

# Board of Education Meeting (open to the public)

# Agenda



**Board of Education Meeting  
September 20, 2016, 6:30 pm  
Fraserview Learning Centre, 32444 Seventh Avenue, Mission, BC**

1. CALL TO ORDER  
*The Board Chair will acknowledge that this meeting is being held on Traditional Territory.*
2. ADOPTION OF AGENDA
3. APPROVAL OF MINUTES Page
  - 3.1 Board of Education Meeting Minutes, June 21, 2016 Action 1
4. REPORTING OUT FROM IN-CAMERA MEETING(S)
5. SUPERINTENDENT OF SCHOOLS
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8. BUSINESS
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9. COMMITTEE/TRUSTEES REPORTS
10. QUESTION PERIOD  
*Questions asked must be related to items discussed on the Agenda. Personnel, land and legal issues will not be discussed.*
11. ADJOURNMENT

## Board of Education Meeting

June 21, 2016 6:30 pm

Windebank Elementary, 33570 - 11<sup>th</sup> Avenue, Mission, BC

### Members Present:

Chair Rick McKamey	Superintendent Angus Wilson
Vice-Chair Tracy Loffler	Secretary Treasurer Corien Becker
Trustee Randy Cairns	Assistant Superintendent Randy Huth
Trustee Shelley Carter	Assistant Secretary Treasurer Derek Welsh
Trustee Jim Taylor	Director of Instruction Larry Jepsen
	Executive Assistant Tracy Orobko (Recorder)

### 1. Presentations

- **The Orca Stars Drumming – Holly Gallant and Students; *Iroquois, Metis, Cherokee Drumming***
- **Learning French the Intensive Core French Way - Bruno Tessier and Students**
- **Early Learning Centre – Laura Wilson; early brain development/environmental impacts and resources/programs available to families at Windebank Elementary**

### 2. Call to Order

The meeting was called to order at 7:10 pm by the Board Chairperson. The Chair thanked Matsqui First Nations for the use of their traditional territory for the meeting and recognized that we are on Sto:lo Traditional Territory. The Chair further acknowledged that Kwantlen, Leq'a:mel and Scowlitz First Nations also hold territory within the School District boundaries.

The Board Chair acknowledged National Aboriginal Day.

### 3. Adoption of Agenda

#### MOTION (SC/TL)

**THAT the Agenda be approved as circulated.**

**CARRIED**

### 4. Approval of Minutes

#### MOTION (JT/RC)

**THAT the Board of Education meeting minutes of May 17, 2016, be approved as presented.**

**CARRIED**

### 5. Reporting Out From In-Camera Meeting

- Appointment of the Assistant Superintendent of Schools

The Board thanked Randy Huth and Larry Jepsen for their work in the absence of a Superintendent and Secretary Treasurer

- Lynn Cummings – Principal, Summit Learning Centre

The Board thanked the Assistant Superintendent, Randy Huth, for his many years of service wishing him all the best.

### 6. Education Committee

Trustee Loffler reported on the June 7, 2016, Education Committee meeting: Presentation from Kevin Watrin, Principal, Fraserview Learning Centre regarding Board Authority/Authorized (“BAA”) Courses and School Growth Plans; Minister’s visit – cancelled; curriculum update – grades 10-12 changes (letters were sent home); Joint Education Advisory (“JEAC”) committee – successful collaboration on new curriculum; and long service recognition awards discussion;.

#### **MOTION (SC/JT)**

**THAT the Board of Education receive Trustee Loffler’s Education Committee Report for information.**

**CARRIED**

#### Board/Authority Authorized (“BAA”) Course Framework

The Assistant Superintendent introduced the matter providing an overview of the proposed courses which provide coping/life skills targeting students with life skills challenges.

A question was asked if it was approved would credit be awarded for the 2015/16 school year, to which it was confirmed negative. Statements were made for and against the recommendation.

#### **MOTION (TL/SC)**

**THAT the Board of Education approve the following Board / Authority Authorized courses as presented:**

- Self-Efficacy 10, 11, 12

**CARRIED (Opposed: Trustee Taylor)**

#### **MOTION (JT/SC)**

**THAT the Board of education refer the Board/Authority Authorized Course Framework: Self Efficacy 10, 11, 12, back to the Education Committee and Staff for further consultation and coordination with possible implementation of a choices program.**

**MOTION FAILED (Trustee Taylor in favour)**

#### 2016-2017 School Growth Plan: Fraserview Learning Centre

Trustee Loffler introduced the matter as it derived from the Education Committee referring to the plan presented with the Agenda. Acknowledgements were made to Principal Watrin and his staff.

#### **MOTION (RC/TL)**

**THAT the Board of Education approve the 2016-2017 School Growth Plan for Fraserview Learning Centre, as presented.**

**CARRIED**

#### 2016-2017 Preliminary Annual Budget Bylaw

Clarification on budget, administrative savings, and cancelled meeting with the Minister was made. A question was asked regarding rural schools funding to which the Superintendent indicated the Ministry has made a fund for rural School Districts available for those who have closed or are in imminent danger of closing. Mission does not have any schools in imminent danger.

Trustee Loffler wanted it noted many Boards are in dire financial status. Mission School District's was in a dire financial situation however, acknowledged the work of former staff in removing the School District from that status.

**MOTION (SC/JT)**

**THAT the Board of Education approve the required three (3) readings for the 2016-2017 Annual Budget Bylaw and that they be carried out in one meeting.**

**CARRIED**

**MOTION (SC/RC)**

**THAT the School District No. 75 (Mission) 2016-2017 Preliminary Annual Budget Bylaw be approved as read a first time.**

**CARRIED**

**MOTION (SC/TL)**

**THAT the School District No. 75 (Mission) 2016-2017 Preliminary Annual Budget Bylaw be approved as read a second time.**

**CARRIED**

**MOTION (RC/JT)**

**THAT the School District No. 75 (Mission) 2016-2017 Preliminary Annual Budget Bylaw be approved as read a third time and finally adopted.**

**CARRIED**

District Parent Advisory Council Update

A report from the April 25, 2016 meeting was presented with the Agenda.

**7. Business Committee**

Trustee Carter reported on the June 7, 2016 Business Committee meeting: Board meeting schedule, Capital Project Bylaw, a report provided by Les King, P.Eng., on potential disposal of properties.

**MOTION (TL/TJ)**

**THAT the Board of Education receive the June 7<sup>th</sup>, 2016 Business Committee report for information.**

**CARRIED**

2016-2017 Board Meeting Schedule

**MOTION (SC/TL)**

**THAT the Board of Education approve the 2016–2017 Committee/Board Meeting Schedule as presented.**

**CARRIED**

Capital Project Bylaw #2015/16-CP-SD75-01

**MOTION (RC/TL)**

**THAT the Board of Education approve the required three (3) readings for the Capital Bylaw No. 2015/16-CP-SD75-01, be carried out at one meeting of the Board.**

**CARRIED**

**MOTION (SC/RC)**

**THAT the Board of Education give first reading of the Capital Bylaw No. 2015/16-CP-SD75-01 as presented.**

**CARRIED**

**MOTION (SC/JT)**

**THAT the Board of Education give second reading of the Capital Bylaw No. 2015/16-CP-SD75-01 as presented. CARRIED**

**MOTION (RC/SC)**

**THAT the Board of Education give third and final reading of the Capital Bylaw 2015/16-CP-SD75-01 CARRIED**

Potential Sale of Properties

The Secretary Treasurer introduced the matter indicating her appreciation for the opportunity to review all of the information and bring it back to a Business committee in the Fall.

**8. Committee/Trustee Reports**

Trustees reported on retirement gatherings, Air Cadets Year-End parade, Family of Schools Dinners, Siwal Si'wes Luncheon, Riverside College, Summit Learning, Fraserview Learning and Mission Secondary School commencements. Trustees also reported on the two day BC School Trustees' Association committee conference; G.W. Cooke Awards; School District retirement dinner; meeting with Leq'a:mel First Nation and attendance at an Eli Mina workshop regarding meeting process.

**9. Question Period**

*Questions asked must be related to items discussed on the Agenda and related to the Agenda. Personnel, land and legal issues will not be discussed.*

A question was asked regarding Fraserview Learning Centre's BAA courses and comments made regarding the development, teacher autonomy.

Questions were asked regarding the budget presentation and clarification provided on a deficit budget. The format provided is in the Ministry's format and further clarification was provided regarding the budget submission, operating budget, special purpose funds and capital budget.

**10. Adjournment**

**MOTION (SC/RC)**

**THAT the meeting adjourn at 8:24 pm.**

**CARRIED**

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Chairperson

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Secretary Treasurer

# Board of Education Meeting (Regular)

## September 20, 2016



### **ITEM 5.1      Information**

TO:                Board of Education  
FROM:            Superintendent of Schools  
SUBJECT:        School Opening Report

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The Superintendent of Schools will provide a verbal report on the District's school opening.

# Board of Education Meeting (Regular) September 20, 2016



## ITEM 6.1 Action

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: 2015-2016 Audited Financial Statements – KPMG in Attendance

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### **Recommendation:**

**THAT the draft 2015 / 2016 Financial Statements be accepted; and**

**THAT the final 2015 / 2016 Financial Statements including the audit report be submitted to the Ministry of Education.**

### **Executive Summary:**

The annual audit of the School District's financial statements is complete. Prior to issuing the final signed external Auditor's Report, the Board must accept the financial statements. The Auditor presented information to the Board at the Audit Committee meeting held September 13, 2016. A summary of the presentation is attached to this report.

### **Background:**

During July and August finance staff put together the year-end financial statements on the District's financial activities. This information was audited by KPMG, and the draft statement along with the draft audit letter to be included in the statement once signed, is attached.

The External Audit report advised that the statements "are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia." This is what is referred to as a "clean audit" report.

### **Options:**

This information is presented to the Board for acceptance.

### **Strategic Priority:**

As the strategic plan is in the development stage, this report has not been tied to any strategic objectives.

### **Policy, Regulation, Legislation:**

As the preparation of the financial statements is heavily regulated through Public Sector Accounting Body and provincial regulation, there are no options presented. Delaying acceptance of the statements would delay receipt of the audit letter, and compliance with the requirement to provide audited financial statements to the Ministry of Education by September 30<sup>th</sup>, 2016.

**Analysis and Impact:**

The following highlighted information is extracted from the financial statements.

	<u>2015 / 2016</u>	<u>2014 / 2015</u>	<u>2013 / 2014</u>	<u>2012 / 2014</u>
Debt (Note 9)	NIL	NIL	\$ 197,086	
Capital Leases (Note 10)	NIL	NIL	\$ 401,503	
Net Financial Assets (less deferred capital)	\$2,800,485	\$1,979,589	\$ 461,683	
(a measure of cash available to pay for liabilities – a liquidity measure. Statement 1)				
Annual Operating Surplus	\$ 19,159	\$ 695,014	\$ 960,746	
(a measure of the excess of operating revenue over operating expenses for the current year. Schedule 2)				
Accumulated Operating Surplus (Note 19)				
(a summary of the accumulated annual operating surplus)				
Internally Restricted				
School and Departments	\$ 136,456	\$ 119,595	\$ 54,499	
Aboriginal Targeted	16,247	69,495	84,756	
Employee Benefit Plans	<u>282,910</u>	<u>282,910</u>	<u>282,910</u>	
	\$ 435,613	\$ 472,000	\$ 422,165	
Unrestricted				
Held as contingency	568,676	535,583	-	
Balance unrestricted (available)	<u>522,119</u>	<u>499,666</u>	<u>390,070</u>	
	<u>\$1,090,795</u>	<u>\$1,035,249</u>	<u>\$ 390,070</u>	
Total Accumulated Operating Surplus	<u>\$1,526,408</u>	<u>\$1,507,249</u>	<u>\$ 812,235</u>	<u>\$(148,511)</u> deficit

Note: the contingency is based on 1% of schedule 2 revenues

**Public Consultation:**

The issuance of the financial statements is within the “inform” category of the IAP2 spectrum of public participation.

**Implementation**

Once the statements are accepted, and the audit letter obtained, the statements will be submitted to the Ministry of Education. The School District is required to submit the financial statements to the Ministry before September 30<sup>th</sup>, 2016.

**Attachments:**

1. Draft Financial Statements
2. Draft Audit Letter
3. Correspondence from KPMG



Audited Financial Statements of

**School District No. 75 (Mission)**

June 30, 2016

# School District No. 75 (Mission)

June 30, 2016

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# School District No. 75 (Mission)

## MANAGEMENT REPORT

Version: 4016-3271-1288

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 75 (Mission) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

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

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

The Board of Education of School District No. 75 (Mission) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 75 (Mission) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 75 (Mission)

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Signature of the Chairperson of the Board of Education

Date Signed

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Signature of the Superintendent

Date Signed

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Signature of the Secretary Treasurer

Date Signed

# School District No. 75 (Mission)

## Statement of Financial Position

As at June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Financial Assets</b>		
Cash and Cash Equivalents	11,113,260	8,586,763
Accounts Receivable		
Due from Province - Ministry of Education	121,151	530,440
Due from LEA/Direct Funding	74,986	64,295
Other (Note 3)	723,936	539,121
<b>Total Financial Assets</b>	<b>12,033,333</b>	<b>9,720,619</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	6,365,499	4,986,070
Unearned Revenue (Note 5)	1,215,851	832,130
Deferred Revenue (Note 6)	867,839	1,122,156
Deferred Capital Revenue (Note 7)	52,783,158	53,124,338
Employee Future Benefits (Note 8)	783,739	800,674
<b>Total Liabilities</b>	<b>62,016,086</b>	<b>60,865,368</b>
<b>Net Financial Assets (Debt)</b>	<b>(49,982,753)</b>	<b>(51,144,749)</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 11)	79,272,054	79,224,955
Prepaid Expenses	126,052	191,236
<b>Total Non-Financial Assets</b>	<b>79,398,106</b>	<b>79,416,191</b>
<b>Accumulated Surplus (Deficit) (Note 19)</b>	<b>29,415,353</b>	<b>28,271,442</b>

Contractual Obligations and Contingencies (Note 16)

Approved by the Board

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Secretary Treasurer

\_\_\_\_\_  
Date Signed

# School District No. 75 (Mission)

Statement of Operations  
Year Ended June 30, 2016

	2016 Budget (Note 15) \$	2016 Actual \$	2015 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	56,428,180	<b>56,355,208</b>	53,163,141
Other	222,719	<b>234,835</b>	201,664
Tuition	1,630,000	<b>1,811,351</b>	1,351,266
Other Revenue	2,191,547	<b>2,207,437</b>	2,055,206
Rentals and Leases	135,000	<b>207,212</b>	138,288
Investment Income	100,000	<b>107,368</b>	100,221
Amortization of Deferred Capital Revenue	2,700,395	<b>2,696,028</b>	2,675,239
<b>Total Revenue</b>	<b>63,407,841</b>	<b>63,619,439</b>	59,685,025
<b>Expenses</b>			
Instruction	50,077,202	<b>49,492,871</b>	46,106,358
District Administration	2,327,134	<b>2,181,772</b>	2,221,986
Operations and Maintenance	9,862,186	<b>9,702,473</b>	9,118,088
Transportation and Housing	1,002,505	<b>1,098,412</b>	1,087,452
Debt Services			19,064
<b>Total Expense</b>	<b>63,269,027</b>	<b>62,475,528</b>	58,552,948
<b>Surplus (Deficit) for the year</b>	<b>138,814</b>	<b>1,143,911</b>	1,132,077
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<b>28,271,442</b>	27,139,365
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<b>29,415,353</b>	28,271,442

# School District No. 75 (Mission)

Statement of Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2016

	2016 Budget (Note 15) \$	2016 Actual \$	2015 Actual \$
<b>Surplus (Deficit) for the year</b>	138,814	<b>1,143,911</b>	1,132,077
<b>Effect of change in Tangible Capital Assets</b>			
Acquisition of Tangible Capital Assets	(4,011,477)	<b>(3,520,486)</b>	(2,929,348)
Amortization of Tangible Capital Assets	3,587,044	<b>3,473,387</b>	3,576,901
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(424,433)</b>	<b>(47,099)</b>	647,553
Acquisition of Prepaid Expenses	(200,000)	<b>(126,052)</b>	(191,236)
Use of Prepaid Expenses	191,236	<b>191,236</b>	142,546
<b>Total Effect of change in Other Non-Financial Assets</b>	<b>(8,764)</b>	<b>65,184</b>	(48,690)
<b>(Increase) Decrease in Net Financial Assets (Debt), before Net Remeasurement Gains (Losses)</b>	<u>(294,383)</u>	<b>1,161,996</b>	1,730,940
<b>Net Remeasurement Gains (Losses)</b>			
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>		<b>1,161,996</b>	1,730,940
<b>Net Financial Assets (Debt), beginning of year</b>		<b>(51,144,749)</b>	(52,875,689)
<b>Net Financial Assets (Debt), end of year</b>		<u><b>(49,982,753)</b></u>	<u>(51,144,749)</u>

# School District No. 75 (Mission)

Statement of Cash Flows  
Year Ended June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Operating Transactions</b>		
Surplus (Deficit) for the year	1,143,911	1,132,077
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	213,783	(320,248)
Prepaid Expenses	65,184	(48,690)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	1,379,429	(948,458)
Unearned Revenue	383,721	199,665
Deferred Revenue	(254,317)	179,838
Employee Future Benefits	(16,935)	23,309
Amortization of Tangible Capital Assets	3,473,387	3,576,901
Amortization of Deferred Capital Revenue	(2,696,028)	(2,675,239)
<b>Total Operating Transactions</b>	<b>3,692,135</b>	<b>1,119,155</b>
<b>Capital Transactions</b>		
Tangible Capital Assets Purchased	(2,936,451)	(2,929,348)
Tangible Capital Assets -WIP Purchased	(584,035)	
<b>Total Capital Transactions</b>	<b>(3,520,486)</b>	<b>(2,929,348)</b>
<b>Financing Transactions</b>		
Loan Payments		(197,086)
Capital Revenue Received	2,354,848	2,462,205
Capital Lease Payments		(401,503)
<b>Total Financing Transactions</b>	<b>2,354,848</b>	<b>1,863,616</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>2,526,497</b>	<b>53,423</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<b>8,586,763</b>	<b>8,533,340</b>
<b>Cash and Cash Equivalents, end of year</b>	<b>11,113,260</b>	<b>8,586,763</b>
<b>Cash and Cash Equivalents, end of year, is made up of:</b>		
Cash	11,113,260	8,586,763
	<b>11,113,260</b>	<b>8,586,763</b>

## School District No. 75 (Mission)

Notes to the Financial Statements

June 30, 2016

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### 1. Authority and purpose

The School District, established on April 12, 1946, operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 75 (Mission)", and operates as "School District No. 75 (Mission)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the District, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 75 (Mission) is exempt from federal and provincial corporate income taxes.

