

Regular Meeting of the Board - June 14, 2018

Thursday, June 14, 2018

Start time 8:00 PM

Administration Office, 181 Henlow Bay, Winnipeg, Manitoba

AGENDA

1. **Attendance**
2. **CALL TO ORDER**

Comments:

The content of the Informational Reports has been reviewed by Trustees prior to the Board Meeting. The reports reflect discussions and activities of the Committees. At Board Meetings, if Trustees wish to speak to or ask questions regarding a particular report included in the Information Reports section of the Board Meeting agenda – that needs to be identified at the time the Agenda is amended. Recommended motions from Committees are addressed separately in the agenda.

Minutes Template:

Meeting called to order at <currentTime>

3. **AGENDA APPROVAL**
4. **Board Minutes Approval**
 - 4.1 **Regular Meeting of the Board - May 24, 2018 (2018/05/24)**
5. **STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS**

5.1. **Standing Committee Reports, Special Committee Reports and Other Reports**

Summary:

1. Standing Committee Reports:

- a. Report of the Committee Meeting of the Whole held on May 24, 2018;
- b. Committee Report of the Finance and Planning Committee Meeting held on May 23, 2018;
- c. Committee Report of the Human Resources and Policy Committee Meeting held on May 22, 2018;
- d. Committee Report of the Buildings, Property and Transportation Committee Meeting held on June 4, 2018;
- e. Committee Report of the Communications and Community Relations Committee Meeting held on June 7, 2018.

2. Special Committee Report:

- a. Minutes of the Pembina Trails Educational Support Fund Inc. Corporate Board Meeting held on May 24, 2018.

3. Other Reports:

- a. Commendation Report dated June 14, 2018;

- b. Bereavement Report dated June 14, 2018;
- c. Teacher Contracts (Permanent) as listed in the Teacher Contracts Report dated June 14, 2018;
- d. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated June 14, 2018;
- e. Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report dated June 14, 2018;
- f. Resignations as listed in the Resignations Report dated June 14, 2018;
- g. Enrolment Report - May 2018;
- h. Disbursements for the period April 1 - 30, 2018;
- i. Pembina Trails Voices Minutes - April 2018.

Purpose:

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information and,
 To consider ratifying Teacher Contracts (Permanent) as listed in the Teacher Contracts Report dated June 14, 2018 and,
 To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated June 14, 2018 and,
 To consider ratifying Substitute Teacher Contracts as listed in the 2017-18 Substitute Teacher Contracts Report dated June 14, 2018 and,
 To consider receiving resignations as listed in the Resignations Report dated June 14, 2018 and,
 To consider approving Disbursements for the period April 1 - 30, 2018.

6. **DELEGATIONS**

7. **EDUCATIONAL PRESENTATIONS**

7.1. **Presentation - Director of the International Student Program**

Summary:

Purpose: To make a presentation to the Board.

8. **BUSINESS FROM PREVIOUS BOARD MEETINGS**

9. **BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE**

10. **BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE**

11. **BY-LAWS AND/OR POLICIES**

11.1. **By-Law No. 127 Promissory Note LTPS0210**

Summary:

WHEREAS it is deemed necessary and expedient to raise by loan the sum of Two Hundred Ninety-Nine Thousand Six Hundred Dollars (\$299,600) on the credit of said school division for the purpose and payment for Arthur A. Leach Air Condensing Unit, Acadia Modular Classrooms, Charleswood Roof Replacement, Dalhousie Grooming Room and Elevator, Dieppe Roof Replacement, Royal Boiler Replacement.

THEREFORE BE IT RESOLVED THAT By-Law No. 127, being a by-law of the Board of Trustees of the Pembina Trails School Division, for the purpose of borrowing the sum of \$299,600, and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefor be given second and third reading and passed.

12. **CORRESPONDENCE FOR DISCUSSION**

13. **STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS**

13.1. **BUILDINGS, PROPERTY AND TRANSPORTATION COMMITTEE**

13.2. **COMMUNICATION AND COMMUNITY RELATIONS COMMITTEE**

13.3. **EDUCATION COMMITTEE**

13.4. **FINANCE AND PLANNING COMMITTEE**

13.5. **HUMAN RESOURCES AND POLICY COMMITTEE**

13.5.1. **Regulation JLIH-R Risk Management Policy Grade 11 and 12 P.E.**

Summary:

Purpose: To consider Committee recommendation.

