



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

December 9, 2014 at 6:00 p.m.

School Board Office

## Agenda

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### Call to Order

### Presentations/Delegations

- S. Lockhart, Principal – iPad Presentation

### 10 Minute Comment Period

### Adoption of Agenda

### Adoption of Minutes

November 4, 2014 – Regular Meeting Minutes

### Report on In-Camera Meeting from November 4, 2014

The Board discussed personnel issues, properties/facilities, business items, as well as the principles of co-governance.

### Correspondence

- Cross Enrolment Policy Updates (Attachment)

### Business Items

- 1. Superintendent's Report**
  - Report for November 2014 (Attachment)
- 2. Secretary-Treasurer's Report**
  - Report November 2014 (Attachment)
  - Enrolment Report (Attachment)
  - Expenditure Report (Attachment)
- 3. Director of Learning Report**
  - Report for November 2014 (Attachment)
- 4. Year in Review**
- 5. Talking Break**
  - Draft Curriculum/No Letter grades
- 6. Financial Disclosure Statements (Attachment)**
  - Due by January 15, 2015
- 7. Committee Reports**

**8. BCPSEA Motion Submissions**

**9. Trustee Reports**

- BCSTA Trustee Academy

**10. Around the Boundary**

**Trustee Activities and Upcoming Events**

- BCPSEA Trustee Orientation – January 29, 2015
- BCPSEA 18th General AGM – January 30, 2015
- BCSTA Provincial Council Meeting – February 20-21, 2015
- Working Sessions – to be confirmed

**Future Agenda Items**

**Next Board Meeting:**                      **January 13, 2015, 6:00 p.m.**  
**Boundary Learning Centre, Midway**

**Adjournment**

**QUESTION PERIOD**

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda.

Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

# School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary) held  
Tuesday, November 4, 2014 at the School Board Office

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The Chairperson called the meeting to order at 6:01 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Mrs. C. Riddle	Vice Chair
	Mrs. V. Gee	Trustee
	Mr. K. Harshenin	Trustee
	Mr. D. Reid	Trustee
	Mrs. C. Strukoff	Trustee
	Mrs. Rose Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Mr. D. Lacey	Director of Learning

Absent: Nil

## Presentations/Delegations

- Graham Watts was present to speak to the Board about the Kettle River Watershed.
- Terry Nuyten and several students gave a presentation about the Bamfield field trip.
- Joan Holmes requested that the Board consider beginning each Board Meeting by acknowledging the Aboriginal Nations.
- Nick Bond was present to request that the Board consider BCSS's application for the Sevec Exchange to Quebec trip.

## Adoption of Agenda

MOVED        Gee  
2ND            Zitko

["That the Agenda for November 4, 2014 be adopted as circulated."](#)

CARRIED

## Adoption of Minutes

MOVED        Strukoff  
2ND            Harshenin

["That the Minutes of the October 14, 2014 Board Meeting be adopted as amended with a change in wording of the notice of motion."](#)

CARRIED

## Report on In-Camera Meeting from October 14, 2014

The Board discussed personnel issues, properties/facilities, business items, as well as the LIF and Education Fund.

## Correspondence

Nil

## Business Items

### 1. Superintendent's Report

The Superintendent reported on school visitations, the professional development for teachers in the District, class size, as well as meetings in and out of the District.

MOVED        Zitko  
2ND            Harshenin

["That the Board approve in principle, the Boundary Central Secondary School Sevec Exchange to Quebec."](#)

CARRIED

### 2. Secretary-Treasurer's Report

The Secretary-Treasurer presented her report for October and the enrolment as of October 17, 2014.

**3. Director of Learning Report**

The Director of Learning reported on October school visitations and highlighted the work being done in the AbEd and Special Education programs. He also reported on meetings attended and facilitated by Joanne Gidney, District Vice-Principal.

**4. Other**

• **Report Card Practice Changes**

The Superintendent reported that some of the schools are changing their report cards to match the new draft curriculum.

• **Funding for the Gateway Project**

The Director of Learning asked the Board for financial support for this project.