### 2. Summary of significant accounting policies

The financial statements of the School District are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follows:

#### a) Basis of Accounting

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset, or contributions in the form of a depreciable tangible capital asset, are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the Canadian public sector accounting standards which require that:

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

As a result, revenue recognized in the statement of operations and certain related deferred capital revenue would be recorded differently under Canadian Public Sector Accounting Standards.



## School District No. 75 (Mission)

Notes to the Financial Statements

June 30, 2016

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### 2. Summary of significant accounting policies (continued)

#### b) Cash and cash equivalents

Cash and cash equivalents include cash deposits in the bank that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value.

#### c) Accounts receivable

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

#### d) Unearned revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

#### e) Deferred revenue and deferred capital revenue

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

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished.

#### f) Employee future benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

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

The most recent valuation of the obligation was performed at March 31, 2016 and projected to March 31, 2019. The next valuation will be performed at March 31, 2019 for use at June 30, 2019.

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**2. Summary of significant accounting policies (continued)**

f) Employee future benefits (continued)

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

g) Asset retirement obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense included in the Statement of Operations.

h) Liability for contaminated sites

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

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

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

i) Tangible capital assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction, as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**2. Summary of significant accounting policies (continued)**

i) Tangible capital assets - criteria (continued)

- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the statement of operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

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

j) Capital leases

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

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

k) Prepaid expenses

Various instructional supplies, subscriptions, technology contracts, employee benefit payments and contracted services are included as a prepaid expense and stated at acquisition cost and are charged to expense during the period expected to benefit from it.

l) Funds and reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (See Note 13 – Interfund transfers and Note 19 – Accumulated surplus).

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**2. Summary of significant accounting policies (continued)**

m) Revenue recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable. Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

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

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

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

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

Revenue related to fees or services received in advance of the fee being earned or the service performed is deferred and recognized when the fee is earned or service performed.

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

n) Expenses

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

Allocation of costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**2. Summary of significant accounting policies (continued)**

n) Expenses - allocation of costs (continued)

- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

o) Financial instruments

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

Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, debt, capital lease obligations and other liabilities.

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

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of re-measurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of re-measurement gains and losses and recognized in the statement of operations. During the year presented, there are no unrealized gains or losses, and as a result, no statement of re-measurement gains and losses has been presented. Interest and dividends attributable to financial instruments are reported in the statement of operations.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

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

p) Measurement uncertainty

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

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**3. Accounts receivable – other**

	2016	2015
Due from Federal Government	\$ 60,135	\$ 65,995
Benefit plans surplus	472,791	384,003
Other	191,010	89,123
<b>Total accounts receivable - other</b>	<b>\$ 723,936</b>	<b>\$ 539,121</b>

**4. Accounts payable and accrued liabilities – other**

	2016	2015
Trade payables	\$ 1,899,467	\$ 1,080,674
Salaries and benefits payable	3,910,401	3,246,824
Accrued vacation pay	555,631	553,807
Other	-	104,765
<b>Total accounts payable and accrued liabilities – other</b>	<b>\$ 6,365,499</b>	<b>\$ 4,986,070</b>

**5. Unearned revenue**

	2016	2015
Balance, beginning of year	\$ 832,130	\$ 632,465
Changes for the year:		
Increase:		
Tuition fees	1,136,068	778,762
Transportation fees	79,783	53,368
	<u>1,215,851</u>	<u>832,130</u>
Decrease:		
Tuition fees recognized as revenue	778,762	585,693
Transportation fees recognized as revenue	53,368	46,772
	<u>832,130</u>	<u>632,465</u>
Net change for the year	383,721	199,665
<b>Balance, end of year</b>	<b>\$ 1,215,851</b>	<b>\$ 832,130</b>

	2016	2015
<b>Unearned revenue comprised of:</b>		
Tuition Fees	1,136,068	778,762
Transportation Fees	79,783	53,368
	<u>\$ 1,215,851</u>	<u>\$ 832,130</u>

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**6. Deferred revenue**

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

	2016	2015
Balance, beginning of year	\$ 1,122,156	\$ 942,318
Changes for the year:		
Increase:		
Provincial grants – Ministry of Education	2,023,456	2,000,717
Provincial grants - Other	50,000	307
Other revenue	1,728,078	1,630,317
	<u>3,801,534</u>	<u>3,631,341</u>
Decrease:		
Allocated to revenue	(4,055,851)	(3,451,503)
Net change for the year	<u>(254,317)</u>	<u>179,838</u>
<b>Balance, end of year</b>	<u><u>\$ 867,839</u></u>	<u><u>\$ 1,122,156</u></u>

	2016	2015
<b>Deferred revenue comprised of:</b>		
Provincial grants – Ministry of Education	\$ 108,042	\$ 396,901
Provincial grants – other	50,000	21,794
School generated funds	587,586	589,357
Other revenue	122,211	114,104
	<u>\$ 867,839</u>	<u>\$ 1,122,156</u>

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**7. Deferred capital revenue**

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

	2016	2015
<b>Deferred capital revenue subject to amortization</b>		
Balance, beginning of year	\$ 52,495,097	\$ 52,505,512
Increases:		
Capital additions	1,831,340	2,664,824
Decreases:		
Amortization	(2,696,028)	(2,675,239)
Net change for the year	(864,688)	(10,415)
Balance, end of year	\$ 51,630,409	\$ 52,495,097
Deferred capital revenue not subject to amortization		
Work in progress	584,035	-
Total deferred capital revenue, end of year	\$ 52,214,444	\$ 52,495,097
	2016	2015
<b>Unspent deferred capital revenue</b>		
Balance, beginning of year	\$ 629,241	\$ 571,248
Increases:		
Provincial grants – Ministry of Education	2,217,393	2,377,786
Other	137,455	84,419
Decreases:		
Transfer to deferred capital revenue subject to amortization	(1,831,340)	(2,404,212)
Transfer to deferred capital revenue - work in progress	(584,035)	-
Net change for the year	(60,527)	57,993
Balance, end of year	\$ 568,714	\$ 629,241
<b>Total deferred capital revenue, end of year</b>	<b>\$ 52,783,158</b>	<b>\$ 53,124,338</b>



**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**8. Employee future benefits**

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

**Assumptions**

Discount Rate - April 1	2.25%	3.25%
Discount Rate - March 31	2.50%	2.25%
Long Term Salary Growth - April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth - March 31	2.50% + seniority	2.50% + seniority
EARSLS - March 31	9.1	8.8

	<b>2016</b>	<b>2015</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued Benefit Obligation – April 1	\$ 1,048,537	\$ 1,018,110
Service Cost	82,327	73,314
Interest Cost	24,130	33,194
Benefit Payments	(144,473)	(93,370)
Increase (Decrease) in obligation due to Plan Amendment	(61,581)	0
Actuarial (Gain) Loss	135,330	17,289
Accrued Benefit Obligation – March 31	<u>\$ 1,084,270</u>	<u>\$ 1,048,537</u>

<b>Reconciliation of Funded Status at End of Fiscal Year</b>		
Accrued Benefit Obligation - March 31	\$ 1,084,270	\$ 1,048,537
Market Value of Plan Assets - March 31	0	0
Funded Status - Surplus (Deficit)	(1,084,270)	(1,048,537)
Employer Contributions After Measurement Date	34,403	26,749
Benefits Expense After Measurement Date	(27,230)	(26,614)
Unamortized Net Actuarial (Gain) Loss	293,358	247,728
Accrued Benefit Asset (Liability) - June 30	<u>\$ (783,739)</u>	<u>\$ (800,674)</u>

<b>Reconciliation of Change in Accrued Benefit Liability</b>		
Accrued Benefit Liability (Asset) - July 1	\$ 800,674	\$ 777,365
Net Expense for Fiscal Year	135,192	143,428
Employer Contributions	(152,127)	(120,119)
Accrued Benefit Liability (Asset) - June 30	<u>\$ 783,739</u>	<u>\$ 800,674</u>

<b>Components of Net Benefit Expense</b>		
Service Cost	\$ 82,163	\$ 75,567
Interest Cost	24,910	30,928
Immediate Recognition of Plan Amendment	(61,581)	0
Amortization of Net Actuarial (Gain)/Loss	89,700	36,934
Net Benefit Expense (Income)	<u>\$ 135,192</u>	<u>\$ 143,428</u>

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**9. Debt**

The School District has an approved line of credit of \$1.0 million with interest at the bank's prime rate minus .25%. As of June 30, 2016, the School District had \$ nil borrowings (2015: \$ nil) under this line of credit.

**10. Capital lease obligations**

The School District has an approved revolving term lease of \$750,000. As of June 30, 2016, the School District had \$ nil borrowings (2015: \$ nil) under this lease.

**11. Tangible capital assets**

	2016	2015
<b>Net book value:</b>		
Sites	\$ 10,512,959	\$ 10,512,959
Buildings	66,194,169	66,985,505
Buildings – work in progress	584,035	-
Furniture & equipment	1,191,083	836,939
Vehicles	357,976	470,771
Computer software	233,899	321,541
Computer hardware	197,933	97,240
<b>Total net book value, tangible capital assets</b>	<b>\$ 79,272,054</b>	<b>\$ 79,224,955</b>

	Balance at July 1, 2015	Additions	Disposals	Balance at June 30, 2016
<b>Cost:</b>				
Sites	\$ 10,512,959	\$ -	\$ -	\$ 10,512,959
Buildings	130,473,542	2,242,114	-	132,715,656
Furniture & equipment	1,694,101	551,109	(80,285)	2,164,925
Vehicles	1,399,285	28,564	(293,070)	1,134,777
Computer software	531,187	-	(179,831)	351,357
Computer hardware	515,718	114,664	(166,697)	463,686
Work in progress	-	584,035	-	584,035
<b>Total cost</b>	<b>145,126,792</b>	<b>3,520,486</b>	<b>(719,883)</b>	<b>147,927,395</b>
<b>Accumulated amortization:</b>				
Sites	-	-	-	-
Buildings	63,488,037	3,033,450	-	66,521,487
Furniture & equipment	857,162	196,965	(80,285)	973,842
Vehicles	928,514	141,357	(293,070)	776,801
Computer software	209,646	87,643	(179,831)	117,458
Computer hardware	418,478	13,972	(166,697)	265,753
<b>Total amortization</b>	<b>65,901,837</b>	<b>3,473,387</b>	<b>(719,883)</b>	<b>68,655,341</b>
<b>Total net book value</b>	<b>\$ 79,224,955</b>	<b>\$ 47,099</b>	<b>\$ -</b>	<b>\$ 79,272,054</b>

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**11. Tangible capital assets (continued)**

<b>Cost:</b>	Balance at July 1, 2014	Additions	Disposals	Balance at June 30, 2015
Sites	\$ 10,512,959	\$ -	\$ -	\$ 10,512,959
Buildings	127,530,811	2,942,731	-	130,473,542
Furniture & equipment	1,666,417	43,661	(15,977)	1,694,101
Vehicles	1,739,098	-	(339,813)	1,399,285
Computer software	214,267	323,033	(6,113)	531,187
Computer hardware	1,303,507	33,569	(821,358)	515,718
Work in progress	413,646	-	(413,646)	-
<b>Total cost</b>	<b>143,380,705</b>	<b>3,342,994</b>	<b>(1,596,907)</b>	<b>145,126,792</b>
<b>Accumulated amortization:</b>				
Sites	-	-	-	-
Buildings	60,510,337	2,977,700	-	63,488,037
Furniture & equipment	704,314	168,825	(15,977)	857,162
Vehicles	1,094,417	173,910	(339,813)	928,514
Computer software	141,214	74,545	(6,113)	209,646
Computer hardware	1,057,915	181,921	(821,358)	418,478
<b>Total amortization</b>	<b>63,508,197</b>	<b>3,576,901</b>	<b>(1,183,261)</b>	<b>65,901,837</b>
<b>Total net book value</b>	<b>\$ 79,872,508</b>	<b>\$ (\$233,907)</b>	<b>\$ (\$413,646)</b>	<b>\$ 79,224,955</b>

**12. Employee pension plans**

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for managing the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at December 31, 2014 the Teachers' Pension Plan has about 45,000 active members and approximately 35,000 retired members. As at December 31, 2014, the Municipal Pension Plan has about 185,000 active members, including approximately 24,000 from school districts.

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

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2014, indicated a \$449 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2012, indicated a \$1,370 million funding deficit for basic pension benefits on a going concern basis.

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

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**12. Employee pension plans (continued)**

The next valuation for the Teachers' Pension Plan will be as at December 31, 2017, with results available in 2018. The next valuation for the Municipal Pension Plan will be as at December 31, 2015, with results available by the end of 2016.

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

The Mission School district paid \$5,378,251 for employer contributions to the plans for the year ended June 30, 2016 (2015: \$5,050,490).

**13. Interfund transfers**

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2016, were as follows:

- Assets purchased by Operating for Capital \$ 1,105,111
- Local Capital allocation from Operating to Capital \$ 797,000

**14. Related party transactions**

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

**15. Budget figures**

Budget figures included in the financial statements were approved by the Board through the adoption of an amended annual budget on February 16, 2016. The Board adopted a preliminary annual budget on June 16, 2015. The amended budget is used for comparison purposes as it is based on actual student enrolment. The following is a reconciliation of the two budgets:

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**15. Budget figures (continued)**

<b>Statement 2</b>	<b>2016 Amended</b>	<b>2016 Preliminary</b>	<b>Budget change</b>
<b>Revenue</b>			
Provincial Grants			
Ministry of Education	\$ 56,428,180	\$ 54,293,930	\$ 2,134,250
Other	222,719	202,719	20,000
Tuition	1,630,000	1,181,225	448,775
Other revenue	2,191,547	2,027,837	163,710
Rentals and leases	135,000	135,000	-
Investment income	100,000	80,000	20,000
Amortization of deferred capital revenue	2,700,395	2,622,681	77,714
<b>Total Revenue</b>	<b>63,407,841</b>	<b>60,543,392</b>	<b>2,864,449</b>
<b>Expense</b>			
Instruction	50,077,202	47,962,583	2,114,619
District administration	2,327,134	2,343,201	(16,067)
Operations and maintenance	9,862,186	9,367,974	494,212
Transportation and housing	1,002,505	1,068,509	(66,004)
Debt services	-	8,920	(8,920)
<b>Total expense</b>	<b>63,269,027</b>	<b>60,751,187</b>	<b>2,517,840</b>
<b>Net revenue (expense)</b>	<b>138,814</b>	<b>(207,795)</b>	<b>346,609</b>
Surplus (deficit) budgeted allocation (retirement)	618,756	-	618,756
<b>Budgeted surplus (deficit) for the year</b>	<b>\$ 757,570</b>	<b>\$ (207,795)</b>	<b>\$ 965,365</b>
<b>Statement 4</b>			
<b>Surplus (deficit) for the year</b>	<b>\$ 138,814</b>	<b>\$ (207,795)</b>	<b>\$ 346,609</b>
<b>Effect of change in tangible capital assets</b>			
Acquisition of tangible capital assets			
From operating and special purpose funds	(1,644,219)	(325,000)	(1,319,219)
From deferred capital revenue	(2,367,258)	(1,093,793)	(1,273,465)
<b>Total acquisition of tangible capital assets</b>	<b>(4,011,477)</b>	<b>(1,418,793)</b>	<b>(2,592,684)</b>
Amortization of tangible capital assets	3,587,044	3,396,990	190,054
<b>Total effect of change in tangible capital assets</b>	<b>(424,433)</b>	<b>1,978,197</b>	<b>(2,402,630)</b>
Acquisitions of prepaid expenses	(200,000)	(150,000)	(50,000)
Use of prepaid expenses	191,236	150,000	41,236
	(8,764)	-	(8,764)
<b>(Increase) decrease in net financial assets (debt)</b>	<b>\$ (294,383)</b>	<b>\$ 1,770,402</b>	<b>\$ (2,064,785)</b>

**School District No. 75 (Mission)**

Notes to the Financial Statements

June 30, 2016

**16. Contingencies**

In the normal course of business, lawsuits and claims have been brought against the School District. The School District responds to any lawsuits and claims made against the School District. Management believes that the results of any pending legal proceedings will not have a material effect on the financial position of the School District.

**17. Asset retirement obligation**

Legal liabilities may exist for the removal or disposal of asbestos in schools that will undergo major renovations or demolitions. The fair value of the liability for asbestos removal or disposal will be recognized in the period in which it is incurred if a reasonable estimate of fair value can be made. As of June 30, 2016, the liability is not reasonably determinable.

**18. Expense by object**

	2016	2015
Salaries and benefits	\$ 51,808,141	\$ 48,582,338
Services and supplies	7,194,000	6,374,645
Interest	-	19,064
Amortization	3,473,387	3,576,901
<b>Total expense by object</b>	<b>\$ 62,475,528</b>	<b>\$ 58,552,948</b>

**19. Accumulated surplus**

	2016	2015
Restricted (appropriated) operating surplus for:		
Schools and departments	\$ 136,456	\$ 119,595
Aboriginal education	16,247	69,495
Employee benefit plan	282,910	282,910
Total restricted (appropriated) operating surplus	435,613	472,000
Unrestricted operating surplus	1,090,795	1,035,249
Total operating surplus available for future operations	1,526,408	1,507,249
Restricted local capital reserve available for capital projects	1,012,000	215,000
Invested in tangible capital assets	26,876,945	26,549,193
Total capital surplus	27,888,945	26,764,193
<b>Total accumulated surplus</b>	<b>\$ 29,415,353</b>	<b>\$ 28,271,442</b>

## School District No. 75 (Mission)

Notes to the Financial Statements

June 30, 2016

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### 20. Economic dependence

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

### 21. Risk management

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

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

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

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

b) Market risk:

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

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

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

c) Liquidity risk:

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

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

## School District No. 75 (Mission)

Notes to the Financial Statements

June 30, 2016

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### 21. Risk management (continued)

#### d) Fair value of financial instruments:

Public Sector Accounting Standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The School District uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the statement of financial position under the following captions:

- (i) Cash and cash equivalents, accounts receivable, and accounts payable and accrued liabilities – the carrying amounts approximate fair value because of the short maturity of these instruments.

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- (i) Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities
- (ii) Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- (iii) Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The School District's instruments are all considered to be level 1 financial instrument for which the fair value is determined based on the quoted prices in active markets. Changes in financial instruments valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year there were no significant transfers of securities between different levels.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

### 22. Comparative figures

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.