13.5.2. **Regulation IJOA-R Field Trips and Off-Site Educational Programs**

Summary:

Purpose: To consider Committee recommendation.

13.5.3. **Policy GBED - Smoke Free Workplace**

Summary:

Purpose: To consider Committee recommendation.

13.5.4. **Policy GBEC - Alcohol and Drug Free Workplace**

Summary:

Purpose: To consider Committee recommendation.

13.5.5. **Policy JICH and Regulation JICH-R Drug, Alcohol and Substance Abuse by Students**

Summary:

Purpose: To consider Committee recommendation.

13.6. **NEGOTIATIONS COMMITTEE**

13.7. **PEMBINA TRAILS SCHOOL DIVISION EDUCATIONAL SUPPORT FUND INC.**

13.8. **PEMBINA TRAILS VOICES**

13.9. **COUNCIL OF PRESIDENTS**

13.10. **BOARD/ASSOCIATION COUNCIL ON EDUCATION (B.A.C.E.)**

14. **ADMINISTRATIVE REPORTS**

14.1. **Capital Projects Update**

Summary:

Purpose: To receive a report from the Assistant Superintendent, Divisional Support Services.

14.2. **2018 Civic Election**

Summary:

Purpose: To receive a report and consider recommendation.

14.3. **Member of the Public - Update**

Summary:

Purpose: To receive a report from the Assistant Superintendent, Program and the Assistant Superintendent, Human Resources and Policy.

14.4. Prairie Children's Centre Day Care Lease Agreement

Summary:

Purpose: To receive a report from the Secretary-Treasurer and consider approval of a submitted day care lease.

14.5. St. John's-Ravenscourt re, Shared Services Agreement

Summary:

Purpose: To consider ratifying the Shared Services Agreement between the Pembina Trails School Division and St. Johns-Ravenscourt School for the provision of Clinician Services during the 2018-19 school year.

14.6. Staff Development Centre Annual Report

Summary:

Purpose: To receive the Staff Development Annual Report.

14.7. Purchase of Prairie Pointe School Site (Portion)

Summary:

To receive a report from the Secretary-Treasurer with respect to the purchase of the Ladco portion of the Prairie Pointe school site.

15. NEW BUSINESS

16. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

16.1. Correspondence for Information Distribution List - June 14, 2018

Summary:

THAT the Correspondence for Information Distribution List dated June 14, 2018, be received as information.

17. QUESTIONS FROM TRUSTEES

18. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

19. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE

20. ADJOURNMENT

Minutes Template:

Meeting adjourned at <currentTime>

Appendix 1 for 5.1.: Enrolment Report

Pembina Trails School Division Pupils by Grade - May 31, 2018

		Total																								September 2017		Difference					
School		FI K	K	FI 01	01	FI 02	02	FI 03	03	FI 04	04	FI 05	05	FI 06	06	FI 07	07	FI 08	08	FI 09	09	FI 10	10	FI 11	11	FI 12	12	FI	ENG	FI	English	FI	English
1104	AA												59		55		128		140		150							532		520	12		
1138	AC																195		229		242							666		631	35		
2304	AH																								1		50	51		49	2		
1958	BA		39		40		54		67		64		66		60													390		364	26		
1676	BE		29		20		40		29		35		43															196		201	-5		
1754	BL		20		15		22		23		23		24															127		121	6		
1263	BO	51	45	51	36	37	52	41	43	45	56															225	232	231	-6	1			
1914	CC		55		49		59		70		62		76		56													427		399	28		
1896	CH											85		74	68	58	94	63	76								280	238	287	231	-7	7	
1608	CR	53		43		51		43		34																	224	0	229	0	-5	0	
1378	DA		69		76		56		71		88		87		93													540		501	39		
1511	DI	77		69		82		63		58																	349	0	357	0	-8	0	
1281	FR																					390		369		491		1250		1256	-6		
1231	GB		19		18		22		19		22		22		24		67		71		77							361		344	17		
2132	HG											134		100		128		102		113								577		565	12		
1273	LL		12		19		22		22		23		29		29		23		28									207		202	5		
2030	LM		40		41		44		59		62		64		75		55		64									504		484	20		
1227	OA		20		22		28		40		30		36		20													196		198	-2		
1691	OP																			51	132	45	169	50	159	34	196	180	656	192	656	-12	0
1975	PJ		23		24		25		22		39		23															156		152	4		
1393	RM		23		25		30		22		22		24		18													164		166	-2		
1472	RO		38		29		31		40		36		28															202		190	12		
1202	RW		22		19		16		24		23		16		28		23		19									190		193	-3		
1498	RY		40		34		27		45		35		39		51													271		238	33		
1638	SA	44		44		32		54		40		36		32													282	0	290	0	-8	0	
1114	SH																				175		163		174		665		650	15			
2302	SP	57	58	51	39	41	68	34	68	21	71	19	71	26	49	17	66	18	56								284	546	276	503	8	43	
1789	TP	21		23		18		24		21																		107	0	105	0	2	0
1262	VA											73		72		71		80										296	0	300	0	-4	0
1062	VM																			96	1	111	213	91	316	63	324	361	854	377	854	-16	0
1976	VW	34	12	48	18	44	26	44	21	38	33	39	26	41	31	35	29	40	27									363	223	361	214	2	9
1398	WD														74		63		71									208		211	-3		
1512	WG		17		17		22		21		13		18															108		101	7		
2065	WR		88		89		90		110		90																	467		446	21		
		337	669	329	630	305	734	303	816	257	827	252	885	245	831	181	871	201	883	147	890	156	935	141	1,019	97	1,214	2,951	11204	3,005	10,871	-54	333
		Total May																										14,155	Total September		13,876		

Pembina Trails School Division

By-law No. 127

Being a by-law of the Board of Trustees of Pembina Trails School Division for the purpose of borrowing the sum of Two Hundred Ninety Nine Thousand Six Hundred Dollars (\$299,600) and of issuing a Debenture and/or Promissory Note (hereinafter called the Security) therefore.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$299,600 on the credit of the said School Division for the purpose of payment for the projects as authorized on Schedule “B” attached.

THEREFORE, pursuant to the provisions of the Public Schools Act, the Board of Trustees of the Pembina Trails School Division duly assembled, enact as follows:

- 1. That it shall be lawful for the said School Trustees to borrow the sum of \$299,600 by the issue and sale of the Security of the said School Division as set out below.
- 2. That the said Security shall be issued at Winnipeg, Manitoba and shall be dated the 30th day of June A.D. 2018 and shall be payable to the Minister of Finance, Winnipeg, Manitoba as follows:
The Security shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual instalments of \$21,559.84 each, including principal and interest at the rate of 3.750% per annum, payable annually on the 30th day of June as per Schedule “A” attached.
- 3. That the first instalment shall be payable on the 30th day of June A.D. 2019
- 4. That the Security shall be signed by the Secretary-Treasurer and countersigned by one of the Trustee of the said School Division.
- 5. That provisions shall be made for the payment of the said Security and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of the Pembina Trails School Division, assembled at Winnipeg, in the Province of Manitoba, this 24th day of May A.D. 2018

SECOND READING the 14th day of June A.D. 2018

THIRD READING the 14th day of June A.D. 2018

(CORPORATE SEAL)

Chairperson

Secretary-Treasurer

Certified a true copy of By-law No. 127 of the Board of Trustees of the Pembina Trails School Division given first reading, the day and year above written.

Secretary-Treasurer

(CORPORATE SEAL)

e-bulletin

May 23, 2018

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TWO-PART JUNE WEBINAR

Our next [webinar](#), a two-part event that will be live on June 5 (1:30 p.m.) and June 12 (11:30 a.m.), is the latest in our superintendent series. It will be presented by Susan Schmidt, Assistant Superintendent of Student Services in the Pembina Trails S.D. The webinar will focus on those sometimes challenging or difficult exchanges that can be a necessary part of your work as a school trustee, a.k.a. Fierce Conversations.


 webinar

Based on the work of Susan Scott, Fierce Conversations helps people develop and enhance their skills in transforming conversations. The vision of Fierce Conversations is to build a better world – one conversation at a time. The first session will provide participants with an introduction to Fierce Conversations, while the second webinar will focus on the confrontation conversations model. Resources for this webinar can be downloaded one day before the event; just follow the links on our website. To register, contact [Janis Arnold](#), Board Development Consultant. The registration deadline is 10:00 a.m. June 5 and / or June 12. The archived webinar will be available for viewing shortly after the live event.