MOVED        Gee  
2ND            Reid

“That the Board approve the Gateway Project.”

CARRIED

MOVED        Reid  
2ND            Harshenin

“That the School District work with the Village of Midway to secure preservation of the site.”

CARRIED

**5. Use of Facilities and Rental Agreements in the West-end of the District**

MOVED        Gee  
2ND            Strukoff

“That the Use of School Facilities policy for the West Boundary be amended to reflect historic practice and community need.”

DEFEATED

MOVED        Riddle  
2ND            Reid

“That the Use of School Facilities for the West Boundary be referred to the Policy Committee.”

CARRIED

**6. Talking Break**

Discussion took place regarding learning teams.

**7. Committee Reports**

Policy – Trustee Gee reported on the Policy Committee Meeting held on October 28, 2014. Operations/Finance - The Secretary-Treasurer reported on the meeting also held October 28, 2014.

**8. Trustee Reports**

Aboriginal Advisory Council – Trustee Gee reported out.

MOVED        Gee  
2ND            Strukoff

“That the Board open the procedural bylaw to add the acknowledgement of traditional lands as part of the regular Board Meeting.”

DEFEATED

MOVED        Gee  
2ND            Zitko

“That the Board begin the practice of acknowledging the traditional lands at the Board meeting.”

CARRIED

Recreation Commission – Trustee Strukoff reported on the proposed public learning garden.

MOVED           Strukoff  
2ND               Harshenin

“That the Board allow the School District Logo on the Public Learning Garden sign.”

CARRIED

Provincial Council – The Provincial Council motions were discussed.

**9. Around the Boundary**

October 2014 Around the Boundary was presented.

Meeting adjourned at 9:26 p.m.

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Chairperson

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Secretary-Treasurer



December 1, 2014

Ref: 178621

To: All Secretary-Treasurers  
All Superintendents

Bill 36: Policy updates

Section 2 of the *School Amendment Act* (Bill 36), came into effect on February 12, 2013. This provision amends section 3.1 of the *School Act* to allow students in Kindergarten through Grade 9 to enroll in more than one educational program so long as the program is being offered by a different board of education or independent school authority.

The Ministry of Education convened an External Stakeholder Advisory Group (ESAG) to establish an implementation plan for K-9 cross-enrolment. The group recommended that the Ministry pursue a phased implementation to provide British Columbia's educational system with additional time to implement personalized learning and provincial student information systems. The Ministry of Education adopted the external stakeholder group recommendation.

As a result of grade 8 and 9 cross-enrolment data reported in July 2014 by both public and independent schools, the Ministry is providing clarification on the two topics below:

#### 1. Cross-enrolment within a board or authority

Section 3.1 of the *School Act* indicates that cross-enrolment occurs between one board of education and another board of education or independent school authority, not within a board of education or independent school authority. Section 3.1 is included below with applicable language in bold text for ease of reference. As a result, boards of education and independent school authorities should be aware that grade 8 and 9 cross-enrolment within a board will not be funded going forward.

##### 3.1

*(1) A student who is enrolled in an educational program provided by a board or a francophone student who is enrolled in a francophone educational program provided by a francophone education authority may, subject to section 2(2), enroll in one or more*

- (a) educational programs offered by another board or by an authority under the Independent School Act, or*
- (b) francophone educational programs offered by another francophone education authority if at least one of the educational programs or francophone educational programs, as applicable, is delivered, in whole or in part, through distributed learning.*

.../2

The Ministry recognizes that, while this requirement is clear in the *School Act*, the initial communication of this specific requirement was not clear. As such, the Ministry will fund, on a one time basis, those students reported as grade 8 and 9 cross-enrolments within a board or authority as reported in July 2014. This will be included in the December grant recalculation. Funding will not be provided for Grade 8 and 9 students reported as “cross-enrolled” within the same district or authority for the 2014/15 school year.