# School District No. 75 (Mission)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
 Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Actual	2015 Actual
	\$	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	1,507,249		26,764,193	<b>28,271,442</b>	27,139,365
<b>Changes for the year</b>					
Surplus (Deficit) for the year	1,921,270		(777,359)	<b>1,143,911</b>	1,132,077
Interfund Transfers					
Tangible Capital Assets Purchased	(1,105,111)		1,105,111	-	
Local Capital	(797,000)		797,000	-	
<b>Net Changes for the year</b>	<b>19,159</b>	-	<b>1,124,752</b>	<b>1,143,911</b>	<b>1,132,077</b>
<b>Accumulated Surplus (Deficit), end of year - Statement 2</b>	<b>1,526,408</b>	-	<b>27,888,945</b>	<b>29,415,353</b>	<b>28,271,442</b>

# School District No. 75 (Mission)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2016

	2016 Budget (Note 15) \$	2016 Actual \$	2015 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	54,016,210	<b>54,042,893</b>	51,364,171
Other	200,925	<b>213,041</b>	176,871
Tuition	1,630,000	<b>1,811,351</b>	1,351,266
Other Revenue	460,732	<b>485,695</b>	427,466
Rentals and Leases	135,000	<b>207,212</b>	138,288
Investment Income	100,000	<b>107,368</b>	100,221
<b>Total Revenue</b>	<u>56,542,867</u>	<u><b>56,867,560</b></u>	<u>53,558,283</u>
<b>Expenses</b>			
Instruction	46,183,375	<b>45,707,772</b>	42,979,550
District Administration	2,327,134	<b>2,181,772</b>	2,221,986
Operations and Maintenance	6,004,390	<b>6,099,691</b>	5,583,219
Transportation and Housing	1,002,505	<b>957,055</b>	913,542
<b>Total Expense</b>	<u>55,517,404</u>	<u><b>54,946,290</b></u>	<u>51,698,297</u>
<b>Operating Surplus (Deficit) for the year</b>	<u>1,025,463</u>	<u><b>1,921,270</b></u>	<u>1,859,986</u>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<u>618,756</u>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(1,644,219)	<b>(1,105,111)</b>	(332,319)
Local Capital		<b>(797,000)</b>	(215,000)
Other			(617,653)
<b>Total Net Transfers</b>	<u>(1,644,219)</u>	<u><b>(1,902,111)</b></u>	<u>(1,164,972)</u>
<b>Total Operating Surplus (Deficit), for the year</b>	<u>-</u>	<u><b>19,159</b></u>	<u>695,014</u>
<b>Operating Surplus (Deficit), beginning of year</b>		<b>1,507,249</b>	812,235
<b>Operating Surplus (Deficit), end of year</b>		<u><b>1,526,408</b></u>	<u>1,507,249</u>
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted		<b>435,613</b>	472,000
Unrestricted		<b>1,090,795</b>	1,035,249
<b>Total Operating Surplus (Deficit), end of year</b>		<u><b>1,526,408</b></u>	<u>1,507,249</u>

# School District No. 75 (Mission)

Schedule 2A (Unaudited)

## Schedule of Operating Revenue by Source

Year Ended June 30, 2016

	2016 Budget (Note 15)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Provincial Grants - Ministry of Education</b>			
Operating Grant, Ministry of Education	53,381,041	<b>53,349,901</b>	51,177,986
AANDC/LEA Recovery	(154,732)	<b>(152,352)</b>	(119,405)
Strike Savings Recovery			(1,527,540)
Other Ministry of Education Grants			
Labour Settlement Funding			998,972
Pay Equity	725,901	<b>725,901</b>	725,901
Funding for Graduated Adults		<b>1,141</b>	38,070
Economic Stability Dividend		<b>43,783</b>	
Carbon Tax Refund	50,000	<b>50,000</b>	56,418
FSA	14,000	<b>13,769</b>	13,769
Curriculum Implementation		<b>10,750</b>	
<b>Total Provincial Grants - Ministry of Education</b>	<b>54,016,210</b>	<b>54,042,893</b>	51,364,171
<b>Provincial Grants - Other</b>	<b>200,925</b>	<b>213,041</b>	176,871
<b>Tuition</b>			
Continuing Education	230,000	<b>181,408</b>	237,086
Offshore Tuition Fees	1,400,000	<b>1,629,943</b>	1,114,180
<b>Total Tuition</b>	<b>1,630,000</b>	<b>1,811,351</b>	1,351,266
<b>Other Revenues</b>			
LEA/Direct Funding from First Nations	154,732	<b>152,352</b>	119,405
Miscellaneous			
Transportation Fees	116,000	<b>135,448</b>	104,217
Pay For Service - Riverside	40,000	<b>22,487</b>	80,305
Clarke Theatre Support	110,000	<b>110,000</b>	35,000
Other Revenues	40,000	<b>65,408</b>	88,539
<b>Total Other Revenue</b>	<b>460,732</b>	<b>485,695</b>	427,466
<b>Rentals and Leases</b>	<b>135,000</b>	<b>207,212</b>	138,288
<b>Investment Income</b>	<b>100,000</b>	<b>107,368</b>	100,221
<b>Total Operating Revenue</b>	<b>56,542,867</b>	<b>56,867,560</b>	53,558,283

# School District No. 75 (Mission)

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object  
Year Ended June 30, 2016

	2016 Budget (Note 15)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Salaries</b>			
Teachers	22,655,500	<b>22,613,474</b>	21,246,582
Principals and Vice Principals	3,194,200	<b>3,154,847</b>	3,039,941
Educational Assistants	4,781,700	<b>4,779,775</b>	4,476,491
Support Staff	5,844,490	<b>5,932,094</b>	5,203,059
Other Professionals	1,723,713	<b>1,630,949</b>	1,664,879
Substitutes	2,064,531	<b>1,820,406</b>	2,014,490
<b>Total Salaries</b>	<b>40,264,134</b>	<b>39,931,545</b>	<b>37,645,442</b>
<b>Employee Benefits</b>	10,377,901	<b>10,024,628</b>	9,622,788
<b>Total Salaries and Benefits</b>	<b>50,642,035</b>	<b>49,956,173</b>	<b>47,268,230</b>
<b>Services and Supplies</b>			
Services	1,628,568	<b>1,577,608</b>	1,389,286
Student Transportation	17,350	<b>30,780</b>	43,969
Professional Development and Travel	389,400	<b>414,907</b>	384,724
Rentals and Leases	3,350		4,036
Dues and Fees	86,150	<b>101,359</b>	80,149
Insurance	159,000	<b>125,979</b>	213,906
Supplies	1,702,601	<b>1,769,813</b>	1,482,625
Utilities	888,950	<b>969,671</b>	831,372
<b>Total Services and Supplies</b>	<b>4,875,369</b>	<b>4,990,117</b>	<b>4,430,067</b>
<b>Total Operating Expense</b>	<b>55,517,404</b>	<b>54,946,290</b>	<b>51,698,297</b>

# School District No. 75 (Mission)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	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	17,897,838	759,150	38,225	331,395		1,490,111	20,516,719
1.03 Career Programs	626,599		12,970	285,383		2,957	927,909
1.07 Library Services	876,538						876,538
1.08 Counselling	781,743						781,743
1.10 Special Education	2,131,755	119,986	4,014,629	371,488		121,579	6,759,437
1.30 English Language Learning	188,404		149,956				338,360
1.31 Aboriginal Education	110,597	111,361	563,995	33,904		17,457	837,314
1.41 School Administration		2,164,350		1,132,327	96,398	58,300	3,451,375
1.60 Summer School							-
1.62 Offshore Students				52,875	134,661		187,536
1.64 Other				14,200	139,907		154,107
<b>Total Function 1</b>	<b>22,613,474</b>	<b>3,154,847</b>	<b>4,779,775</b>	<b>2,221,572</b>	<b>370,966</b>	<b>1,690,404</b>	<b>34,831,038</b>
<b>4 District Administration</b>							
4.11 Educational Administration					414,609		414,609
4.40 School District Governance					86,213		86,213
4.41 Business Administration				281,177	589,803	910	871,890
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>281,177</b>	<b>1,090,625</b>	<b>910</b>	<b>1,372,712</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				44,353	97,000	6,070	147,423
5.50 Maintenance Operations				2,658,394		102,207	2,760,601
5.52 Maintenance of Grounds				181,897			181,897
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,884,644</b>	<b>97,000</b>	<b>108,277</b>	<b>3,089,921</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				19,606	72,358		91,964
7.70 Student Transportation				525,095		20,815	545,910
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>544,701</b>	<b>72,358</b>	<b>20,815</b>	<b>637,874</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>22,613,474</b>	<b>3,154,847</b>	<b>4,779,775</b>	<b>5,932,094</b>	<b>1,630,949</b>	<b>1,820,406</b>	<b>39,931,545</b>

# School District No. 75 (Mission)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Actual	2016 Budget (Note 15)	2015 Actual
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	20,516,719	5,110,763	25,627,482	850,395	26,477,877	27,270,120	24,968,143
1.03 Career Programs	927,909	223,783	1,151,692	175,559	1,327,251	1,337,210	1,268,922
1.07 Library Services	876,538	211,823	1,088,361	19,730	1,108,091	1,070,950	1,137,403
1.08 Counselling	781,743	174,709	956,452	881	957,333	766,710	698,704
1.10 Special Education	6,759,437	1,841,895	8,601,332	115,415	8,716,747	8,803,980	8,054,434
1.30 English Language Learning	338,360	88,027	426,387	8,566	434,953	290,940	213,618
1.31 Aboriginal Education	837,314	206,423	1,043,737	231,126	1,274,863	1,224,875	1,165,983
1.41 School Administration	3,451,375	839,696	4,291,071	278,300	4,569,371	4,591,880	4,735,901
1.60 Summer School	-	-	-	-	-	-	10,924
1.62 Offshore Students	187,536	47,020	234,556	415,726	650,282	642,380	556,414
1.64 Other	154,107	23,994	178,101	12,903	191,004	184,330	169,104
<b>Total Function 1</b>	<b>34,831,038</b>	<b>8,768,133</b>	<b>43,599,171</b>	<b>2,108,601</b>	<b>45,707,772</b>	46,183,375	42,979,550
<b>4 District Administration</b>							
4.11 Educational Administration	414,609	123,716	538,325	63,347	601,672	660,310	692,754
4.40 School District Governance	86,213	27,225	113,438	74,079	187,517	167,704	182,776
4.41 Business Administration	871,890	194,760	1,066,650	325,933	1,392,583	1,499,120	1,346,456
<b>Total Function 4</b>	<b>1,372,712</b>	<b>345,701</b>	<b>1,718,413</b>	<b>463,359</b>	<b>2,181,772</b>	2,327,134	2,221,986
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	147,423	34,357	181,780	107,264	289,044	248,500	238,712
5.50 Maintenance Operations	2,760,601	672,315	3,432,916	1,036,929	4,469,845	4,556,940	4,176,475
5.52 Maintenance of Grounds	181,897	43,678	225,575	145,556	371,131	310,000	336,660
5.56 Utilities	-	-	-	969,671	969,671	888,950	831,372
<b>Total Function 5</b>	<b>3,089,921</b>	<b>750,350</b>	<b>3,840,271</b>	<b>2,259,420</b>	<b>6,099,691</b>	6,004,390	5,583,219
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	91,964	25,190	117,154	3,866	121,020	130,230	93,407
7.70 Student Transportation	545,910	135,254	681,164	154,871	836,035	872,275	820,135
<b>Total Function 7</b>	<b>637,874</b>	<b>160,444</b>	<b>798,318</b>	<b>158,737</b>	<b>957,055</b>	1,002,505	913,542
<b>9 Debt Services</b>							
<b>Total Function 9</b>	-	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>39,931,545</b>	<b>10,024,628</b>	<b>49,956,173</b>	<b>4,990,117</b>	<b>54,946,290</b>	55,517,404	51,698,297

# School District No. 75 (Mission)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations  
Year Ended June 30, 2016

	2016 Budget (Note 15)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	2,411,970	<b>2,312,315</b>	1,798,970
Other	21,794	<b>21,794</b>	24,793
Other Revenue	1,730,815	<b>1,721,742</b>	1,627,740
<b>Total Revenue</b>	<u>4,164,579</u>	<u><b>4,055,851</b></u>	<u>3,451,503</u>
<b>Expenses</b>			
Instruction	3,893,827	<b>3,785,099</b>	3,126,808
Operations and Maintenance	270,752	<b>270,752</b>	131,878
<b>Total Expense</b>	<u>4,164,579</u>	<u><b>4,055,851</b></u>	<u>3,258,686</u>
<b>Special Purpose Surplus (Deficit) for the year</b>	<u>-</u>	<u>-</u>	<u>192,817</u>
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased			(192,817)
<b>Total Net Transfers</b>	<u>-</u>	<u>-</u>	<u>(192,817)</u>
<b>Total Special Purpose Surplus (Deficit) for the year</b>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>Special Purpose Surplus (Deficit), beginning of year</b>			
<b>Special Purpose Surplus (Deficit), end of year</b>		<u><u>-</u></u>	<u><u>-</u></u>

**School District No. 75 (Mission)**

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2016

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community- LINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		223,322	43,751	90,570	589,357		43,505	37,690	
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	270,752	1,078,976	3,016			160,000	31,850	97,953	380,909
Provincial Grants - Other									
Other				52,641	1,670,578				
	270,752	1,078,976	3,016	52,641	1,670,578	160,000	31,850	97,953	380,909
<b>Less:</b> Allocated to Revenue	270,752	1,302,298	25,437	41,000	1,672,349	160,000	42,020	130,899	380,909
<b>Deferred Revenue, end of year</b>	-	-	<b>21,330</b>	<b>102,211</b>	<b>587,586</b>	-	<b>33,335</b>	<b>4,744</b>	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	270,752	1,302,298	25,437			160,000	42,020	130,899	380,909
Provincial Grants - Other									
Other Revenue				41,000	1,672,349				
	270,752	1,302,298	25,437	41,000	1,672,349	160,000	42,020	130,899	380,909
<b>Expenses</b>									
Salaries									
Teachers		862,301							
Principals and Vice Principals								38,373	
Educational Assistants		171,500							250,392
Support Staff	55,555					93,847			
Substitutes								5,515	
	55,555	1,033,801	-	-	-	93,847	-	43,888	250,392
Employee Benefits		268,497				29,273		9,430	67,285
Services and Supplies	215,197		25,437	41,000	1,672,349	36,880	42,020	77,581	63,232
	270,752	1,302,298	25,437	41,000	1,672,349	160,000	42,020	130,899	380,909
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



**School District No. 75 (Mission)**

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2016

	Service Delivery Transformation	BEST	District Literacy	SWIS	CORE	Riverside Electrical	TOTAL
	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	36,352	20,000	12,281	21,794	3,534		1,122,156
<b>Add:</b> Restricted Grants							
Provincial Grants - Ministry of Education							2,023,456
Provincial Grants - Other						50,000	50,000
Other					4,859		1,728,078
	-	-	-	-	4,859	50,000	3,801,534
<b>Less:</b> Allocated to Revenue				21,794	8,393		4,055,851
<b>Deferred Revenue, end of year</b>	<b>36,352</b>	<b>20,000</b>	<b>12,281</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>867,839</b>
<b>Revenues</b>							
Provincial Grants - Ministry of Education							2,312,315
Provincial Grants - Other				21,794			21,794
Other Revenue					8,393		1,721,742
	-	-	-	21,794	8,393	-	4,055,851
<b>Expenses</b>							
Salaries							
Teachers							862,301
Principals and Vice Principals							38,373
Educational Assistants							421,892
Support Staff							149,402
Substitutes							5,515
	-	-	-	-	-	-	1,477,483
Employee Benefits							374,485
Services and Supplies				21,794	8,393		2,203,883
	-	-	-	21,794	8,393	-	4,055,851
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 75 (Mission)

Schedule 4 (Unaudited)

## Schedule of Capital Operations

Year Ended June 30, 2016

	2016 Budget (Note 15)	2016 Actual			2015 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
<b>Revenues</b>					
Provincial Grants					
Amortization of Deferred Capital Revenue	2,700,395	2,696,028		2,696,028	2,675,239
<b>Total Revenue</b>	<u>2,700,395</u>	<u>2,696,028</u>	-	<u>2,696,028</u>	2,675,239
<b>Expenses</b>					
Amortization of Tangible Capital Assets					
Operations and Maintenance	3,587,044	3,332,030		3,332,030	3,402,991
Transportation and Housing		141,357		141,357	173,910
Debt Services					
Capital Lease Interest				-	13,211
Capital Loan Interest				-	5,853
<b>Total Expense</b>	<u>3,587,044</u>	<u>3,473,387</u>	-	<u>3,473,387</u>	3,595,965
<b>Capital Surplus (Deficit) for the year</b>	<u>(886,649)</u>	<u>(777,359)</u>	-	<u>(777,359)</u>	(920,726)
<b>Net Transfers (to) from other funds</b>					
Tangible Capital Assets Purchased	1,644,219	1,105,111		1,105,111	525,136
Local Capital			797,000	797,000	215,000
Capital Lease Payment				-	414,714
Capital Loan Payment				-	202,939
<b>Total Net Transfers</b>	<u>1,644,219</u>	<u>1,105,111</u>	<u>797,000</u>	<u>1,902,111</u>	1,357,789
<b>Total Capital Surplus (Deficit) for the year</b>	<u><u>757,570</u></u>	<u>327,752</u>	<u>797,000</u>	<u>1,124,752</u>	437,063
<b>Capital Surplus (Deficit), beginning of year</b>		<u>26,549,193</u>	<u>215,000</u>	<u>26,764,193</u>	26,327,130
<b>Capital Surplus (Deficit), end of year</b>		<u><u>26,876,945</u></u>	<u>1,012,000</u>	<u>27,888,945</u>	26,764,193

