1,008,300	992,002
Professional Development and Travel	463,405	428,762
Rentals and Leases	26,000	26,000
Dues and Fees	393,291	266,741
Insurance	180,973	180,973
Supplies	2,669,209	2,081,758
Utilities	2,147,321	1,837,320
<b>Total Services and Supplies</b>	<b>8,466,608</b>	<b>7,456,840</b>
<b>Total Operating Expense</b>	<b>49,294,265</b>	<b>49,012,131</b>

# School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	13,054,792	787,508	61,350	500,263	169,123	968,104	15,541,140
1.03 Career Programs	36,465	28,043			170,202	2,381	237,091
1.07 Library Services	201,034		84,641			17,382	303,057
1.08 Counselling	555,186			68,541		17,915	641,642
1.10 Special Education	1,461,951		3,734,145	130,638	88,856	331,275	5,746,865
1.30 English Language Learning	45,641		62,631			4,968	113,240
1.31 Indigenous Education	530,168	307,166	297,949	118,101	145,036	40,000	1,438,420
1.41 School Administration	27,990	2,088,148		618,411		56,682	2,791,231
1.62 International and Out of Province Students							-
<b>Total Function 1</b>	<b>15,913,227</b>	<b>3,210,865</b>	<b>4,240,716</b>	<b>1,435,954</b>	<b>573,217</b>	<b>1,438,707</b>	<b>26,812,686</b>
<b>4 District Administration</b>							
4.11 Educational Administration				17,959	458,866	2,000	478,825
4.40 School District Governance					119,326		119,326
4.41 Business Administration				157,360	517,316		674,676
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>175,319</b>	<b>1,095,508</b>	<b>2,000</b>	<b>1,272,827</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				48,817	303,012	1,000	352,829
5.50 Maintenance Operations				2,482,549		240,168	2,722,717
5.52 Maintenance of Grounds				430,664			430,664
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,962,030</b>	<b>303,012</b>	<b>241,168</b>	<b>3,506,210</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				52,229	95,059		147,288
7.70 Student Transportation			21,964	1,127,351		83,706	1,233,021
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>21,964</b>	<b>1,179,580</b>	<b>95,059</b>	<b>83,706</b>	<b>1,380,309</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>15,913,227</b>	<b>3,210,865</b>	<b>4,262,680</b>	<b>5,752,883</b>	<b>2,066,796</b>	<b>1,765,581</b>	<b>32,972,032</b>

# School District No. 59 (Peace River South)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	15,541,140	3,622,405	19,163,545	2,487,421	21,650,966	21,503,666
1.03 Career Programs	237,091	54,946	292,037	117,300	409,337	464,815
1.07 Library Services	303,057	73,528	376,585	64,053	440,638	463,965
1.08 Counselling	641,642	144,023	785,665	16,150	801,815	807,492
1.10 Special Education	5,746,865	1,586,132	7,332,997	271,745	7,604,742	7,616,930
1.30 English Language Learning	113,240	30,320	143,560	17,339	160,899	233,379
1.31 Indigenous Education	1,438,420	341,709	1,780,129	130,771	1,910,900	2,001,503
1.41 School Administration	2,791,231	589,322	3,380,553	113,512	3,494,065	3,417,605
1.62 International and Out of Province Students	-	-	-	107,456	107,456	107,456
<b>Total Function 1</b>	<b>26,812,686</b>	<b>6,442,385</b>	<b>33,255,071</b>	<b>3,325,747</b>	<b>36,580,818</b>	<b>36,616,811</b>
<b>4 District Administration</b>						
4.11 Educational Administration	478,825	104,753	583,578	74,350	657,928	653,476
4.40 School District Governance	119,326	7,007	126,333	105,200	231,533	211,033
4.41 Business Administration	674,676	155,100	829,776	355,430	1,185,206	1,128,239
<b>Total Function 4</b>	<b>1,272,827</b>	<b>266,860</b>	<b>1,539,687</b>	<b>534,980</b>	<b>2,074,667</b>	<b>1,992,748</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	352,829	80,323	433,152	216,250	649,402	644,887
5.50 Maintenance Operations	2,722,717	627,712	3,350,429	906,450	4,256,879	4,352,159
5.52 Maintenance of Grounds	430,664	102,539	533,203	147,400	680,603	666,666
5.56 Utilities	-	-	-	1,297,320	1,297,320	1,267,320
<b>Total Function 5</b>	<b>3,506,210</b>	<b>810,574</b>	<b>4,316,784</b>	<b>2,567,420</b>	<b>6,884,204</b>	<b>6,931,032</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	147,288	34,344	181,632	59,500	241,132	236,961
7.70 Student Transportation	1,233,021	301,462	1,534,483	1,978,961	3,513,444	3,234,579
<b>Total Function 7</b>	<b>1,380,309</b>	<b>335,806</b>	<b>1,716,115</b>	<b>2,038,461</b>	<b>3,754,576</b>	<b>3,471,540</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>32,972,032</b>	<b>7,855,625</b>	<b>40,827,657</b>	<b>8,466,608</b>	<b>49,294,265</b>	<b>49,012,131</b>