## **2. Cross-enrolment between two distributed learning schools**

Consultation with the ESAG focused on enabling cross-enrolment between distributed learning schools and brick and mortar schools. The Ministry is clarifying that grades 8 and 9 cross-enrolment is available between DL providers regardless of inclusion of a brick and mortar school. The requirement outlined in 1 above is applicable, (specifically cross-enrolment between one or more DL programs) only when each of the DL enrolments is operated by a different board of education or independent school authority.

It is important to note that, for Grade 8 and 9 students, boards of education and independent school authorities receive program funding for students in Grades 8 and 9 using a combination of a base grant of 0.5 FTE and an additional amount up to 1.0 FTE based on the number of courses reported. This is not considered course-based funding because of this 0.5 FTE base grant.

These students are provided with an educational program which may be composed of courses and learning experiences provided by educational programs within a board of education or independent school authority. To clarify, no additional funding may be claimed if a learner is enrolled in multiple schools/programs within the same board of education or independent school authority because the board of education or independent school authority has already received the .5 FTE base grant to support these students in their educational program. If a learner accesses educational services from a different provider (a different board of education or independent school authority), they may be claimed for funding during the 2015 summer reporting period.

Sincerely,



Deborah Fayad  
Assistant Deputy Minister

cc: Board Chairs, All School Districts



**Kevin Argue**  
**Superintendent of Schools**  
**Month-End Report**  
**November 2014**

**School Visitations**

- Boundary Central Secondary - Visited staff during their Pro-d session and met with the Principal
- Grand Forks Secondary - Visited staff during their Pro-d session and met with the Vice Principal and Principal

**District Planning**

- Achievement Contract –  
The 4 Goals of the SD51 Achievement Contract for 2014-2015 are:
  1. To embed the Inquiry Process into teaching and learning throughout School District 51.
  2. To improve student achievement in Reading.
  3. To increase students' access and use of technology to deepen learning and authentically communicate their knowledge.
  4. To improve the positive, social emotional connectedness of our students to their school experience through school initiatives supported by our Health Promoting Schools Coordinator.

**Ministry Initiatives**

- Changing Results for Young Readers – Doug Lacey - District Leader
- Erase Bullying – Kevin Argue - Contact/Safe Schools Coordinator

**Meetings out of the District**

- BCSSA – Regional Fall Meeting – November 13/14
  - Andy Hargreaves: Uplifting Leadership/Leading from the Middle
  - Burnaby School District – Digital Citizenship
  - Trustee Orientation Processes – Abbotsford and Delta practices
  - Michael Fullan – Leadership for Maximizing Impact
  - Yong Zhao – Fixing the Past or Inventing the Future
- Erase Bullying Level 1 Training – November 24



### **Meetings in District**

- Nov 3 – BISM meeting
- Nov 6 – DPAC meeting at SBO and on conference call
- Nov 10 – GSM Policy – Task Completion mtg
- Nov 18 – Ministry of Education Conference Call
- Nov 20 – Meeting with BDTA President and Vice President
- Nov 20 – Meeting at Selkirk College – Open House
- Nov 21 – Kootenay-Boundary BCSSA Superintendents' Conference call
- Nov 27 – New Trustee Training
- Nov 28 – District Leadership Meeting with Principals and Vice Principal

### **Upcoming Events**

- Dec 2 – Trustee Working Session
- Dec 4 – BCSTA Trustee Academy



### Carbon Neutral Action Program



Districts around the province will be applying to receive monies from the Pacific Carbon Trust. We are working on an application for upgrades to the boilers, as well as the heating and cooling systems at Grand Forks Secondary School. The deadline for the application is January 9th, 2015.

### Finances

During November, I input budget information into our accounting system, as well as continued analyzing accounts. The Ministry has announced that we will receive \$224,629 for the cost of the teacher collective agreement. That amount is very close to our costing estimates. It is still unknown how much of the September strike savings the Ministry will be taking.

In December, I will begin looking at the cost pressures for the 2015/2016 budget, and at the January Board meeting I will present an update on the status of the current year's finances and the amended budget for the 2014/15 year. The Board will need to pass the amended budget by February 28, 2015, when it is due to the Ministry of Education.