# School District No. 75 (Mission)

Tangible Capital Assets  
Year Ended June 30, 2016

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
<b>Cost, beginning of year</b>	10,512,959	130,473,542	1,694,101	1,399,285	531,187	515,718	<b>145,126,792</b>
<b>Changes for the Year</b>							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw		1,768,907					<b>1,768,907</b>
Deferred Capital Revenue - Other			62,433				<b>62,433</b>
Operating Fund		473,207	488,676	28,564		114,664	<b>1,105,111</b>
	-	2,242,114	551,109	28,564	-	114,664	<b>2,936,451</b>
Decrease:							
Deemed Disposals			80,285	293,070	179,831	166,697	<b>719,883</b>
	-	-	80,285	293,070	179,831	166,697	<b>719,883</b>
<b>Cost, end of year</b>	10,512,959	132,715,656	2,164,925	1,134,779	351,356	463,685	<b>147,343,360</b>
<b>Work in Progress, end of year</b>		584,035					<b>584,035</b>
<b>Cost and Work in Progress, end of year</b>	10,512,959	133,299,691	2,164,925	1,134,779	351,356	463,685	<b>147,927,395</b>
<b>Accumulated Amortization, beginning of year</b>		63,488,037	857,162	928,514	209,646	418,478	<b>65,901,837</b>
<b>Changes for the Year</b>							
Increase: Amortization for the Year		3,033,450	196,965	141,357	87,643	13,972	<b>3,473,387</b>
Decrease:							
Deemed Disposals			80,285	293,070	179,831	166,697	<b>719,883</b>
			-	80,285	179,831	166,697	<b>719,883</b>
<b>Accumulated Amortization, end of year</b>		66,521,487	973,842	776,801	117,458	265,753	<b>68,655,341</b>
<b>Tangible Capital Assets - Net</b>	<b>10,512,959</b>	<b>66,778,204</b>	<b>1,191,083</b>	<b>357,978</b>	<b>233,898</b>	<b>197,932</b>	<b>79,272,054</b>

# School District No. 75 (Mission)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2016

	<b>Buildings</b>	<b>Furniture and Equipment</b>	<b>Computer Software</b>	<b>Computer Hardware</b>	<b>Total</b>
<b>Work in Progress, beginning of year</b>	\$	\$	\$	\$	\$
					-
<b>Changes for the Year</b>					
Increase:					
Deferred Capital Revenue - Bylaw	584,035				<b>584,035</b>
	584,035	-	-	-	<b>584,035</b>
<b>Net Changes for the Year</b>	584,035	-	-	-	<b>584,035</b>
<b>Work in Progress, end of year</b>	<b>584,035</b>	-	-	-	<b>584,035</b>

# School District No. 75 (Mission)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2016

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
<b>Deferred Capital Revenue, beginning of year</b>	\$ 52,188,299	\$	\$ 306,798	\$ 52,495,097
<b>Changes for the Year</b>				
Increase:				
Transferred from Deferred Revenue - Capital Additions	1,768,907		62,433	1,831,340
	<u>1,768,907</u>	-	<u>62,433</u>	<u>1,831,340</u>
Decrease:				
Amortization of Deferred Capital Revenue	2,646,414		49,614	2,696,028
	<u>2,646,414</u>	-	<u>49,614</u>	<u>2,696,028</u>
<b>Net Changes for the Year</b>	<u>(877,507)</u>	-	<u>12,819</u>	<u>(864,688)</u>
<b>Deferred Capital Revenue, end of year</b>	<u>51,310,792</u>	-	<u>319,617</u>	<u>51,630,409</u>
<b>Work in Progress, beginning of year</b>				-
<b>Changes for the Year</b>				
Increase				
Transferred from Deferred Revenue - Work in Progress	584,035			584,035
	<u>584,035</u>	-	-	<u>584,035</u>
<b>Net Changes for the Year</b>	<u>584,035</u>	-	-	<u>584,035</u>
<b>Work in Progress, end of year</b>	<u>584,035</u>	-	-	<u>584,035</u>
<b>Total Deferred Capital Revenue, end of year</b>	<u>51,894,827</u>	-	<u>319,617</u>	<u>52,214,444</u>

# School District No. 75 (Mission)

Changes in Unspent Deferred Capital Revenue  
Year Ended June 30, 2016

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
<b>Balance, beginning of year</b>	\$ 149,865	\$	\$	\$ 473,649	\$ 5,727	\$ 629,241
<b>Changes for the Year</b>						
Increase:						
Provincial Grants - Ministry of Education	2,217,393					2,217,393
Other				78,523	58,932	137,455
	2,217,393	-	-	78,523	58,932	2,354,848
Decrease:						
Transferred to DCR - Capital Additions	1,768,907				62,433	1,831,340
Transferred to DCR - Work in Progress	584,035					584,035
	2,352,942	-	-	-	62,433	2,415,375
<b>Net Changes for the Year</b>	(135,549)	-	-	78,523	(3,501)	(60,527)
<b>Balance, end of year</b>	<b>14,316</b>	-	-	<b>552,172</b>	<b>2,226</b>	<b>568,714</b>



# School District No.75 (Mission)

**Audit Findings Report  
For the year ended June 30, 2016**



Presented to the Audit Committee on September 13, 2016

[kpmg.ca/audit](http://kpmg.ca/audit)



The contacts at KPMG in connection with this report are:

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# Executive summary

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## Purpose of this report\*

The purpose of this Audit Findings Report is to assist you, as a member of the Audit Committee, in your review of the results of our audit of the financial statements of School District No. 75 (Mission) (“the School District”) as at and for the year ended June 30, 2016.

This report includes all required communications to the Audit Committee.

We appreciate the assistance of management and staff in conducting our audit. We hope this audit findings report is of assistance to you for the purpose above and we look forward to discussing our findings and answering your questions.

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## Materiality

Materiality has been determined based on total revenue. We have determined materiality to be \$1,750,000 for the year ending June 30, 2016.

*See page 5.*

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## Audit risks and results

As a part of our planning process, we identified significant financial reporting risks that, by their nature, require special audit consideration. By focusing on these risks, we established an overall audit strategy and effectively targeted our audit procedures. We are satisfied that our audit work has appropriately dealt with these audit risks.

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## Critical accounting estimates

Overall, we are satisfied with the reasonability of critical accounting estimates taken. The most critical areas of estimates relate to the amortization of tangible capital assets and deferred capital revenue, estimates for contingent liabilities and estimates for employee future benefits.

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## Significant accounting policies and practices

There have been no changes to significant accounting policies and practices to bring to your attention.

This Audit Findings Report should not be used for any other purpose or by anyone other than the Audit Committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Executive summary (continued)

## Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures:

- completing our discussions with the Audit Committee;
- completing our review of subsequent events
- obtaining the signed management representation letter
- obtaining evidence of the Board's approval of the financial statements.

We will update you on significant matters, if any arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

## Control and other observations

In Accordance with professional standards, we are required to communicate to the Audit Committee any control deficiencies that we determined, individually or in the aggregate, to be significant ("significant deficiencies").

There were no significant deficiencies noted.

## Audit adjustments and differences

The management representation letter in the appendices details the adjustment that was identified and subsequently corrected in the financial statements.

We concur with management's representation that the uncorrected differences identified are not material to the financial statements. Accordingly, the uncorrected differences have no effect on our auditors' report.

Refer to Appendix 4 for Management's representation letter which includes a summary of the corrected and uncorrected audit misstatements.

## Independence

As required by professional standards, we have considered all relationships between KPMG and the School District that may have a bearing on independence. We confirm that we are independent with respect to the School District within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from July 1, 2015 up to the date of this report.

# Materiality

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

The first step is the determination of the amounts used for planning purposes as follows.

The determination of materiality requires professional judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures.

Areas of focus	Our significant findings from the audit	Amount
Metrics	Relevant metrics included net assets, total revenue, and total expenses.	
Benchmark	Based on June 30, 2015 total revenue. This benchmark is consistent with the prior year.	\$59,685,025
% of Benchmark	Determined based on the range for gross benchmarks which is 0.5% to 3.0%.	2.98%
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.	\$1,750,000
Performance materiality	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$1,310,000
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit.	\$87,500

# Audit risks and results

Inherent risk of material misstatement is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls.

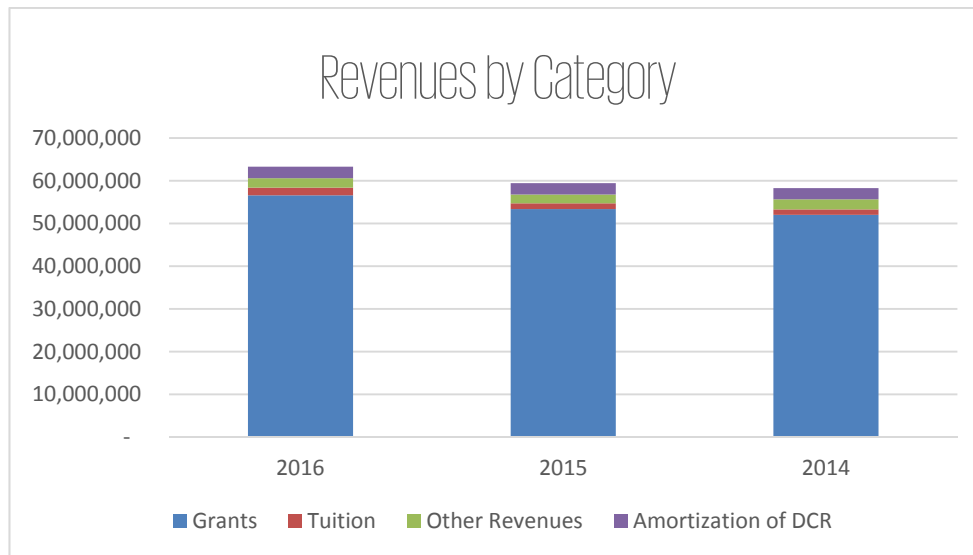
We highlight our significant findings in respect of significant financial reporting risks as identified in our discussion with you in the Audit Plan, as well as any additional significant risks identified.

Areas of focus	Our significant findings from the audit
Fraud risk from revenue recognition and management override of controls	<ul style="list-style-type: none"> <li>• Professional standards presume the risk of fraudulent revenue recognition and the risk of management override of controls exist in all companies.</li> <li>• The risk of fraudulent recognition can be rebutted, but the risk of management override of control cannot because management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</li> </ul> <p><b>KPMG Comments:</b></p> <ul style="list-style-type: none"> <li>• Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of manual journal entries, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.</li> <li>• We have evaluated the design and implementation of relevant controls with no issues noted.</li> <li>• We have reviewed significant journal entries and adjustments recorded around and subsequent to year-end and noted no unusual or unsupported transactions. We also did not identify any unusual business transactions that occurred during fiscal 2016.</li> </ul>
Liability for Contaminated Sites	<ul style="list-style-type: none"> <li>• The School District adopted the accounting standard PS 3260 Liability for Contaminated Sites in the prior year. The standard requires public sector entities to recognize liabilities for contaminated sites that are not in productive use. In situations where contamination exceeds an environmental standard and the School District accepts responsibility for remediation, a liability for costs to be incurred is recognized. The standard was applied on a retroactive basis to July 1, 2013.</li> <li>• Consistent with prior year, management performed a detailed review of all sites and premises owned by the School District to determine whether any of them contained contamination exceeding the environmental standard for which the School District is directly responsible. No contamination was identified.</li> </ul> <p><b>KPMG Comments:</b></p> <ul style="list-style-type: none"> <li>• We obtained an understanding of Management’s process of assessing its inventory of sites and potential contamination in accordance with PS 3260.</li> <li>• Based on our review of Management’s assessment, we concur that no liabilities are required to be recorded as of June 30, 2016.</li> </ul>

# Analysis of financial performance

As part of the audit, there are certain key ratios and trends that we look at to assess audit risk and likelihood of error and/or misstatement. We share these ratios with the Audit Committee and Management and welcome any questions related to our interpretation of trends.

*Note: the following financial information is taken from the annual audited financial statements prepared in accordance with Public Sector Accounting Standards and Treasury Board Regulations.*



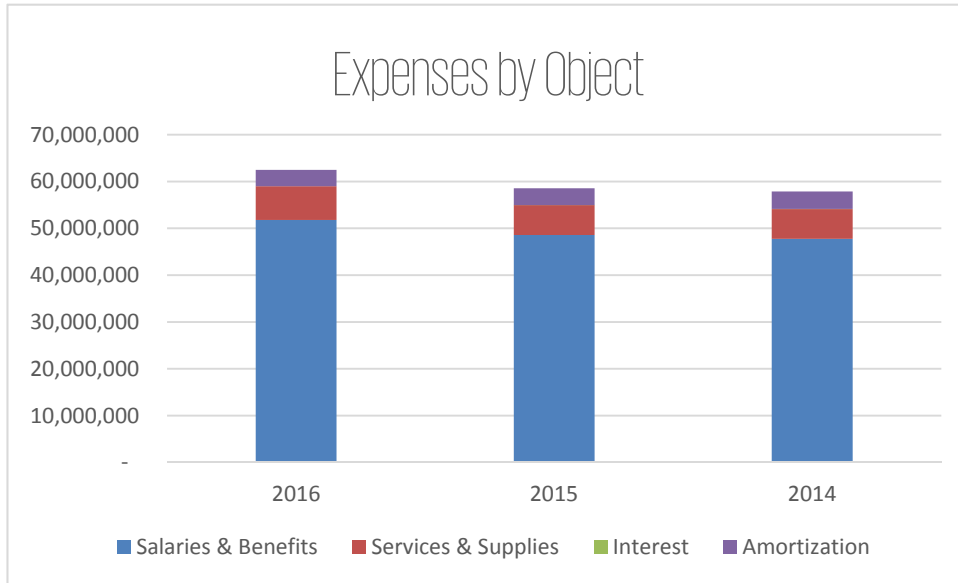
Grants from the Ministry represent 88.6% (2015 – 89%) of total revenues and has increased by 6% over the prior year. The increase is consistent with the increase in enrolment from prior year of 2.7%, the increase in the number of instruction days due to teacher job action in the prior year and funding for teacher and CUPE pay increases during the year under new collective agreements.

Tuition revenue increased over the prior year to \$1.8 million (2015 - \$1.4 million) as International student enrolment increased.

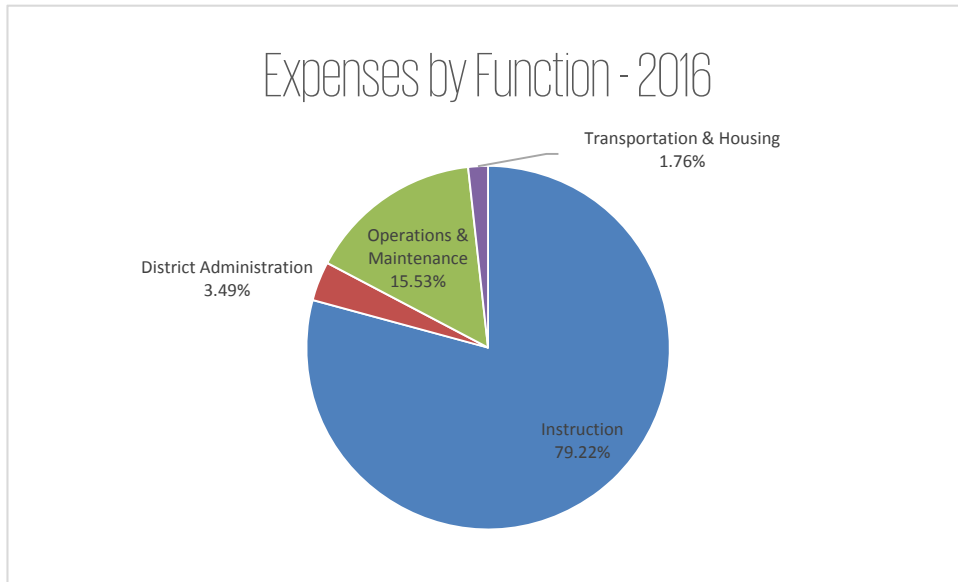
Other revenues increased over the prior year to \$2.2 million (2015 - \$2 million) as Aboriginal enrolment increased along with increased contributions from the District of Mission for the theatre.

	Student Headcount 2015/16	Student Headcount 2014/15	Student Headcount 2013/14
All Students FTE <sup>1</sup>	5,886	5,732	5,859

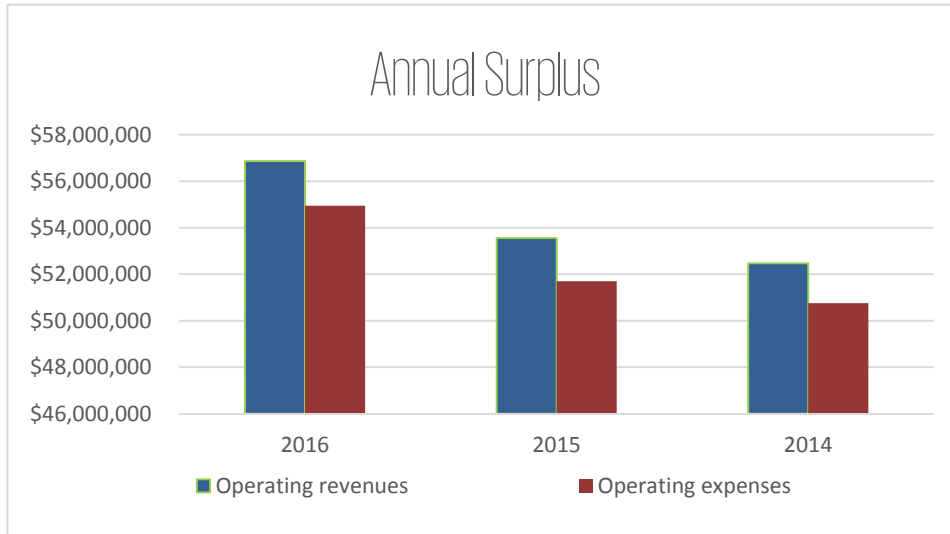
<sup>1</sup> FTE report published by the Ministry of Education. To access the data go to [http://www.bced.gov.bc.ca/reporting/district\\_data\\_summary.php](http://www.bced.gov.bc.ca/reporting/district_data_summary.php) , select "Mission (75)" then select the PDF for "Student Statistics", then scroll to the page for "Total Full-Time Equivalent (FTE)".



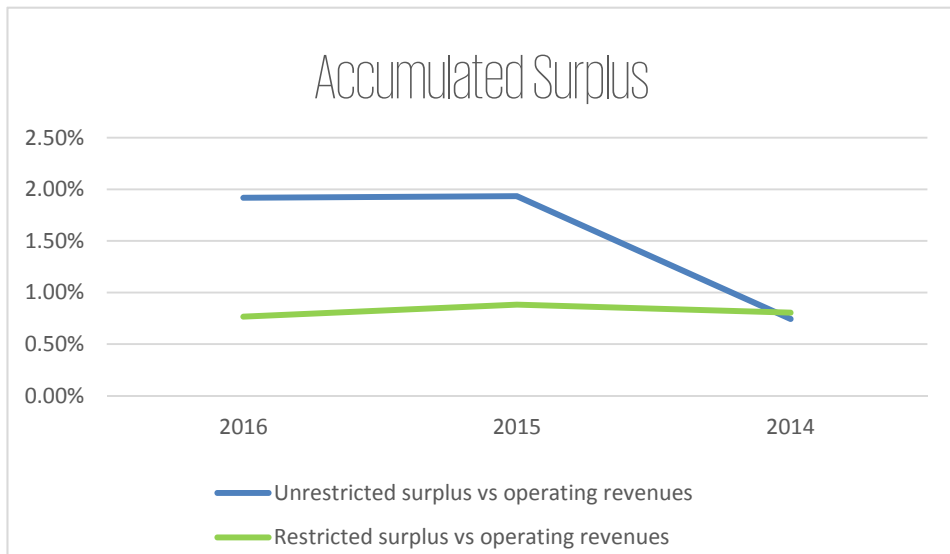
Total annual expenses have increased 6.7% over the prior year. Salaries and benefits represent 83% (2015 – 78%) of total expense. The \$3.2 million increase in salaries and benefits is due to a combination of number of days paid, rate of pay, and headcount for teachers. The provincial Government introduced the Economic Stability Dividend resulting in a 0.45% salary increase in May 2016. Wages increased as an outcome of the strike and rising enrolment.