ELECTION PAGE

Our 2018 [school board election page](#) is now live! From now until after the October 24 election, you will be able to link to it directly from our [homepage](#). The page, which will be updated regularly, serves as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards prior to the election.



One key document that is now available is the updated [School Boards and Trusteeship in Manitoba](#), which provides both an overview of the role and work of school boards and general information about running for the important office of school trustee. You will also find links to relevant legislation such as [The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#), and a printable [flyer](#) announcing the dates and locations of our 2018 in-person candidate information sessions—September 10 in Winnipeg, and September 11 in Brandon. An on-demand video version of this session will be available in the coming weeks.

School Boards Leadership, Service & Advocacy for Kids Learning & Communities

School Trustee Elections - October 24, 2018

NAVIGATING THE WATERS

There's still time to register for CSBA's National Gathering on Aboriginal Education and National Congress, July 4 to 7 in Halifax, NS. The aptly-themed event, Navigating the Waters, will offer participants an exciting array of plenary and breakout sessions that will inspire and support them as they guide their divisions and communities in challenging times. Keynote speakers will include recovered lawyer turned feminist comic [Candy Palmater](#), Halifax's Poet Laureate [Rebecca Thomas](#), and [Daniel Christmas](#), Independent Senator for Nova Scotia and the first Mi'kmaq senator to be appointed to the Senate of Canada. For information about the program and speakers, visit the [Congress website](#). To register, visit the separate [registration](#) page.

 NATIONAL TRUSTEE GATHERING
 ON ABORIGINAL EDUCATION

NAVIGATING | NAVIGUER
 the waters | les eaux
 Halifax, Nova Scotia
 July 4-5, 2018


CSBA/ACCS CONGRESS


NAVIGATING | NAVIGUER
 the waters | les eaux
 Halifax, Nova Scotia
 July 5-7, 2018

THIS AND THAT

Barb Isaak, who currently serves as Superintendent/CEO of the Sunrise S.D., has been appointed Executive Director of the Manitoba Association of School Superintendents (MASS). She will assume her new position on August 1, succeeding Ken Klassen who is retiring after five years of service to the association.

The Canadian School Boards Association (CSBA) will be recruiting a new Executive Director, following the resignation of Valerie McLeod earlier this year.

Ms. McLeod served the association for six years, helping it strengthen its presence within Canada and beyond, and advancing the role of locally elected school boards across Canada.



Once again this summer, the Manitoba School Boards Association's Risk Management Department will be working with the Commissionaires to provide enhanced security patrols aimed at preventing vandalism to or dangerous behaviour on school property. Divisions within the City of Winnipeg have been asked to identify construction sites or other areas which may require extra attention from the patrols. The request for information was

contained in a May 15 memo from Risk Manager Darren Thomas, with a May 29 response deadline.


SCHOOL VANDALISM

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Appendix 2 for 16.1.: Election Resource Memo



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

May 23, 2018

TO: Board Chair, Secretary-Treasurer and Superintendent, All Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: 2018 School Trustee Elections

With the October 24 school trustee elections now five months away, the Manitoba School Boards Association is working to provide the general public, potential candidates and school divisions with information and resources designed to increase awareness and understanding of the importance of these elections, and the processes surrounding them. Included with this memo are two key documents in this regard:

- the updated [School Boards and Trusteeship in Manitoba](#) (formerly the Guide to School Boards and Trusteeship in Manitoba); and
- a [flyer](#) announcing the dates and locations of our 2018 in-person candidate information sessions (an on-demand video version of this session will be available in the coming weeks).

I would ask that you share this information with the Senior Election Official for your division.