### BCASBO/BCSSA Fall Professional Development Conference

I attended the BCASBO/BCSSA conference in November, along with the Principals, Superintendent and Director of Learning. The speakers included Andy Hargreaves and Michael Fullan. I attended a pre-conference session on internal audits, as well as sessions on obtaining public input into the budget process and trustee orientation.

### Election

On November 5<sup>th</sup>, Charlene Wiebe and I were the presiding officers at the advance election polls. We also worked the polls at the November 15<sup>th</sup> election day. We welcome two new trustees to the Board, Katie Jepsen and Mark Danyluk. Our thanks to Ken Harshenin for his 9 years of service and Vicki Gee for her 6 years of service as trustees to the Board and the students of this District. Kevin Argue, Superintendent, and I did an orientation session with Katie and Mark on November 27<sup>th</sup> and with the whole Board on December 2<sup>nd</sup>.

### School bus orientation

In November Joanne Rooke and Ben Pazdzierski provided school bus orientation to K-1 students.



**School District No. 51 (Boundary)**  
**Enrolment**  
**As of November 30, 2014**  
**Head Count**

	November 30, 2014	October 17, 2014	Increase (Decrease)
<b>Secondary</b>			
BCSS	133	131	2.0000
GFSS	348	348	-
<b>Elementary</b>			
BES	12	13	(1.0000)
Big White	34	32	2.0000
CLES	74	74	-
GWD	28	28	-
Hutton	237	237	-
MES	35	32	3.0000
Perley	245	247	(2.0000)
WBES	100	100	-
<b>Alternate School</b>			
Walker	26	29	(3.0000)
<b>Total</b>	<b>1272.0000</b>	<b>1271.0000</b>	<b>1.0000</b>

## Expenditure Report

Object	Title	November	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	83,135.75	406,171.27		1,001,284	595,113	59
11	Teacher Salaries	574,276.01	1,360,217.81		5,488,555	4,128,337	75
12	Non-Teachers Salaries	256,166.56	900,066.27		2,950,285	2,050,219	69
13	Management Salaries	32,747.17	163,735.85		405,289	241,553	60
14	Substitute Salaries	42,720.66	78,788.19		490,056	411,268	84
19	Trustees Indemnity	6,393.79	31,718.17		76,727	45,009	59
21	Statutory Benifits	39,099.18	141,706.14		564,730	423,024	75
22	Pension Plans	132,937.73	379,192.98		1,360,461	981,268	72
23	Medical And Life Benifits	71,033.14	223,055.19		627,861	404,806	64
31	Services	34,325.72	145,461.19	10,574.76	573,975	417,939	73
33	Student Transportation	8,215.30	19,348.46	860.00	81,180	60,972	75
34	Training & Travel	7,180.92	52,616.40		260,202	207,586	80
36	Rentals & Leases	2,794.00	13,970.00		33,528	19,558	58
37	Dues And Fees	120.00	48,765.77		71,790	23,024	32
39	Insurance	28,675.00	65,107.26		67,400	2,293	3
44	Other Office Services		345.44		1,932	1,587	82
51	Supplies	104,932.23	111,345.52	92,994.08	313,734	283,729	77
54	Electricity	31,738.00	83,491.58		275,560	192,068	70
55	Heat	6,254.96	15,258.47		152,350	137,092	90
56	Water And Sewage	1,864.20	3,795.50		24,650	20,855	85
57	Garbage And Recycling	1,210.71	4,734.42		15,000	10,266	68
<b>Totals</b>		<b>1,465,821.03</b>	<b>4,345,227.05</b>	<b>32,978.30</b>	<b>15,610,745</b>	<b>11,232,540</b>	<b>72</b>