Instruction represents 79% (2015 – 74%) of total expense. The \$3.4 million increase in total expenses is due to the \$3.2 million increase in salary expense as noted above, and a \$0.6 million increase in operations and maintenance expense over 2015. These increases are attributable to a short strike period at the beginning of fiscal 2015, increased enrolment in 2016, and school reconfiguration in 2016.



Annual surplus represents the excess of revenue over expenses during the year. The annual surplus has ranged from 1.6% to 2.7% of annual revenue from 2014 to 2016, respectively.



Accumulated surplus represents a measure of flexibility and sustainability. Restricted surplus is funds that the Board has designated to pay for specific future costs. Unrestricted surplus represents resources that can be used to provide future services and contingency to fund unexpected costs or respond to unexpected decline in revenue. Unrestricted surplus as at June 30, 2016 represents 1.9% (2015 – 1.9%) of annual revenue for the year.

# Audit adjustments and differences

Adjustments and differences identified during the audit have been categorized as Corrected “adjustments” or Uncorrected “differences.” These include disclosure adjustments and differences.

Professional standards require that we request of management and the Audit Committee that all identified adjustments or differences be corrected. We have already made this request of management.

## Corrected adjustments

The management representation letter includes all adjustments identified as a result of the audit, communicated to management and subsequently corrected in the financial statements.

## Uncorrected differences

The management representation letter includes the uncorrected adjustments identified as a result of the audit.

Public Sector Accounting Standards requires the statement of operations and statement of changes in net debt present a comparison of the results for the accounting period with those originally planned. Management presented the Amended Annual Budget as the basis for this comparison. The original annual budget has been included in the notes to the financial statements, which provides information related to the differences between the original and amended budget. It is expected that the budget figures may change significantly between the original and amended budget as enrollment figures and Ministry funding is confirmed. The presentation difference is not considered material to the financial statements given that the original annual budget information is provided in the notes to the financial statements. The presentation adopted by the School District is consistent with many other Districts throughout the Province.



# Appendices

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**Appendix 1: Required communications**

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**Appendix 2: Audit Quality and Risk Management**

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**Appendix 3: Background and professional standards**

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**Appendix 4: Management Representation Letter**

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**Appendix 5: Current developments**

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# Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.
- **Management representation letter** –In accordance with professional standards, copies of the management representation letter are provided to the Audit Committee. The management representation letter is attached in Appendix 4.

# Appendix 2: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit our [Audit Quality Resources page](#) for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

- Other controls include:
  - Before the firm issues its audit report, the Quality Partner reviews the appropriateness of key elements of publicly listed client audits.
  - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm’s standards of quality.
- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
  - Assignment based on skills and experience;
  - Performance evaluation;
  - Development and training; and
  - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

# Appendix 3: Background and professional standards

## Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.

## Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

# Appendix 4: Management Representation Letter

School District No.75 (Mission)  
33046 Fourth Avenue  
Mission BC V2V 1S5

## **Management Representation Letter**

KPMG LLP  
32575 Simon Avenue  
Abbotsford, BC V2T 4W6

September 20, 2016

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as “financial statements”) of School District No. 75 ("the District"), which comprise the statement of financial position as at June 30, 2016, the statements of operations, change in net debt and cash flows for the year ended June 30, 2016, and notes, comprising a summary of significant accounting policies and other explanatory information. These financial statements were prepared in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency Accountability Act supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **GENERAL:**

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated August 10, 2015, for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared in accordance with the relevant financial reporting framework
  - b) determining that the basis of accounting is an acceptable basis for the preparation of the financial information in the circumstances
  - c) providing you with all relevant information, such as all financial records and related data and complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the board and committees of the board that may affect the financial statements, and access to such relevant information
  - d) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

- e) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements

**INTERNAL CONTROL OVER FINANCIAL REPORTING:**

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

**FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:**

- 3) We have disclosed to you:
  - a) the results of our assessment of the risks that the financial statements may be materially misstated as a result of fraud
  - b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Entity and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the Districts financial statements, communicated by employees, former employees, regulators, or others
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements

**COMMITMENTS & CONTINGENCIES:**

- 4) There are no:
  - a) other liabilities that are required to be recognized and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with the relevant financial reporting framework, including liabilities or contingent liabilities arising from illegal acts or possible illegal acts, or possible violations of human rights legislation.
  - b) other environmental matters that may have an impact on the financial statements.

**SUBSEQUENT EVENTS:**

- 5) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

**RELATED PARTIES:**

- 6) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

**EMPLOYEE FUTURE BENEFITS:**

- 7) The employee future benefits costs and obligations have been determined, accounted for and disclosed in accordance with the financial reporting framework.
- 8) All arrangements (contractual or otherwise) by which programs have been established to provide employee benefits have been disclosed to you and included in the determination of employee future benefits costs and obligations.
- 9) The source data and plan provisions provided to the actuary for preparation of the actuarial valuation are accurate and complete.

**ENVIRONMENTAL MATTERS:**

- 10) The District has appropriately recognized, measured and disclosed liabilities for contaminated sites in the financial statements.

**ESTIMATES:**

- 11) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

**NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:**

- 12) We confirm that the District is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the District will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.



**MISSTATEMENTS:**

- 13) We approve the corrected and uncorrected misstatements identified by you during the audit described in Attachment II. The effects of uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Yours very truly,

SCHOOL DISTRICT NO. 75 (Mission)

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By: Angus Wilson Superintendent

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By: Corien Becker, Secretary Treasurer

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By: Derek Welsh, Assistant Secretary Treasurer

## **Attachment I – Definitions**

### **MATERIALITY**

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

### **FRAUD & ERROR**

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

### **RELATED PARTIES**

In accordance with PS 4260 of Public Sector Accounting Standards *related party* is defined as:

- one party that has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Two not-for-profit organizations are related parties if one has an economic interest in the other. Related parties also include management and immediate family members.

In accordance with PS 4260 of Public Sector Accounting Standards a *related party transaction* is defined as:

- a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

## Attachment II – Summary of Audit Misstatements

### Corrected misstatements in the year ending June 30, 2016

ID	Description of misstatement	Type of misstatement	Accounts	Debit	(Credit)	Income Statement Effect	Balance Sheet Effect - Debit (Credit)				
						Debit (Credit)	Equity	Current Assets	Noncurrent Assets	Current Liabilities	Noncurrent Liabilities
SAM 2	To reclassify payroll accruals as an accrued liability	Factual	Cash	336,902	-	-	-	336,902	-	-	-
			AP & Accrued Liabilities	-	(336,902)	-	-	-	(336,902)	-	

### Uncorrected misstatements in the year ending June 30, 2016

Correcting Entry Required at Current Period End						Income Statement Effect - Debit(Credit)			Balance Sheet Effect - Debit (Credit)				
ID	Description of misstatement	Type of misstatement	Accounts	Debit	(Credit)	Income effect of correcting the balance sheet in prior period (carryforward from prior period)	Income effect of correcting the current period balance sheet	Income effect according to Rollover (Income Statement) method	Equity	Current Assets	Noncurrent Assets	Current Liabilities	Noncurrent Liabilities
				A		B	C=A (Only Income Statement accounts)	C-B					
SAM1	To record wages and revenue related to	Factual	Salaries and wages expense Grant revenue - MoE	120,703 -	- (120,703)	- -	120,703 (120,703)	120,703 (120,703)	120,703 (120,703)	- -	- -	- -	- -
SAM3	To reclass employee benefit plan surpluses as a prepaid expense instead of A/R	Factual	Prepays Due from Others - Manual	472,791 -	- (472,791)	- -	- -	- -	- -	472,791 (472,791)	- -	- -	- -

# Appendix 5: Current developments

Please visit the [Current Developments Update for Audit Committee section](#) of the Audit Committee Institute page for current developments in Public Sector Standards, Canadian Securities, Canadian Auditing Standards and US Accounting, Auditing and Regulatory.

The following is a summary of the current developments that are relevant to the District.

Standard	Summary and implications
Related Party Transactions and Inter-entity Transactions	<ul style="list-style-type: none"> <li>• Two new Handbook sections were approved in December 2014, effective for fiscal years beginning on or after April 1, 2017.</li> <li>• Related parties include entities that control or are controlled by a reporting entity, entities that are under common control and entities that have shared control over or that are subject to shared control of a reporting entity.</li> <li>• Individuals that are members of key management personnel and close members of their family are related parties. Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.</li> <li>• Determining which related party transactions to disclose is a matter of judgment based on assessment of:                         <ul style="list-style-type: none"> <li>• the terms and conditions underlying the transactions;</li> <li>• the financial significance of the transactions;</li> <li>• the relevance of the information; and</li> <li>• the need for the information to enable users' understanding of the financial statements and for making comparisons.</li> </ul> </li> <li>• A related party transaction, with the exception of contributed goods and services, should normally be recognized by both a provider organization and a recipient organization on a gross basis.</li> <li>• Related party transactions, if recognized, should be recorded at the exchange amount. A public sector entity's policy, budget practices or accountability structures may dictate that the exchange amount is the carrying amount, consideration paid or received or fair value.</li> </ul>
Assets, Contingent Assets and Contractual Rights	<ul style="list-style-type: none"> <li>• Three new Handbook sections were approved in March 2015, effective for fiscal years beginning on or after April 1, 2017.</li> <li>• The intended outcome of the three new Handbook Sections is improved consistency and comparability.</li> <li>• The standard includes enhanced guidance on the definition of assets and disclosure of assets to provide users with better information about the types of resources available to the public sector entity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Disclosure of contingent assets and contractual rights is required to provide users with information about the nature, extent and timing of future assets and potential assets and revenues available to the public sector entity when the terms of those contracts are met.</li> </ul>
Restructurings	<ul style="list-style-type: none"> <li>• A new Handbook section was approved in March 2015, effective for fiscal years beginning on or after April 1, 2018.</li> <li>• A restructuring transaction is a transfer of an integrated set of assets and/or liabilities, together with related responsibilities for program delivery or administrative operations, that does not involve a payment or other consideration that approximates the fair value of what is transferred.</li> <li>• The new standard requires the transferor remove the assets and liabilities transferred from its books at their carrying amount at the restructuring date. The recipient would recognize the assets and liabilities received at their carrying amount with applicable adjustments at the restructuring date. Both the transferor and the recipient would recognize the net effect of the transfer and any compensation involved as revenue or an expense.</li> <li>• Restructuring-related costs are recognized as expenses when incurred.</li> <li>• Financial information prior to the restructuring date would not be restated.</li> </ul>
Revenue	<ul style="list-style-type: none"> <li>• PSAB is proposing a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. A Statement of Principles was issued in 2013 and comments are currently under deliberation.</li> <li>• A request for information is under development and expected for release in 2015. Adoption of these principles would result in a need to assess current accounting policies.</li> <li>• In the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li> <li>• For unilateral revenues, recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.</li> </ul>
Asset retirement obligations	<ul style="list-style-type: none"> <li>• A new standard is under development addressing the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB current contains no specific guidance in this area.</li> <li>• In August 2014, a Statement of Principles was issued with responses and feedback solicited by November 2014.</li> <li>• PSAB is currently deliberating responses and an exposure draft is under development, expected for release in the 2016.</li> </ul>
Conceptual framework	<ul style="list-style-type: none"> <li>• A consultation paper was issued on the conceptual framework and closed in August 2015. A Statement of Principles anticipated in 2016 which includes a number of presentation recommendations to enhance accountability objective of public sector financial statements.</li> <li>• A new “Statement of Comprehensive Financial Results” replaces the Statement of Operations and Statement of Remeasurement Gains and Losses.</li> <li>• Revenues and expenses to be grouped to show the net results of services.</li> <li>• Below net results of services, non-operating items presented such as: grants recognized for the acquisition of tangible capital assets, unrealized remeasurement gains and losses, and unusual transactions.</li> <li>• Grants received for the purpose of a tangible capital asset used to provide services for a defined number of years proposed to be recognized in operating revenue as the liability is settled.</li> </ul>

[kpmg.ca/audit](http://kpmg.ca/audit)



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## INDEPENDENT AUDITORS' REPORT

To the Board of Education, and  
To the Minister of Education, Province of British Columbia

We have audited the accompanying financial statements of School District No. 75 (Mission), which comprise the statement of financial position as at June 30, 2016, the statement of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's 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 the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements of School District No. 75 (Mission) as at and for the year ended June 30, 2016 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

*Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 3 to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Chartered Professional Accountants

September 13, 2016

Abbotsford, Canada



# Board of Education Meeting (Regular) September 20, 2016



## ITEM 7.1 Information

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: Board Governance and Operations Procedure

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### **Recommendation:**

**THAT the Board of Education receive the Secretary Treasurer's report on Board Governance and Operations Procedure dated September 20, 2016 for information.**

### **Summary:**

The Board of Education has indicated a desire to update the Board's policies and procedures, particularly around the Board's meetings, with the desire of incorporating a more open and transparent process for conducting the business of the Board.

The Board is required to establish procedures for the conduct of its meetings. The current procedures are attached for review. In addition, attached is a summary of the current policies of the Board. The policies of the Board are fluid documents that are updated and amended as needed to meet the needs of the Board. As such, a periodic review and update of policies should be undertaken. With the new senior staff in place, it is an ideal time to review the practices of the Board and administrative interface, to ensure the organization operates as effectively as possible.

Considering the desire to operate in a more open manner, staff is in the process of reviewing the meeting procedures and governance policies of the School District, with the intent of beginning the formal review process with the Board and partner groups. An updated procedure policy will be provided for review at a public meeting of the Policy Review Committee.

The initial focus of the policy reviews will be on the governance policies of the Board.

### **Attachments:**

- Attachment #1 School Act Excerpt – Meetings and Chair
- Attachment #2 Policy Listing
- Attachment #3 School Board Policy #8 - Board Organization and Operation Bylaw #1 – 2012

**School Act excerpt**  
**Meetings and chair**

- 67** (1) After the general local election of trustees in a school district, the secretary treasurer for that school district must convene a first meeting of the board as soon as possible and in any event within 30 days from the date that the new board begins its term of office.
- (2) At the meeting convened by the secretary treasurer under subsection (1), the board must elect a chair and may elect a vice chair from among its members.
- (3) A board must meet as often as is necessary to transact its business and in any event not less than once in every 3 months.
- (4) A majority of the board may elect a new chair or vice chair at any time.
- (5) A board must establish procedures governing the conduct of its meetings and must permit any person to inspect those procedures.
- (5.1) Without limiting subsection (5), a board may establish procedures respecting the provision of advice by a district parents' advisory council to the board.
- (6) A board may allow trustees to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- (7) If a trustee participates in or attends a meeting of the board by telephone or other means of communication as provided under subsection (6), the trustee is to be counted for the purposes of establishing a quorum.

**Board Governance and Operations Info Update  
POLICY MANUAL**

**Attachment #2**

The following policies and procedures have been approved by the Mission Board of Education and are reviewed and updated as required. The highlighted policies are related to governance, and will be part of the initial review process. Please see the District website for the policies. Note, policy #11 was rescinded.

- Policy # 1 District Direction
- Policy # 2 Trustee Elections (Bylaw # 2)
- Policy # 3 School Board Powers and Duties
- Policy # 4 Role of the Trustee
- Policy # 5 Trustee Code of Ethics
- Policy # 6 Role of the Board Chair
- Policy # 7 Role of the Vice-Chair
- Policy # 8 Board Organization and Operation (Bylaw # 1)
- Policy # 9 Board Representatives
- Policy # 10 Policy Development
- Policy # 12 Role of Superintendent
- Policy # 13 Student Appeals (Bylaw # 4)
- Policy # 14 Concerns and Complaints
- Policy # 15 School Closure
- Policy # 16 Recruitment, Selection and Termination of Educational Leaders and Business Management Staff
- Policy # 17 Catchment Areas, Cross Boundary Applications and Programs of Choice **UNDER REVIEW**
- Policy # 18 Transportation Services
- Policy # 19 District Code of Conduct
- Policy # 20 Disposal of Land or Improvements
- Policy # 21 Use of School Sites (Bylaw # 3)
- Policy # 22 School Site Acquisition Charge (Bylaw # 5)
- Policy # 23 Environmental Sustainability
- Policy # 24 Whistle Blower Protection
- Policy # 25 Respectful Schools Harassment and Anti-Bullying
- Policy # 26 Sexual Minority (Sexual Orientation Gender Identity) Anti-Homophobic
- Policy # 27 Child protection **NEW, UNDER REVIEW**
- Policy # 28 Professional Development – Trustees and Management Staff
- Policy # 29 Safe, Caring and Healthy Schools - **DRAFT**
- Policy # 30 Volunteers in Schools
- Policy # 31 Attendance Policy - **DRAFT**
- Policy # 32 Board Policy Development - **DRAFT**
- Policy # 33 Custodial Services
- Policy # 34 School Secretaries

- Policy # 35 Human Resources – Grievances and Investigations
- Policy # 36 Guide Dogs and Service Dogs Approved Use
- Policy # 37 Medical Therapy Dogs
- Policy # 38 Substance or Drug / Alcohol Use / Abuse
- Policy # 39 Social Media – Work in Progress - ***DRAFT***
- Policy # 40 Physical Restraint – Work in Progress - ***DRAFT***
- Policy # 41 Protection of Confidential Information

## Board Organization and Operation Bylaw #1 - 2012

The Board of Education will establish by bylaw, procedures and guidelines for the organization and operation of its standing committees and business meetings.

### Meetings

#### Regular Meetings

If no alternative regular meeting dates are set, regular meetings of the board shall be held on the second Tuesday of each month. Meeting dates will be published in September of each school year.

#### Rules of Order

In all meetings of the Board of Education, procedures shall be governed by *Roberts Rules of Order*, except where provisions of the bylaws of the board or the *School Act* may conflict, in which case the latter shall prevail.