# School District No. 59 (Peace River South)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2023

	<b>2023</b>	2022 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>4,990,761</b>	5,425,798
Other Revenue	<b>847,600</b>	751,591
<b>Total Revenue</b>	<b>5,838,361</b>	6,177,389
<b>Expenses</b>		
Instruction	<b>5,513,626</b>	5,500,260
Operations and Maintenance	<b>285,789</b>	632,286
Transportation and Housing	<b>38,946</b>	44,843
<b>Total Expense</b>	<b>5,838,361</b>	6,177,389
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

**School District No. 59 (Peace River South)**

Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			700,000	20,000		40,000			
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	285,789	156,844		192,000	36,750	91,128	380,505	293,013	3,200,786
Other			650,000						
	285,789	156,844	650,000	192,000	36,750	91,128	380,505	293,013	3,200,786
<b>Less:</b> Allocated to Revenue	285,789	156,844	800,000	212,000	36,750	131,128	380,505	293,013	3,200,786
<b>Deferred Revenue, end of year</b>	-	-	<b>550,000</b>	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	285,789	156,844		212,000	36,750	131,128	380,505	293,013	3,200,786
Other Revenue			800,000						
	285,789	156,844	800,000	212,000	36,750	131,128	380,505	293,013	3,200,786
<b>Expenses</b>									
Salaries									
Teachers						39,584	20,142	146,111	2,598,998
Educational Assistants						29,154	184,701		
Support Staff	82,438	121,167		134,329			29,525	18,361	
Other Professionals				14,225	8,891		14,152	36,704	
Substitutes					6,000			34,000	
	82,438	121,167	-	148,554	14,891	68,738	248,520	235,176	2,598,998
Employee Benefits	20,261	35,677		47,748	3,328	17,284	66,109	52,623	601,788
Services and Supplies	183,090		800,000	15,698	18,531	45,106	65,876	5,214	
	285,789	156,844	800,000	212,000	36,750	131,128	380,505	293,013	3,200,786
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 59 (Peace River South)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	First Nation Student Transportation	Mental Health in Schools	Career Grants	Early Learning Funds	ECE Dual Credit Project	TOTAL
	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	24,660	80,000	2,600	62,000	175,000	<b>1,104,260</b>
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education	14,286					<b>4,651,101</b>
Other			5,000	10,000		<b>665,000</b>
	14,286	-	5,000	10,000	-	<b>5,316,101</b>
<b>Less:</b> Allocated to Revenue	38,946	80,000	7,600	40,000	175,000	<b>5,838,361</b>
<b>Deferred Revenue, end of year</b>	-	-	-	<b>32,000</b>	-	<b>582,000</b>
<b>Revenues</b>						
Provincial Grants - Ministry of Education	38,946	80,000			175,000	<b>4,990,761</b>
Other Revenue			7,600	40,000		<b>847,600</b>
	38,946	80,000	7,600	40,000	175,000	<b>5,838,361</b>
<b>Expenses</b>						
Salaries						
Teachers						<b>2,804,835</b>
Educational Assistants		47,661				<b>261,516</b>
Support Staff						<b>385,820</b>
Other Professionals						<b>73,972</b>
Substitutes						<b>40,000</b>
	-	47,661	-	-	-	<b>3,566,143</b>
Employee Benefits		11,879				<b>856,697</b>
Services and Supplies	38,946	20,460	7,600	40,000	175,000	<b>1,415,521</b>
	38,946	80,000	7,600	40,000	175,000	<b>5,838,361</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-