## **Director of Learning Report**

### **Doug Lacey**

### **November 2014**

#### **Staff Learning and School Visits**

- November 8            Attended part of Professional Development afternoon session with the staff of J.A. Hutton Elementary; focus of the session was Response to Intervention processes and practices. I also attended part of the Professional Development afternoon at Grand Forks Secondary School. I sat in on the Grade 8 teaching team collaboration meeting.
- November 10          Attended Remembrance Day Assembly at D. A. Perley Elementary.
- November 10          Convened and chaired the inaugural meeting of the District Literacy Assessment Inquiry Learning Team.
- November 19          Took part in a day field trip with Walker Development Centre students for a tour of the Culinary Arts Program at the Tenth Street Campus and the Kootenay Studio Arts Program at the Victoria Street Campus in Nelson.
- November 27          Visited Mrs. Jacob's class at Hutton Elementary School and observed individual literacy activities and numeracy activities while the teacher had individual students read to her.
- November 28          Participated in District Leadership Team Meeting.

#### **Special Education and Student Services**

- November 3            Participated in interviews for a Child and Youth Care position with the District Behaviour Program.
- November 7            Interviewed an Education Assistance candidate for the casual Education Assistant call-out list.

#### **District Vice-Principal of Student Services**

- November 4            Full-day District Special Education Teachers' Team Meeting.
- November 5            District Set BC selection committee process (Nick Bond, Wendy Mindtal, and Joanne Gidney).
- November 6            Occupational Therapy referrals and case load.  
WDC – Collaboration with colleague regarding assessments.  
CLES – Reviewing assessment materials, introducing new materials.  
WDC/Perley – Introduction to and program review for Y and Child Care practicum student.  
Phone consult on how to “fast track” referrals and support for a student in crisis.
- November 12-14        Conference with District Leadership Team.

November 18 GFSS – Student file review to support program planning.  
Perley – Special Ed teacher mentorship.

November 19 Review of caseload with SET-BC consultant.

November 20 Visitation to District Behaviour Program.  
Video modeling with parent for student with complex needs.  
Integrated Case Management meeting for student.

November 25 Preparation for staff in service.  
Integrated Case Management meeting for student.  
Introduction and collaboration with Freedom Quest worker regarding caseloads for District.

November 26 Meeting with practicum student from UVIC CCW program  
Meeting with Selkirk College re practicum assignments for EA program.

November 27 Meeting with physiotherapist regarding caseloads and current programs.  
BWCS – Skype call regarding report cards and IEP goal setting.  
File review and referrals to District Educational Psychologist.

### **Other**

November 3 Participated in the regular meeting of the Boundary Integrated Services Model (BISM).

November 6 Participated in interagency meeting in Midway regarding Child Youth and Mental Health supports and processes in the West Boundary.

November 12 Attended Ministry-sponsored consultation and input gathering sessions on Shared Services in Vancouver.

Nov. 13 – 14 Attended the annual British Columbia Superintendents' Association Fall Conference entitled "Inspired Learning in a World Class System".

November 16 Participated in the regular meeting of the Grand Forks Boundary Interagency Group.

November 20 Attended Grand Forks Campus Open House for Selkirk College.

November 21 Participated in regional meeting of the Kootenay/Boundary Child Youth and Mental Health and Substance Abuse Collaborative meeting in Castlegar.

November 24 Participated in Boundary Community Literacy Committee meeting at Selkirk College.

November 25 – 26 Attended B.C. Safe Schools Basic Threat and Risk Assessment Training – Level II.

**You must complete a Statement of Disclosure form if you are:**

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

**Form and Fact Sheets:**

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

**Who has access to the information on this form?**

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

**What is a trustee? – s. 5 (2)**

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text"/> <i>last name</i>	<input type="text"/> <i>first &amp; middle name(s)</i>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<input type="text"/>	<b>Province:</b> <input type="text"/>
		<b>Postal Code:</b> <input type="text"/>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

**Assets s. – s. 3 (a)**

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>



## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no     yes

*If yes, please list the following information below & continue on a separate sheet as necessary:*

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_ *signature of person making disclosure*

\_\_\_\_\_ *date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

*. . . to your local chief election officer*

- with your nomination papers, and

*. . . to the officer responsible for corporate administration*

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

*. . . to the secretary treasurer or chief executive officer of the authority*

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

*. . . to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)*

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position