#### Special Meetings

A special meeting of the board to deal exclusively with an emergent issue may be called by the board chair, or by the vice chair upon the request of three trustees.

#### Notice of Meetings

Forty-eight hours notice shall be given of each regular and special meeting of the board. Notice of any special meeting of the board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

#### Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

If, thirty minutes after the time appointed for the meeting of the board, there is not a quorum present then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the chair, or, in default of the chair's fixing the same, then until the next regular meeting. The secretary-treasurer shall record the names of the trustees present at the expiration of such thirty minutes.

No act or proceeding shall be valid or binding on the board unless such act or proceeding shall have been adopted at a regular, in camera or special meeting called and held as herein provided.

#### In-Camera Session

All matters coming before the board shall be considered at public sessions except the following:

- Personnel Matters
- Legal Matters
- Student Matters
- Property Matters
- Initial Examination of the Auditors' Management Letter

A trustee may make a motion to place an in-camera item of business on to the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favor of the motion shall be sufficient cause to move the item into the public session.

Subject to appropriate sections of the *School Act*, its attendant regulations, and existing contracts, the board may excuse from attendance at an in-camera meeting an employee under consideration by the board relative to his salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.

### **Inaugural Meeting**

#### Time of Meeting

The inaugural meeting of the board shall be held in December of each year at the time, place and date determined in accordance with the process herein provided; and in the event that the board shall not so determine, then such meeting shall be held at the hour of 7:00 pm in the board room of the second Tuesday in December.

#### Election of Officers

The secretary-treasurer shall call the meeting to order and shall preside at such meeting until a board chair shall have been elected.

A trustee-elect shall become a trustee upon making the prescribed Oath of Office, by oath or solemn affirmation, and signing the Trustees' Code of Ethics.

#### Election of Board of Education Chair

The presiding official shall then conduct the election of a board chair according to the rules provided herein. Upon election, the board chair shall assume the chair and shall immediately conduct the election of the vice-chair.  
Appointment of Committee Membership and Chair

The board chair shall then appoint committee members and chairs as are required by this bylaw and shall name the board's appointees to liaison schools and other boards and organizations as are required. The appointments shall be made by the board chair only after trustees have had an opportunity to make their preferences known. All the appointments made by the board chair shall be subject to the approval of the board. The meeting shall then proceed with such other matters as are properly brought before it.

#### Election Procedure

The procedure for election of board chair, or such other board officer as may be required from time to time shall be as follows:

- Any trustee may be nominated by any other trustee and no seconder shall be required.
- Nominations shall be called three times unless a motion is passed that nominations cease.
- A motion that nominations cease shall always be in order and, upon being seconded, shall be voted on without debate.
- All voting shall be by ballots.
- Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least

number of votes, a special ballot shall be taken for the purpose of determining which name shall be dropped.

#### Procedure of Appointing Committee Members

In order to assist the board chair in making the appointments required as outlined above, at least one week prior to the Inaugural Meeting, the secretary-treasurer shall provide each trustee and trustee-elect with a copy of this bylaw and a form on which are listed all of the standing committees of the board and all of the special appointments.

#### **Committees**

##### Standing Committees

The standing committees of the board shall be the Education Committee and the Business Committee.

##### Standing Committee Members

At the Inaugural Meeting of the board, the board chair shall appoint two trustees to serve on each of the standing committees. Standing committees shall meet as required.

##### Board Chair Ex Officio

The chair of the board shall be ex officio member of all committees.

##### Quorum

For all committees, a quorum shall require a trustee member of the committee.

##### Vacancies

Should a vacancy occur on any committee, the board chair shall solicit a successor from fellow trustees and so name that person.

##### Report

All committees shall report to the board on a regular basis. A minority of any committee may also report. Standing committees shall consider and make recommendations to the board in matters assigned to them or in other matters within their jurisdiction. No action shall be taken on the report of any committee until the report has been formally approved by the board.

The superintendent of schools and/or secretary-treasurer and/or assistant superintendent(s) shall confer with and keep all chair of committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.

No trustee shall serve as chair of more than one standing committee.

##### Termination of Committees

All committees of the board shall be automatically discharged on November 30 of each year or at such earlier date as the work of the committee has been completed.

Special Committees

Special committees may be appointed for any purpose by the board.

**Functions and Jurisdiction of Standing Committees**

Jurisdiction of the Education Committee

The Education Committee shall meet with appropriate staff to review and recommend to the board policies, budgets and actions pertaining to educational programs, student services, schools and other matters as referred by the board.

Jurisdiction of the Business Committee

The Business Committee shall meet with appropriate staff to review and recommend to the board policies, budgets and actions pertaining to long range planning, board bylaws, business services, personnel and other matters as referred by the board.

Minutes

Records of minutes will be kept in accordance with *Roberts Rules of Order*.

Passage and Amendments of Bylaws

Before it is passed, a bylaw of the board must be given 3 distinct readings. Subject to subsection (3), at each of the readings of a bylaw, the bylaw must be read in full. A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by (a) its title, and (b) a summary of its contents. The board may not give a bylaw more than 2 readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting.

**Date of Board Approval: January 2012**

**Date Amended: February 2012**

*Legal Reference: School Act, Sections 65-67*



# Board of Education Meeting (Regular) September 20, 2016



## ITEM 7.2 Information

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: Budget Timelines

### Recommendation

**THAT the Board of Education receive the Secretary Treasurer’s proposed timelines for information.**

The following information is to guide the development of the amended budget for 2016/2017 and the preliminary budget for 2017/2018. Detailed information and direction will be provided as the budget process progresses.

#### 1. 2016 / 2017 Amended Budget Development Timeline

Date	Action	Responsibility
October 7, 2016	Final enrolment numbers for 2016/2017 confirmed	Principals
October	Revenue projections updated	Derek
November	Teacher salary expenditure updated	Derek
November	Other expenditures updated as needed	Derek
November	Surplus / deficit identified	Derek
November	Management meeting to discuss options	Corien
December	Finalize amended budget, with options	Derek / Corien / Angus
January 2017	Management meeting to review document/report/options	Corien
January	Board meeting – Committee of the Whole - partner groups invited to the meeting - review draft with options - Board to provide direction to management, considering options, and input from partner groups and public)	Angus / Corien
January	Board meeting – first two readings of Amending Budget Bylaw	Corien
February	Board meeting – Approval of Amending Budget Bylaw	Corien
February 28	Amending Budget Bylaw to the Ministry of Education	Derek

## 2. 2017 / 2018 Budget Development Timeline

The 2017/2018 budget document is to include preliminary projections for 2018/2019 and 2019/2020.

Date	Action	Responsible
September 2016	Board reviews budget timeline / process	Corien
October	Prepare a draft public budget document	Corien
November	Prepare excel files for a three year budget	Derek
November	Review draft public budget doc. with Principals / Managers	Corien
December	<p>Budget direction provided to</p> <ol style="list-style-type: none"> <li>1. Initiate preliminary enrolment estimates for 2017/2018, 2018/2019, and 2019/2020.</li> <li>2. identify operational priorities for each school and function – for the next three school years <ul style="list-style-type: none"> <li>- Education</li> <li>- Facilities</li> <li>- Transportation</li> <li>- IT</li> <li>- HR</li> <li>- District</li> </ul> </li> <li>3. Initiate development of draft revenue and expenditure plan</li> </ol>	<p>Principals</p> <p>Corien / Principals / Managers</p> <p>Derek</p>
January 2017	Finalize enrolment estimates for 2017/2018/, 2018/2019, 2019/2020.	Principals
February 1 - 20	Pull all budget data / information together	Derek / Corien
Feb 20 - 28	Review school budget plans with each Principal Preliminary meetings with DPAC, MTU, CUPE	Angus / Corien / Derek
Mar 1 – 20	Prepare final draft of budget document & Bylaw	Corien / Derek
March 29	Meet with all Principals and Managers to review consolidated plan. Determine final revisions. Develop summary for the board <ul style="list-style-type: none"> <li>- Identify issues</li> <li>- Identify options</li> </ul>	Angus / Corien / Derek
April 11 ?? ??	<p>1<sup>st</sup> meeting with Board / interest groups / public (Committee of the Whole) – information on website</p> <p>2<sup>nd</sup> meeting</p> <p>3<sup>rd</sup> meeting</p> <p><i>The Board to direct staff considering the presentation and feedback</i></p>	Corien
May 23	Budget Bylaw – First two readings	Corien
June 20	Budget Bylaw – Adopted, copy sent to the Ministry	Corien

# Board of Education Meeting (Regular) September 20, 2016



## ITEM 7.3      Action

TO:              Board of Education  
FROM:          Secretary Treasurer  
SUBJECT:      Five Year Capital Plan

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### Recommendation:

**THAT the Five Year Capital Plan dated September 20, 2016 be approved; and  
THAT the Five Year Capital Plan be submitted to the Ministry of Education for consideration.**

### Executive Summary:

The Ministry of Education directed School Districts to develop five year capital plans. The capital plans should eventually be based on a Long Range Facilities Plan (LRFP). This LRFP is yet to be developed for Mission Public School District (MPSD).

The 2017/2018 five year capital plan is to be submitted to the Province by September 30, 2016. A more in-depth plan will be put together in the next year for the 2018/2019 submission, including the development of a long range plan.

### Background:

Mission Public School District is required to submit a five-year capital plan to the Minister of Education. The School Act requires the School District to prepare a capital plan that sets out proposed sites and facilities and the renovation of existing facilities, other than plans for local capital projects or the annual facility projects. The capital plan must include the amount of financial resources needed for the projects.

All capital funding programs (with the exception of the Annual Facility Grant (AFG)) are to be included in the submission. These programs are:

- SMP      - Seismic Mitigation Program
- EXP      - New Schools, Additions, Site Acquisition
- REP      - School Replacement
- BEP      - Building Envelope
- SEP      - School Enhancement Program
- CNCP     - Carbon Neutral Capital Program
- BUS      - Bus Replacement & Inventory

A new Project Request Fact Sheet (PRFS) must be submitted if projects are for seismic upgrades, additions to schools, replacement schools or new schools within the first three years of the five year capital plan submission.

Only building envelope projects currently on the Ministry list can be submitted under the BEPs program; Albert McMahon and Dewdney are on this list. Other building envelope projects would be submitted under the School Enhancement Program.

Optimal Space Utilization Guidelines

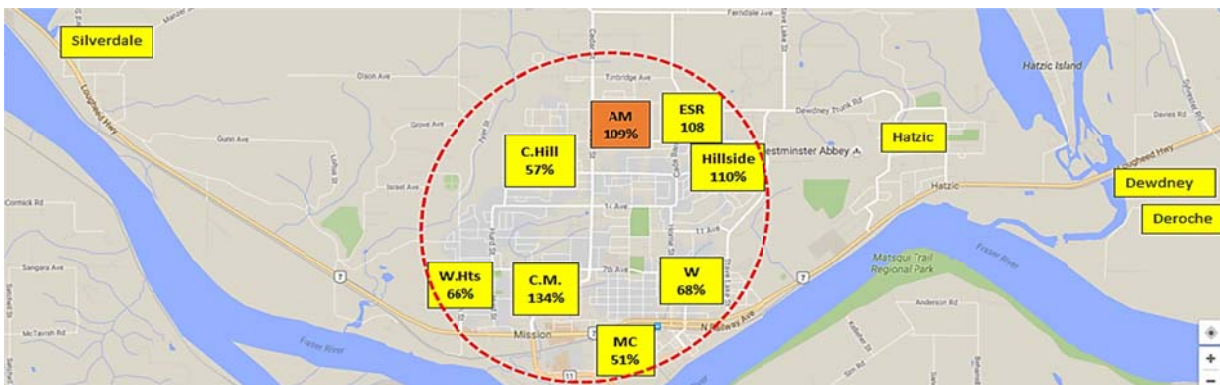
One of the Ministry’s five priority criteria for approving project requests is that school districts demonstrate that they are managing the schools to optimize the available space to support student education. The Ministry’s average utilization guideline based upon school district size and geographical area is 85%.

Utilization calculations exclude international students.

The District’s 2015/16 overall utilization = 84.2%  
 The District’s 2015/2016 K- 6 utilization = 82.9%

This guideline is intended to be applied district wide, but depending on the districts geographical features, sub-district zones may be considered.

Central Mission (with Hatzic) 2015/2016 K-6 utilization = 89.6%  
 Central Mission (without Hatzic) 2015/2016 K-6 utilization = 87.1%  
 Upper central Mission’s 2015/2016 K-6 utilization = 94 %  
 Lower central Mission’s 2015/2016 K-6 utilization = 78%  
 Hatzic 2015/2016 K-6 utilization = 109.6%  
 Deroche, Dewdney and Silverdale are all below 50% utilization



In considering larger capital projects, such as Seismic upgrades, expansion or replacements, the School District must demonstrate that space is optimized within reasonable proximity of the school where the project is requested. This may mean revising school boundaries. Overall, the Mission Central area exceeds the 85% criteria and the information obtained from the District of Mission notes that the majority of the District’s development growth will impact the Hatzic schools, and the Albert McMahon school. Although there is some capacity to alter boundaries of schools to move students to the underutilized schools in Mission Central, the plan introduces the identified need for an addition at Albert McMahon.

**Options:**

As the 2017/2018 Five Year Capital Plan must be submitted to the Ministry before September 30<sup>th</sup>, 2016, there is insufficient time for the new leadership team to put together a more fulsome plan that would be based on a Long Range Facilities Plan (LRFP) or to develop new Project Request Fact Sheets (PRFS) for new projects. As such, this Capital Plan submission focuses on the projects where project information sheets (PIRs) are already prepared for enhancement projects or carbon neutral projects that could be completed by March 31, 2018.

**Analysis and Impact:**

This report provides details on projects to submit to the Province to fund capital for the school district. At this point it provides basic information on what projects could be considered acceptable by the Province. As indicated above, more fulsome information will be gathered for consideration for the capital plan that will be prepared for next year.

Failure to submit the plan to the Province by September 30<sup>th</sup> 2016 may compromise the District's ability to access capital funds to improve existing facilities.

**Strategic Priority:**

As the strategic plan is currently in the development stage, this report is not linked to the strategic priorities.

**Policy, Regulation, Legislation:**

The Province is regulating the form and manner to prepare and submit requests for funding for capital improvements for school district facilities. This report provides the information in a format that is summarized for board use and is not in the format that the Province requires.

**Public Consultation:**

Section 142 (2) of the *School Act* requires the School District to review and consider any community plans prepared that include any part of the School District and to consult with those local governments that prepared those community plans. School District staff met with the District of Mission in July to review development activity within the District of Mission to consider the potential impact of this development on school enrolment. Staff has not met with the Fraser Valley Regional District regarding the growth plans around the rural schools as both schools have significant capacity for growth at this time.

Information from the District of Mission indicates that significant development is occurring in the Hatzic and Albert McMahon catchment areas. These schools exceed 100% utilization, and as such, realigning the catchment areas, expanding these schools, or building a new school in the central area is expected to be needed in the near future.

Due to the short turn around for this report, no formal consultation with stakeholders occurred in its preparation. We anticipate undertaking significant consultation in the development of future capital plans and the long range facilities plan.

This report was provided to the stakeholders and partner groups with the agenda for the September 20<sup>th</sup> meeting.

**Implementation:**

If the report is approved at the September 20<sup>th</sup> Board meeting, the plan will be input into the Province's system set up to capture and collate the capital plan requests of school districts.

The Ministry will provide a written response to the five year capital plan submission once the assessment of all submissions is complete and the funding for fiscal year 2017/18 is announced. Once the Province has reviewed the plans, and advised, the District will prepare any necessary bylaws for approved capital projects, and initiate the projects if possible for construction in July / August 2017.

**Appendix:**

Mission Public School District #75 - 2017 / 2018 to 2021 / 2022 Five Year Capital Plan

**Appendix "A"**  
**Mission Public School District #75**  
**Five Year Capital Plan 2017/2018 - 2021/2022**  
**September 20, 2016**

			2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<b>SMP - SEISMIC MITIGATION</b>							
1	Mission Secondary - shop wing only. Risk = High 3					tbd	
<b>NEW SCHOOL, ADDITIONS, &amp; SITE ACQUISITION (EXP)</b>							
1	McMahon Addition					tbd	
2	Mission Secondary Addition						tbd
<b>SCHOOL REPLACEMENT (REP)</b>							
1	Hatzic Elementary						tbd
<b>BUILDING ENVELOPE PROGRAM (BEP)</b>							
1	McMahon Elementary					\$1,900,000	
2	Dewdney Elementary						\$600,000
<b>SCHOOL ENHANCEMENT PROGRAM (SEP)</b>							
1	Edwin S. Richards Elem	Replace boiler	\$440,000				
2	Mission Central Elem	Replace boiler	\$320,000				
3	Heritage Park Middle	Replace heating plant	\$570,000				
4	Dewdney Elem	Replace boiler and DHW	\$320,000				
5	West Heights Elem	Replace old furnaces	\$240,000				
6	Mission Sec	Replace heating plant		\$270,000			
7	Edwin S. Richards Elem	Replace roof		\$500,000			
8	Hatzic Middle	Replace roof		\$1,300,000			
9	Silverdale Elem	East wall building envelope		\$450,000			
10	Heritage Park Middle	Replace condensing units main clrms/ admin			\$130,000		
11	Mission Sec	Replace condensing units B wing			tbd		A design report is required
12	McMahon Elementary	Upgrade exterior wall lights to LED			\$11,000		
<b>CARBON NEUTRAL CAPITAL PROGRAM (CNCP) (Program ends 31 March 2019 - 2 more years)</b>							
1	Windebank Elementary	Boiler Replacement	\$375,000				
2	West Heights Elementary	Upgrade exterior wall and parking lights to LED	\$12,000				
3	Hatzic Middle	Upgrade exterior wall and parking lights to LED		\$39,000			
<b>BUS REPLACEMENT PROGRAM (BUS)</b>							
1	Bus Replacement	Four	Costs assigned by the Ministry as per the provincial contract				

# Board of Education Meeting (Regular)

## September 20, 2016



### ITEM 7.4 Information

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: Ministry of Education Clarification Regarding Seismic Mitigation Funding

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#### Background/Rationale

Attached is correspondence received from Mike Roberts, Chief Executive Officer, BCSTA regarding clarification and expectations for School Districts to meet a 95% school space utilization rate.

Correspondence addressed to BCSTA Chair, Teresa Rezansoff, is also attached which clarifies the Ministry's policy for qualifying for seismic mitigation funding.