# School District No. 59 (Peace River South)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	1,179,639		<b>1,179,639</b>	1,185,720
Investment Income		2,700	<b>2,700</b>	2,700
Amortization of Deferred Capital Revenue	1,703,519		<b>1,703,519</b>	1,638,772
<b>Total Revenue</b>	<b>2,883,158</b>	<b>2,700</b>	<b>2,885,858</b>	2,827,192
<b>Expenses</b>				
Operations and Maintenance	1,179,639		<b>1,179,639</b>	1,185,720
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,748,877		<b>1,748,877</b>	1,638,088
Transportation and Housing	488,770		<b>488,770</b>	444,324
<b>Total Expense</b>	<b>3,417,286</b>	-	<b>3,417,286</b>	3,268,132
<b>Net Revenue (Expense)</b>	<b>(534,128)</b>	<b>2,700</b>	<b>(531,428)</b>	(440,940)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	170,000		<b>170,000</b>	1,247,173
<b>Total Net Transfers</b>	<b>170,000</b>	-	<b>170,000</b>	1,247,173
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	-	-	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(364,128)</b>	<b>2,700</b>	<b>(361,428)</b>	806,233



## School District No.59 (Peace River South)

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### 2022-23 BOARD MEETING SCHEDULE:

Open Board Meetings will begin at 1:00 pm @ School Board Office in Dawson Creek unless stated at an alternate location.

- Wednesday, September 21, 2022
- Wednesday, October 19, 2022
- Wednesday, November 9, 2022 (Inaugural Meeting)
- Wednesday, November 16, 2022
- Wednesday, December 14, 2022
- Wednesday, January 18, 2023
- Wednesday, February 15, 2023
- Wednesday, March 15, 2023
- Wednesday, April 19, 2023
- Wednesday, May 17, 2023
- Wednesday, June 21, 2023

*Reminder all Agenda Items must be submitted to Richell Schwartz nine (9) days prior to Board Meeting Date.*

### 2022-23 ROUND TABLE MEETING SCHEDULE:

- Wednesday, September 14, 2022
- Wednesday, October 5, 2022
- No meeting in November*
- Wednesday, December 7, 2022
- Wednesday, January 4, 2023
- Wednesday, February 1, 2023
- Wednesday, March 1, 2023
- Wednesday, April 5, 2023
- Wednesday, May 3, 2023
- Wednesday, June 7, 2023 - RETIREMENT/LONG SERVICE DINNER





## School District No.59 (Peace River South)

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June 20, 2022

School District #59 Trustees

### **RE: Capital Addition**

Projected enrollment for Canalta Elementary and Crescent Park Elementary has increased by a classroom each for the 2022/23 school year.

### **Enrollment Projections**

	Preliminary	Current Projection
Canalta	230	265
Crescent Park	227	249

### **Canalta**

For the 2021/22 school year Canalta had enrollment to support 10 classrooms and an 11<sup>th</sup> (located in the portable) was opened in an effort to achieve restored class composition language.

### **Crescent Park**

With a projected enrollment of 249 there is room for one student in the 10 classrooms (9 in the school and 1 in the portable). They are going to post for an additional classroom teacher to open an 11<sup>th</sup> classroom that would be located in the smaller classroom at the north end of the building.

We have submitted for an addition on Crescent Park Elementary, if it is approved there will be a three-year construction window and the portables will be utilized during that period.

Having an additional portable at both of these school sites will increase the flexibility to manage space constraints for classrooms and other students support areas. Any unused portables in future years can also be used for childcare initiatives, which is now part of our mandate under the newly named Ministry of Education and Childcare.

I am requesting that the board support the purchase of two portable units at a total cost of \$600,000, the funding would come from unrestricted operating reserves.

Melissa Panoulis  
Secretary Treasurer



## School District No.59 (Peace River South)

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June 13, 2022

To: The Board of Education of SD59 (PRS)

RE: Agenda Item R7.3 – Trustee Remuneration

In Regulation 2205: Trustee Remuneration, Benefits and Recognition it states:

*1 A stipend shall be paid to members of the Board of Education as follows:*

*1.1 All Trustees will receive a base amount that will be adjusted annually based on the Canadian Consumer Price Index (CPI) established in July of each year. (The base amounts and any further remuneration for each member of the Board of Education will be reflected in the SOFI Report and can be found on the School District #59 website);*

I am recommending a motion to cancel the CPI increase that would take effect July 1, 2022.

My motion reads:

THAT, the annual CPI increase to trustee remuneration required by Policy 2205, section 1.1 of the regulation, that would take effect in July 2022, be cancelled for this year to align SD59 trustee remuneration closer to that of similarly sized districts.

Chad Anderson  
Board Chair