These documents, along with links to relevant legislation such as [The Public Schools Act](#) and [The Municipal Councils and School Boards Elections Act](#), can be found on our dedicated 2018 election page at <http://www.mbschoolboards.ca/elections2018.php>. This page will serve as a single, convenient portal for both potential school trustee candidates and voters looking to learn more about the work of school boards prior to the October 24 elections. We will update this page regularly with new information; I will keep you apprised of significant additions in the weeks ahead.

School divisions and districts may find it helpful to include a link to the association's election page or individual association resources on their own websites, as well as division-specific information. This may include details about obtaining or filing nomination papers, a divisional contact who can respond to election-related questions, and, once nominations open, a list of and information about declared candidates. In September, we will be augmenting our own election page with a province-wide list of candidates.

Following the elections, we will again be holding an orientation session for new trustees, on November 29 and 30 at the Victoria Inn in Winnipeg. Program and registration packages will be sent to boards in the fall. We ask that school boards keep these dates in mind as they begin planning their own fall calendars. You may also wish to inform all candidates about this provincial and any local post-election training opportunities.

I hope you find this information helpful in your local election-awareness efforts. Please share it with your board colleagues and administration. Should you have any questions, please do not hesitate to contact me at 204-594-5175 or hdemetriooff@mbschoolboards.ca. Thank you.

/hd

School Boards Leadership, Service & Advocacy for Kids Learning & Communities

School Trustee Elections - October 24, 2018

School Board Candidate Information Sessions

**Interested in running for your school board, but want to learn more?
Plan on attending a candidate information session!**

**7:00 p.m., Monday, September 10, 2018
Norwood Hotel, 112 Marion St., Winnipeg, MB**

**7:00 p.m., Tuesday, September 11, 2018
Victoria Inn, 3550 Victoria Ave., Brandon, MB**

**Can't make either of these sessions? Visit mbschoolboards.ca
for information about school boards and school trustee elections.**



School Boards and Trusteeship in Manitoba



School Boards and Trusteeship in Manitoba

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Important dates for 2018

- September 12 - nominations open
- September 18 - nominations close
- September 19 - deadline for withdrawal of nomination (conditions apply)
- October 24 - election day

Introduction and overview

In Canada, education is a provincial responsibility. In Manitoba, the responsibility for the delivery of public education to students in kindergarten through grade twelve graduation has been delegated to school boards.

School boards are elected bodies responsible for the planning and delivery of educational services within geographic regions known as school divisions or school districts. For practical purposes, there is no difference between a division or district. Provincial legislation in the form of *The Public Schools Act* and *The Education Administration Act* defines the structure, obligations and responsibilities of school boards; within the bounds imposed upon them by this legislation, school boards are themselves a law-making level of government.

The primary function of a school board is to set policy. A school board sets policy through the decisions it makes at public meetings. School boards also hold regular committee meetings, at which committee members—trustees appointed to serve in that capacity—consider specific aspects of school board business.

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. School trustees have the same rights as every other elector in the division or district, plus the right to speak and vote at school board meetings. A school trustee has authority only insofar as his or her voice and vote influence the corporate action of the school board. An individual trustee has no authority to act alone unless the board as a whole specifically delegates a responsibility to that individual.

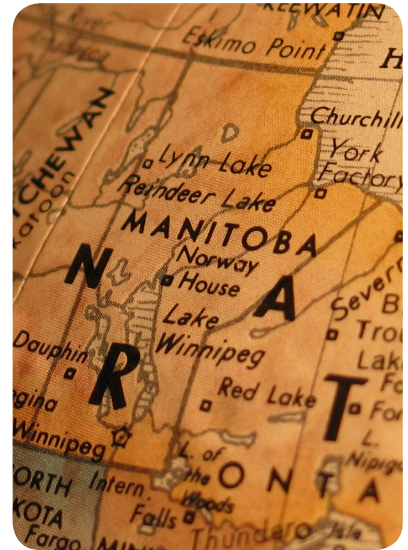


The role of school boards and school trustees

The smallest Manitoba school divisions serves a few hundred students, while the largest serves over 30,000. With a few exceptions, school boards range in size from five to nine trustees, and both the size and the nature of the area they represent vary tremendously. This variation can have a significant impact on the way in which education is provided and school boards function. Despite these differences, however, there are two characteristics which are common to all effective school boards: they focus their efforts on improving student achievement, and they are in regular and meaningful contact with the communities they serve.