## Tracy Orobko

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**Subject:** FW: MOE Clarification regarding SMP Eligibility  
**Attachments:** SMP Clarification to BCSTA July 4 2016.pdf; MOE capital-division-contact-list.pdf

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**From:** Mike Roberts [<mailto:MRoberts@BCSTA.ORG>] **On Behalf Of** BCSTA  
**Sent:** Tuesday, July 05, 2016 2:44 PM  
**To:** Board Chairs  
**Cc:** Secretary Treasurers; Superintendents; Alan Chell; Christine Younghusband; Donna Sargent; Gloria Jackson; Gordon Swan; Mike Roberts; Stephanie Higginson; Teresa Rezansoff  
**Subject:** MOE Clarification regarding SMP Eligibility

Dear Board Chairs *cc Superintendents, Secretary Treasurers*

Please find attached the Ministry of Education response to BCSTA's request for clarification of expectations for school districts to meet a 95% school space utilization rate. While more technical information is included within the MOE Capital Plan Instructions (link below), the letter provides a simplified explanation of past practice as it relates to current practice for you and your board.

We suggest that it will be important for boards and senior district staff to discuss the letter's content as well as the local implications of the Capital Plan Instructions. Your district may wish to contact your designated Ministry representative for additional clarification if you have any specific follow-up questions. A listing of Ministry contacts is attached for your reference.

BCSTA will also consider inviting Ministry reps. to present on this topic at one of our upcoming events should that be of general interest to boards. Please do not hesitate to contact BCSTA at any time if you have general follow-up questions or requests, and enjoy a well-deserved summer break.

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**MIKE ROBERTS**

Chief Executive Officer  
BC School Trustees Association (BCSTA)  
P (604) 734-2721 | M (604) 754-5222 | W [bcsta.org](http://bcsta.org)

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**From:** Mason, Shanna EDUC:EX [<mailto:Shanna.Mason@gov.bc.ca>]  
**Sent:** July 4, 2016 11:43 AM  
**To:** Teresa Rezansoff <[TRezansoff@BCSTA.ORG](mailto:TRezansoff@BCSTA.ORG)>; Mike Roberts <[MRoberts@BCSTA.ORG](mailto:MRoberts@BCSTA.ORG)>  
**Subject:** Clarification regarding SMP Eligibility

Good Morning Teresa and Mike,

Attached is the letter we previously discussed. I hope you find this letter helpful.

I have also provide a link to the recently released Capital Plan Instructions. We will be referencing these in our new Ministry Newsletter and holding webinars throughout the summer.

<https://www2.qa.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/current-resources>



Please feel free to call me anytime.

*Shanna Mason*

Assistant Deputy Minister

Planning & Major Projects

Ministry of Education

[Shanna.mason@gov.bc.ca](mailto:Shanna.mason@gov.bc.ca)

250-356-6750



July 4, 2016

Ref: 188582

Teresa Rezansoff, Chair  
BC School Trustee Association  
Email: [trezansoff@bcsta.org](mailto:trezansoff@bcsta.org)

Dear Teresa Rezansoff:

**Re: Policy for qualifying for seismic mitigation funding under our Capital Program**

I am writing in response to your request for clarity regarding the Ministry's policy for qualifying for seismic mitigation funding under our Capital Program. As we have received this question from other school districts and members of the public, we have included clarification in our 2016/17 Capital Plan Instructions that were released last week.

Firstly, I want to commend the hard work of many of your association members for their efforts to support the development or updating of Long Range Facilities Plans that ensure the best use of available classroom space in their school districts. Optimizing classroom space, when it involves consolidating schools, can be a very difficult process for teachers, students, administrators, Board Members and parents. I am confident though that redirecting the resulting operating and capital savings to instruction and programming will make a positive and meaningful impact on current and future student learning.

In regards to clarity on the Ministry's policy for qualifying for seismic mitigation funding, from 2003/04 through to 2008/09 the Ministry included "*Capacity Utilization Thresholds*" within our Annual Capital Plan Instructions. The capacity utilization thresholds applied to qualifying specifically for "*new*" space (new space includes adding land, classrooms or whole schools to the school asset inventory that do not currently exist).

In terms of qualifying for "replacement or rejuvenation" (which would include seismic mitigation) funding was contingent upon "capacity utilization analysis of surrounding schools" and the instruction that "funding would not be supported if adequate space is available at nearby schools to accommodate current and future enrollment".

.../2

In the 2009/10 Capital Plan Instructions, the Ministry replaced the “capital utilization thresholds” for qualifying for new space with a requirement for school districts to provide business cases (referred to as Project Identification Reports and Project Definition Reports) when requesting capital funding for all projects; including seismic mitigation.

Business cases require assessment and demonstration of capital investment needs, including an assessment of current and future enrollment across the school district and within neighbouring schools, **and** assessment of all reasonable options for meeting the identified need. **The Capital Plan Instructions since 2009/10 have not included “capacity utilization thresholds” but they have been used as a guideline in evaluating business cases for capital investment.** We have included a description of utilization guidelines and their application in our 2016/17 Capital Plan Instructions.

This means, justification of funding of each capital project, including seismic mitigation, requiring school districts to first demonstrate they have taken steps to address capital needs through means within their control. These steps should include utilizing available classroom space across the school district to reduce or eliminate the need for capital funding and to eliminate operating inefficiencies.

This approach has allowed greater flexibility in determining what is reasonable given the unique enrollment trends and practical realities within school districts. For urban school districts with low overall enrollment growth and shifting enrollment across schools, **working toward achieving** a District wide utilization average of 95% allows variations in enrollment between schools and room for growth over the 10 year planning horizon while minimizing operating and capital costs. For smaller school districts, utilization guidelines are lower in recognition of practical realities.

In terms of seismic mitigation funding, high seismic risk schools with high utilization (current and forecasted), located within families of schools with equally high utilization, would likely result in the development of a positive business case for investment. High risk seismic schools with low utilization (current and forecasted) and/or located within families of schools with low enrollment would likely result in the least cost option for mitigating the seismic risk being consolidated into neighbouring schools or partial demolition of portions of the school. This is why the development of a Long Range Facilities Plan is so important to establishing capital funding priorities.

I hope this helps clarify that the Ministry does not have a requirement that every school operates at 95% in order to qualify for seismic funding or that the School District is operating at 95%. But we do expect a clear demonstration of the efficient utilization of the space available to ensure funding is going to the best possible use.

Should you wish to review the documents referenced they can be located at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/resources-archive/capital-planning-documentation>.

.../3

I am also hopeful the clarity provided in the 2016/2017 Capital Plan Instructions will avoid similar confusion of application of policy in the future. Please do not hesitate to call if you have any further comments or questions.

Sincerely,



Shanna Mason, Assistant Deputy Minister  
Capital Division

pc: Dave Byng, Deputy Minister, EDUC  
Mike Roberts, BCSTA, [MRoberts@BCSTA.ORG](mailto:MRoberts@BCSTA.ORG)

# Board of Education Meeting (Regular) September 20, 2016



## ITEM 7.5 Information

TO: Board of Education  
FROM: Secretary Treasurer  
SUBJECT: Student Transportation Funding

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### **Recommendation:**

**THAT the Board of Education receive for information the Secretary Treasurer's report on Student Transportation Funding dated September 20, 2016.**

### **Summary:**

The School District is finalizing a report to send to the Province in order to access the increased funding for Transportation Services. This plan includes eliminating bus fees for all students for the 2016 / 2017 school year, and adding an additional bus with four hours of additional bus service a day. The net cost to the District for this change is approximately \$6,500.

### **Background:**

On August 10, 2016, the Ministry of Education announced new funding totaling \$14.7 million under the new Student Transportation Fund to support improving the affordability and accessibility of transportation services for students. Of the \$14.7 million, \$188,900 is set for the Mission Public School District. The School District is in the process of developing a funding plan to access this new funding. In anticipation of this funding, and with the understanding that current transportation fees charged to eligible riders for standard bus service to catchment schools had to be eliminated to qualify for the funding, the School District ceased collecting fees for the 2016/2017 year.

In response to this action, a significant number of parents have signed their children up for busing. Existing bus routes are being altered and/or adjusted to accommodate new riders for the 2016/2017 school year. There have been over 400 registrations since August 22, 2016. Prior to the elimination of bus fees, there would have typically been a surcharge for late registrations. A common theme appears to be families who previously drove their children to/from school, have now opted for the bus service due to no cost.

The increased demand is expected to require that at least one additional bus be put in service for the 2016/2017 year. While the School District has a spare bus available to take on this increased demand, the operating cost of the increased demand is expected to be approximately \$60,000 a year. This increased demand exceeds the amount of funding available to the School District from the transportation grant after eliminating the transportation fees.

If the plan is accepted by the Ministry, the School District would receive \$188,900 from the Province, we would lose the fees charged for busing which in 2015/2016 amounted to \$135,448, and operating expenses for the expanded service would be approximately \$60,000 (excluding the capital cost of the bus). This leaves a net cost to the School District of approximately \$6,500.

**Options:**

1. The School District has the option of applying for the funding from the Ministry, with the understanding that the current transportation fees charged for students within their catchment area are to be eliminated. This would provide the School District with access to approximately \$55,000 of additional funding for busing. The School District suspended the collection of bus fees for all students for the 2016/2017 year.
2. A second option could be to eliminate the bus fees for only those students catching a bus in their catchment area, or if the School District requires that they attend a school outside of their catchment area due to lack of capacity at their catchment school. All other cross catchment area busing would be levied fees.
3. Thirdly, the School District could continue to charge for busing, and not apply for the additional funding from the Province.

**Analysis and Impact:**

Since the Ministry's public announcement, and the School District's action to suspend any fee collection for busing, the Manager of Transportation has indicated a significant increase in ridership. Buses were already operating at a high capacity as a result of the school reconfiguration last year. With the increase in ridership due to the elimination of bus fees, buses are now operating at full capacity. The increased ridership has meant that some of the after school bus supervisors have had to leave the bus, as every seat was occupied by a student.

Total ridership ending June 30, 2016: 1,080 students;  
As of September 15, 2016: 1,088 students.

Students registered September 2015: 718 students;  
Students registered August 31, 2016: 900 students - an increase of 182 students

**Strategic Priority:**

As the strategic plan is currently in the development stage, this report is not linked to the strategic priorities.

**Policy, Regulation, Legislation:**

The Province has provided the opportunity to apply for additional funding to support student transportation, on the condition that bus fees for students in their catchment area be eliminated.

**Public Participation:**

At this time the public participation in the decision regarding the proposal for transportation funding is at the inform level of the IAP2 spectrum.

**Implementation:**

Staff will be completing the plan for the additional funding and submitting it to the Ministry before the end of September.

Once the plan submitted to the province is approved, the School District will work diligently to refund fees already paid by families.

**Information:**

For complete information regarding the Student Transportation fund, please visit the Ministry of Education's website: [https://news.gov.bc.ca/releases/2016EDUC0076-001429?WT.cg\\_n=Hootsuite](https://news.gov.bc.ca/releases/2016EDUC0076-001429?WT.cg_n=Hootsuite)

# Board of Education Meeting (Regular) September 20, 2016



## ITEM 7.6 Information

TO: Board of Education  
FROM: District Parent Advisory Council ("DPAC")  
SUBJECT: District Parent Advisory Council Update

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*Submitted on Behalf of Cyndi Polovina, Chair*

There are two vacant positions that will need to be filled at the upcoming meetings. The position of Secretary is vacant as well as one position for a third Member at Large.

### Upcoming Event:

#### ***"Supporting School Success: What Parents Should Know and Be Able to Do"***

Mission DPAC is pleased to present Dr. Charles Ungerleider, one of Canada's best known and most highly respected researchers in the field of learning and education.

Dr. Ungerleider has written about a range of topics in education from assessment to xenophobia. He is author of *Failing our Kids: How we are ruining our public schools*, a critical examination of the state of public schooling in Canada, and numerous publications in scholarly, professional, and popular media. He has taught about the principles of teaching, the sociology of education, the social and organizational context of education in Canada, and educational governance and politics in Canada. He is also a former Deputy Minister of Education in the Province of British Columbia (1998 - 2001).

**FREE** child care is available at this event!

Early Childhood Educators will be available onsite, free of charge.

Doors open at 6:30 pm.

Donations to the food bank will be collected.

\*DPAC would like to extend thanks to all the parent volunteers in our School District. We also would like to applaud all parents who support their children's learning in and out of the classroom through other means, whether through fundraising, helping with homework, and/or making sure their children are nourished, well-rested, on-time and ready to try their best each day.

Thanks also to the Board of Education and to the School District staff who make us feel heard and as partners in our children's education.

**ITEM 8.1      Action**

TO:                Board of Education  
FROM:            Secretary Treasurer  
SUBJECT:        Exempt Staff Compensation Scale – Transition Plan

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**Recommendation:**

**THAT the Salary Ranges for Principals and Vice Principals, Effective August 1<sup>st</sup>, 2016 be approved; and**

**THAT the Salary Ranges for Excluded Staff, Effective July 1<sup>st</sup>, 2016 be approved; and**

**THAT the Exempt Staff Compensation Transition Plan Option #3 for Mission Public School District be submitted to BCPSEA for review and approval.**

**Executive Summary:**

The Mission Public School District received approval from the BC Public School Employers' Association (BCPSEA) to transition to the Regional Salary Model for principal / vice principal positions below Level A of the new scale, and to transition to the new salary structure for exempt staff positions below Step 0 of the new scale. As any salary increases will impact the District's budget, the plan proposes to transition over two budget years. The transition plan is to bring employees below the start of the scale, to the start position. The compensation transition plan does not provide for any incremental increases beyond the start of the scale at this time.

**Background:**

In 2009, the Province mandated net zero and cooperative gains compensation. This was followed in September 2012 with a compensation freeze for executive and management employees. The vast majority of excluded employees have not received compensation increases since July 2009 until late in 2015 and earlier in 2016 when two "up to 2%" adjustments were authorized for the principals, vice principals and most exempt positions that were in their positions for more than one year, excluding the secretary treasurer and the assistant superintendent positions.

BCPSEA has been working on a systems approach to executive and excluded staff compensation. This work included salary surveys and the development of salary models to maintain equity and alignment with the salaries of teachers, principals and vice principals. The new scales provide compensation to exempt staff that is similar to the compensation provided in other Fraser Valley school districts, and the compensation to principals and vice principals that is the same as the compensation provided in other Fraser Valley school districts. The goal is to ensure the compensation scheme for excluded employees supports the recruitment and retention of qualified and competent leaders in the organization, while considering that financial resources are limited and compensation cannot be without restrictive controls.



In August 2016, BCPSEA provided authorization for School Districts to move to the new salary models. BCPSEA provided approval following the Public Sector Employers Council (PSEC) approval of the new salary grids; the approved salary grid for the principals and vice principals reflect the 2% adjustments as the original grid was developed prior to the implementation of these increases. The salary scales are expected to be in effect for approximately three years before any cost of living adjustments are made to the scales.

The transition plans brings all excluded employees to earning a salary that is at least at the start of the scale. This plan does not contemplate any increases for exempt employees or principals and vice principals that are earning greater than the start of the grid, or for advancing employees within the grid structure. When more information is obtained from BCPSEA regarding advancing employees in the grid, a report will be returned to the Board for consideration.

**Options:**

Staff analyzed the cost of moving to the new compensation scales, and generated four options for the Board to consider. The total cost to transition principals, vice-principals, and other exempt staff to the base level of the compensation scales is \$278,824 plus approximately 10% for wage sensitive benefits. Employees currently earning less than the base of the scales will transition:

- to Level A of the salary ranges for principals and vice principals scale dated August 1, 2016,
- to Step 0 of the salary ranges for excluded staff scale dated July 1, 2016.

The increases apply to all but one employee in the principal / vice principal salary scale and to four employees in the exempt salary scale. Increases are not applied to the superintendent or secretary treasurer salaries. The following four transition options are outlined from the fastest time to transition to one taking more than three years.

Option #1: This option will transition to the new scales as quickly as possible, with a maximum of 5% incremental increases in July and January each year for exempt staff and August and February for principals and vice principals.

Maximum Cost	2016/2017	2017/2018	2017/2018	Total
P / VP	\$156,967	\$ 75,922	\$ 619	\$233,508
Exempt	<u>38,644</u>	<u>6,672</u>	-	<u>45,316</u>
	<u>\$195,611</u>	<u>\$ 82,594</u>	<u>\$ 619</u>	<u>\$278,824</u>

Option #2: This option will transition to the new scales as quickly as possible, with a maximum of 5% incremental increases in July and January each year for exempt staff and August and February for principals and vice principals. However, increases for employees hired into their current roles in 2016 will be deferred to start in 2017.

Maximum Cost	2016/2017	2017/2018	2017/2018	Total
P / VP	\$127,519	\$101,454	\$ 4,535	\$233,508
Exempt	<u>38,644</u>	<u>6,672</u>	-	<u>45,316</u>
	<u>\$166,163</u>	<u>\$108,126</u>	<u>\$ 4,535</u>	<u>\$278,824</u>

Option #3: This option will allocate most of the increased costs between two school years, with incremental increases of no more than 5% in July each year for exempt staff and

August for principals and vice principals, and a final adjustment in January 2018 for exempt staff and February for principals and vice principals. All adjustments that are less than \$1,000 are to be paid in full in 2016.

Maximum Cost	2016/2017	2017/2018	2017/2018	Total
P / VP	\$102,132	\$117,188	\$ 14,188	\$233,508
Exempt	19,057	22,923	3,336	45,316
	<u>\$121,189</u>	<u>\$140,111</u>	<u>\$ 17,524</u>	<u>\$278,824</u>

Option #4: This option will allocate increased costs as closely as possible between three school years with incremental increases of no more than 5% in August each year for principals and vice principals and July each year for exempt staff.

Maximum Cost	2016/2017	2017/2018	2017/2018	2018/2019	Total
P / VP	\$ 71,503	\$ 80,033	\$ 62,239	\$ 18,733	\$233,508
Exempt	15,105	15,694	14,517	-	45,316
	<u>\$ 86,608</u>	<u>\$ 95,727</u>	<u>\$ 77,756</u>	<u>\$ 18,733</u>	<u>\$278,824</u>

**Analysis and Impact:**

Comparison of annual cost implications of each option:

Cost	Option #1	Option#2	Option #3	Option #4
2016/2017	\$195,611	\$166,163	\$121,189	\$ 86,608
2017/2018	82,594	108,126	140,111	95,727
2018/2019	619	4,535	17,524	77,756
2018/2019	-	-	-	18,733
	<u>\$278,824</u>	<u>\$278,824</u>	<u>\$278,824</u>	<u>\$278,824</u>

Regardless of the option selected, increases must be funded from the existing budget. The School District is not anticipating any additional financial support from the Province to fund these salary increases. As the end of the 2015/2016 school year, there is an unappropriated surplus of approximately \$555,000. However, discussions on the use of these funds are still pending. The surplus suggests that the District may be able to absorb the annual increased salary costs of approximately \$300,000 with minor impact on the overall budget.

As it is too early to determine whether this annual surplus will be available for future years, it would be prudent to share the cost of the increase over at least two budget years. Staff believes that spreading the increase over three years may be too difficult for the employees to accept, as the cost of living continues to grow and wage increases have been frozen for many years, compressing the gap between the salaries of the distinct employee groups.

The incremental transitional increases proposed in this report move employees to the base level of each scale, and do not provide any additional compensation in recognition of length of service, initiative, or exemplary service. Deferring implementation of the scale would also delay any opportunity for high performing employees to advance in the scale, which may impede the School District’s ability to retain staff.

**Strategic Priority:**

As the strategic plan is currently in the development stage, this report is not linked to any strategic priorities.

**Policy and Legislation:**

No formal policy is in place to govern the compensation scales. The board could consider incorporating the compensation schemes into an exempt staff compensation and benefits policy.

Any compensation changes must be authorized by the PSEC. The authorization for preparing a plan to transition employees to this new scale was received through the BCPSEA in August 2016. Mission Public Schools may implement an increase for its exempt staff, principals and vice principals up to the limits authorized. No increases beyond what is authorized may occur without the consent of PSEC through BCPSEA.

**Public Consultation:**

No additional consultation has been considered at this time.

**Implementation:**

Should the board support the transition plan, and if it is accepted by BCPSEA, then details on the transition plan will be reviewed with the Principals/Vice-Principals Association and each excluded staff member.

**Appendix:**

A Fraser Valley Regional Salary Model for Principals and Vice-Principals, Effective August 1, 2016

B Salary Ranges for Excluded Staff, Effective July 1, 2016

**Attachments:**

#1 Compensation Comparisons

#2 Summary from BC Public Sector Employers Association

Appendix "A"

**Mission Public Schools  
Salary Ranges for Principals and Vice Principals  
Effective August 1<sup>st</sup>, 2016**

	Level		
	A	B	C
Elementary Principal	\$116,344	\$119,637	\$122,929
Middle Principal Fraserview Principal Riverside Principal Summit Learning Centre Principal District Principal	\$119,637	\$122,929	\$126,223
Secondary Principal	\$122,929	\$126,223	\$129,515

Elementary Vice-Principal	\$102,056	\$104,945	\$107,833
Middle Vice-Principal Fraserview Vice-Principal Summit Learning Centre Vice-Principal Riverside Vice-Principal District Vice-Principal	\$104,945	\$107,833	\$110,721
Secondary Vice-Principal	\$107,833	\$110,721	\$113,610

Appendix "B"

**Mission Public Schools  
Salary Ranges for Excluded Staff  
Effective July 1<sup>st</sup>, 2016**

	Salary Range	STEPS				
		0	1	2	3	4
Superintendent	9	\$156,314	\$164,998	\$173,682		
Secretary Treasurer	8	\$136,684	\$144,277	\$151,871		
Assistant Superintendent	7	\$129,836	\$137,049	\$144,262		
Director of Instruction Director of Student Services	6	\$122,349	\$129,146	\$135,943		
Assistant Secretary Treasurer Director of Human Resources Director of Facilities	5	\$112,305	\$118,544	\$124,784		
Manager, International Program	4	\$74,343	\$78,989	\$83,635	\$88,282	\$92,928
Manager of Transportation Manager, Theatre Operations Human Resources Coordinator Payroll Manager	3	\$61,925	\$65,795	\$69,666	\$73,536	\$77,406
Executive Assistant to the Board, Superintendent, Secretary Treasurer	2	\$52,997	\$56,310	\$59,622	\$62,935	\$66,247
Executive Assistant, Education Team Business Manager Homestay Coordinator	1	\$49,508	\$52,602	\$55,696	\$58,790	\$61,885

Attachment #1

**Compensation Comparisons**

<b>Exempt Position</b>	<b>Salary - Step 1</b>
Superintendent	156,314
Secretary Treasurer	136,684
Assistant Superintendent	129,836
Director of Instruction / Student Services	122,349
Assistant Secretary Treasurer Director of HR / Facilities	112,305
Manager, International Program	74,343
Manager of Transportation / Theatre Operations, HR Coordinator, Payroll Manager	61,925
EA to the Board	52,997
EA, Education Team / Business Manager, Homestay Coordinator	49,508
Elementary Principal	116,344
Middle Principal	119,637
Secondary Principal	122,929
Elementary VP	102,056
Middle VP	104,945
Secondary VP	107,833

<b>Mission Teachers Union</b>	<b>Category 6 Step 10</b>
Teacher Salary Grid	85,382
Highest paid teacher in MPSD (with extras)	90,842
Potentially highest paid teacher in MPSD	91,522

<b>Canadian Union of Public Employees</b>	<b>July 1, 2016</b>
Electrical / Mechanical Foreman	64,540
Bus Driver / Mechanic - annualized	59,571

## Attachment #2

### Excerpt from the BC Public School Employer Association July 29th Memo

#### Compensation Update for exempt employees / Principals / Vice-Principals

The Minister of Finance has given direction for public sector employers to address ongoing compensation challenges for executive/exempt staff. This direction includes authorization to transition exempt employees and principals/vice-principals to the new district based exempt staff and principal/vice principal salary structures for positions below the starting point of the salary grids. Direction on transitioning through the salary ranges is anticipated to be received early in 2017.

#### Comments from BCPSEA

- Government implemented a compensation freeze for executive and management employees in the broader public sector, including the K-12 public education sector, in September 2012. In his letter to Board Chairs dated September 19, 2012, the then-Minister of Education stated that, —The compensation freeze is part of a number of measures government has implemented to assist in meeting our budgetary targets. ll
- Although the position of Superintendent of Schools was not covered by the government management compensation freeze given that compensation for that position is the sole purview of the board of education, executive positions in the other parts of the broader public sector were frozen. The executive positions of Deputy/Assistant/Associate Superintendent and Secretary Treasurer in the K-12 public education sector were captured by the compensation freeze in addition to all other management positions in school districts.
- Further, due to the net zero and cooperative gains compensation mandates (which also applied to unionized employees) in place prior to the management compensation freeze, the vast majority of our exempt employees who were at the top of their salary range have not received an increase since July 1, 2009.
- In the ensuing time period, the provincial government implemented recommendations arising from the BC Public Sector Compensation Review, which included ensuring greater consistency across the public sector to the approach to setting compensation through a common philosophy of core principles and compensation benchmarking.
- Shortly after the management compensation freeze came into effect, the BC Public School Employers' Association commenced significant work to determine competitive salary structures for principals and vice principals, as well as district-based executive and exempt staff.
- This province-wide initiative, utilizing a third-party compensation consultancy and consistent with governance and technical compensation best practice based on total compensation review and analysis, resulted in revised salary structures for all district-based exempt employees and principals/vice principals in the province's 60 public school districts, which is why we are now ready and able to transition exempt employees into the revised structures in alignment with government policy direction.
- While this work was underway, as an interim measure in order to address demonstrable issues of salary compression, salary inversion, and recruitment/retention, in the 2015-2016 school year modest increases were permitted to a maximum percentage of 2% effective July 1, 2015 and January 1, 2016 respectively for the positions of school principal and vice principal as well as for district-based exempt positions (with the exception of the positions of Deputy/Assistant/ Associate Superintendent and Secretary Treasurer).
- Under the recent policy parameters, the positions of Secretary Treasurer and Deputy/Assistant/Associate Superintendent are now eligible for an immediate, modest increase to a maximum of 2% effective July 1, 2016 as long as the increase does not take the position above the maximum of the revised salary range.
- It's important to note that our other employee groups, including teachers and unionized support staff, have received and will continue to receive salary increases for the period 2014-2019 under their applicable collective agreements.
- It is essential that in order to attract and retain qualified and experienced employees in supervisory, management, and leadership positions in our district and in the sector as a whole, we must maintain appropriate internal compensation relationships between all positions in our organization, as well as a reasoned level of competitiveness with the external labour market.

# Board of Education Meeting (Regular) September 20, 2016



## ITEM 8.2      Action

TO:              Board of Education  
FROM:          Secretary Treasurer  
SUBJECT:      Banking Resolution

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### Recommendation:

**THAT the Banking Resolution between the Bank of Nova Scotia for Account No 03020 05604 13 (Summit Learning Centre) dated September 20, 2016 be approved; and**

**THAT the Banking Resolution between the Bank of Nova Scotia for all other general banking purposes dated September 20, 2016 be approved.**

### Background/Rationale:

With a new Superintendent and Secretary Treasurer hired, the signing authorities at the Scotia Bank need updating. In order to proceed, a formal resolution is required. Attached are two resolutions, one for the Summit Learning Centre, and one for all the other District bank accounts at the Scotia Bank. Once the resolution is approved, the signing authorities will be updated to provide for a minimum of two signatures for cheques and debit transactions. All new debt transactions would require the signatures of the Secretary Treasurer and Superintendent of Schools.

This level of authorization is standard for business accounts. Having formal approvals in place for reduces organizational risk by ensuring only authorized individuals have access to the School District's banking accounts and banking information.







**Certificate – Beneficial Owners, Officers, Directors & Signing Authorities**

TO THE BANK OF NOVA SCOTIA AND ITS SUBSIDIARIES (collectively, "Scotiabank"):

THE UNDERSIGNED, on behalf of SCHOOL DISTRICT #75 (MISSION)  
(FULL LEGAL NAME)

Trading As (if applicable): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

("the Company"), certifies

that no individual owns or controls, directly or indirectly, 25% or more of the Company

OR

that the following individuals are the beneficial owners who each own or control, directly or indirectly, 25% or more of the Company:

Note: Beneficial ownership must be tracked to those natural persons, if any, who own 25% or more of the Company. Do not list an intermediary entity (i.e. a business entity) as a beneficial owner.

Name of Person	Address	Date of Birth (mm/dd/yyyy)	Percentage Ownership	Occupation

(the "Company") certify that the following persons are officers of the Company:

STATE  
 NAMES &  
 TITLES

- ANGUS WILSON - SUPERINTENDENT
- CORIEN BECKER - SECRETARY TREASURER
- LARRY JEPSEN - ASSISTANT SUPERINTENDENT
- DEREK WELSH - ASSISTANT SECRETARY TREASURER

STATE  
NAMES &  
OCCUPATIONS:

and the following persons are the directors of the Company:

and certify that any of the following persons in the combinations specified, if applicable have been authorized to give instructions, verifications and approvals on behalf of the Company from time to time:

STATE  
NAMES &  
TITLES

ANY ONE FROM GROUP A TO SIGN TOGETHER WITH ANY ONE FROM GROUP B

GROUP A:

ANGUS WILSON - SUPERINTENDENT

LARRY JEPSEN - ASSISTANT SUPERINTENDENT

GROUP B:

CORIEN BECKER - SECRETARY TREASURER

DEREK WELSH - ASSISTANT SECRETARY TREASURER

and certify that any of the following persons in the combinations specified, if applicable have been authorized to borrow money from the Bank on the credit of the Company from time to time in the amount and on the terms that these persons determine and to grant security to the Bank over any of the property of the Company:

TWO TO SIGN

ANGUS WILSON - SUPERINTENDENT

CORIEN BECKER - SECRETARY TREASURER

DATE RECEIVED
RECORDED
APPROVED
E.O. AUDITOR

The undersigned certifies that he/she has the knowledge and authority to provide the above information, that such information is complete and correct, and that he/she has the signing authority to bind the Company. The undersigned undertake to notify The Bank of Nova Scotia of any change in the directors or officers of the Company, or the authorizations certified above and, until The Bank of Nova Scotia receives such written notice, you may assume there has been no change in the information certified above.



\_\_\_\_\_  
Date (mm/dd/yyyy)

SIGNATURE: \_\_\_\_\_  
TITLE (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
TITLE (PRINT): \_\_\_\_\_

**BUSINESS ACCOUNT SIGNATURE CARD**

NAME OF BUSINESS SCHOOL DISTRICT #75 (MISSION)	ACCT. NO. CAD - 03020 05466 15 CAD - 60210 00065 13 CAD - 60210 00069 12
ADDRESS 32444 7 <sup>TH</sup> AVE	
CITY/TOWN MISSION	
PROVINCE/STATE BRITISH COLUMBIA	POSTAL CODE V2V 2B5
SIGNING INSTRUCTIONS  ANY ONE FROM GROUP A TO SIGN TOGETHER WITH ANY ONE FROM GROUP B	

SIGNATURE	NAME/TITLE ANGUS WILSON (GROUP A) SUPERINTENDENT
SIGNATURE	NAME/TITLE LARRY JEPSEN (GROUP A) ASSISTANT SUPERINTENDENT
SIGNATURE 	NAME/TITLE CORIEN BECKER (GROUP B) SECRETARY TREASURER
SIGNATURE 	NAME/TITLE DEREK WELSH (GROUP B) ASSISTANT SECRETARY TREASURER



Summit

**BANKING RESOLUTION**

- ACCOUNT NO. 03020 05604 13 ONLY -

We, our and us mean SCHOOL DISTRICT #75 (MISSION)

(FULL LEGAL NAME)

which carries on all or part of its business under the trading name(s):

\_\_\_\_\_  
\_\_\_\_\_

(IF APPLICABLE)

You and your mean Scotiabank, The Bank of Nova Scotia.

Resolved that:

1. We appoint you as our banker and agree to the terms set out in the *Scotiabank Financial Services Agreement*, or where applicable, the *Scotiabank Financial Services Agreement*, section of the *Business Banking Services Agreement*.

\_\_\_\_\_  
\_\_\_\_\_

2. Any TWO of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:

<u>STATE TITLES RATHER THAN NAMES</u>	<u>SUPERINTENDENT</u>	<u>ASSISTANT SUPERINTENDENT</u>
	<u>SECRETARY TREASURER</u>	<u>ASSISTANT SECRETARY TREASURER</u>

3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from this verification by a certificate in writing given to you by any TWO of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

<u>STATE TITLES RATHER THAN NAMES</u>	<u>SUPERINTENDENT</u>	<u>ASSISTANT SUPERINTENDENT</u>
	<u>SECRETARY TREASURER</u>	<u>ASSISTANT SECRETARY TREASURER</u>

4. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

**CERTIFICATE**

By signing below, our directors/officers/members certify for us that:

- our directors/shareholders/members have full power to pass this Resolution and to bind us in all respects.
- the above Resolution was properly passed by our directors or members in compliance with all applicable legislation and continues in effect.

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): \_\_\_\_\_

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): \_\_\_\_\_

NAME OF MEMBER OTHER THAN MEMBERS AUTHORIZED TO SIGN FOR THE ORGANIZATION

SIGNATURE: \_\_\_\_\_

Title (print): \_\_\_\_\_

Sept 20, 2016  
DATE (MM/DD/YYYY)

DATE RECEIVED
RECORDED
APPROVED
E.O. AUDITOR

Summit



Summit

Certificate – Beneficial Owners, Officers, Directors & Signing Authorities

- ACCOUNT NO. 03020 05604 13 ONLY -

TO SCOTIABANK, THE BANK OF NOVA SCOTIA AND ITS SUBSIDIARY COMPANIES (collectively, the "Bank"):

THE UNDERSIGNED, on behalf of SCHOOL DISTRICT #75 (MISSION) (FULL LEGAL NAME)

Trading As (if applicable):

("the Company"), certifies

[X] that no individual owns or controls, directly or indirectly, 25% or more of the Company

OR

[ ] that the following individuals are the beneficial owners who each own or control, directly or indirectly, 25% or more of the Company:

Note: Beneficial ownership must be tracked to those natural persons, if any, who own 25% or more of the Company. Do not list an intermediary entity (i.e. a business entity) as a beneficial owner.

Table with 5 columns: Name of Person, Address, Date of Birth (mm/dd/yyyy), Percentage Ownership, Occupation. The table is currently empty.

STATE NAMES & TITLES

(the "Company") certify that the following persons are officers of the Company:

- ANGUS WILSON - SUPERINTENDENT
CORIEN BECKER - SECRETARY TREASURER
LARRY JEPSEN - ASSISTANT SUPERINTENDENT
DEREK WELSH - ASSISTANT SECRETARY TREASURER

STATE NAMES & OCCUPATIONS

and the following persons are the directors of the Company:

and certify that any of the following persons in the combinations specified, if applicable have been authorized to give instructions, verifications and approvals on behalf of the Company from time to time:

STATE  
NAMES &  
TITLES:

ANY TWO TO SIGN

- ANGUS WILSON - SUPERINTENDENT
- CORIEN BECKER - SECRETARY TREASURER
- LARRY JEPSEN - ASSISTANT SUPERINTENDENT
- DEREK WELSH - ASSISTANT SECRETARY TREASURER
- LYNN CUMMINGS - PRINCIPAL
- BECKY NELSON - SECRETARY

The undersigned certifies that he/she has the knowledge and authority to provide the above information, that such information is complete and correct, and that he/she has the signing authority to bind the Company. The undersigned undertake to notify The Bank of Nova Scotia of any change in the directors or officers of the Company, or the authorizations certified above and, until The Bank of Nova Scotia receives such written notice, you may assume there has been no change in the information certified above.

\_\_\_\_\_  
DATE (MM/DD/YYYY)

SIGNATURE: \_\_\_\_\_  
Title (print): \_\_\_\_\_



SIGNATURE: \_\_\_\_\_  
Title (print): \_\_\_\_\_

DATE RECEIVED
_____
RECORDED
_____
APPROVED
_____
E.O.
AUDITOR
_____

Summit

BUSINESS ACCOUNT SIGNATURE CARD

NAME OF BUSINESS: SCHOOL DISTRICT #75 (MISSION)	ACCT. NO. CAD - 03020 05604 13
ADDRESS 32444 7 <sup>TH</sup> AVE	
CITY/TOWN MISSION	
PROVINCE/STATE BRITISH COLUMBIA	POSTAL CODE V2V 2B5
SIGNING INSTRUCTIONS  ANY TWO TO SIGN	

SIGNATURE	NAME/TITLE ANGUS WILSON SUPERINTENDENT
SIGNATURE 	NAME/TITLE CORIEN BECKER SECRETARY TREASURER
SIGNATURE	NAME/TITLE LARRY JEPSEN ASSISTANT SUPERINTENDENT
SIGNATURE 	NAME/TITLE DEREK WELSH ASSISTANT SECRETARY TREASURER
SIGNATURE	NAME/TITLE LYNN CUMMINGS PRINCIPAL
SIGNATURE	NAME/TITLE BECKY NELSON SECRETARY