Most often, school trustees are not professional educators, but that doesn't mean that they don't play an important role when it comes to student achievement. In fact, student achievement is a school board's primary reason for existence. But instead of focusing their attention on what's happening in individual classrooms, effective school boards focus their attention on making sure that learning expectations are high for all students, that the policies and resources to make achieving those expectations possible are in place, and that progress towards meeting student achievement goals is being monitored and reported on a regular basis. Budget allocations, hiring decisions, policies on student assessment and staff professional development—these are just a few of the areas where school board decisions have a profound effect on student learning.

When we talk about school boards interacting with their communities, the term we most often use is “community engagement.” Effective school boards encourage public attendance at their meetings and keep constituents informed about their progress, but community engagement means more than that. Community engagement means developing formal mechanisms to ensure that major policies are enacted only after all sides of a matter have been studied. It means deliberately reaching out to groups who may not be familiar with the school system, or who do not feel they have a stake in its success, and actively seeking their opinions. A school board engages its community when it looks for ways to overcome obstacles to public participation, when it listens to varied opinions without prejudging their value, and when it communicates clearly and openly both the nature of and the reasoning behind its ultimate decisions.



Appendix 4 for 16.1.: School Boards and Trusteeship

Just as there is no “typical” school board in Manitoba, so too there is no typical school trustee. Board members represent all age groups, all levels of educational attainment, and all occupations. Effective board members do, however, share some very important characteristics.

- Effective board members are characterized by the ability to work as members of a team.
- They maintain open minds, and have the ability to engage in give-and-take and to arrive at a decision.
- They know that authority rests with the board as a corporate body, not with individual trustees, and that they must work with their colleagues in order to achieve their goals.
- They are willing to spend the time required to become informed and to do the homework needed to take part in effective school board meetings.
- They share a strong desire to serve children and their community, as well as a strong belief in the value of public schools.
- Effective board members respect the needs and feelings of other people, and have a well-developed sense of fair play.
- They recognize that the school division or district they serve may be one of the largest businesses in town, and that the board is responsible for seeing that the business is well-managed.

Duties and powers of school boards

The Public Schools Act defines both the “duties” (those things “every school board shall” do) and the “powers” (those things “a school board may” do) of school boards in Manitoba. School board duties are standard throughout the province; combined, they ensure a basic level of public school education to which all Manitobans are entitled. At the same time, school boards may differ on which “powers” they chose to exercise. In this way, they develop schools that reflect the values and concerns of the communities they serve. School boards are responsible for providing adequate school accommodation for students between the ages of 6 and 21, and for employing the necessary teachers and other staff. The school board must authorize the spending of divisional or district funds, and ensure that the proper financial reports are maintained and published or distributed as required. If a program of study is not

offered in a division or district, a school board may be responsible for paying certain costs associated with students attending a school that does offer that program. As well, the school board may be required to provide transportation for students to and from school, if those students reside a minimum distance from their school, or if students have physical or other limitations that render them unable to walk to school.



The list of what a school board *may* do is varied. It includes the provision of nursery schools or kindergarten for children between the ages of 3 and 6, as well as evening and summer school. A school board may choose to provide lunch for its pupils, either with or without charge. A board, with the consent of the Minister of Education, may establish and administer a system of dental and medical inspection of pupils and employees. A school board also has the authority to enter into agreements with other school boards, government agencies or departments, or municipalities, to provide certain facilities or services to its pupils.

Conduct of school board business

The primary function of a school board is to set policy. These policies are, in effect, the laws under which a division or district operates. Implementation of that policy—that is, the day-to-day management of school business—is the role of the administrative staff hired by a school board.



POLICIES

A school board sets policy through the decisions it makes at public meetings. *The Public Schools Act* provides that “An act or proceeding of a school board that is not done or taken at a regular or special meeting of the school board, is not valid or binding on any person affected thereby” (Section 35). Combined with the requirement that “Every school board shall hold its meetings openly, and no person shall be excluded or removed from any meeting except for improper conduct” [Section 30(3)], legislation assures that school board business is conducted in an open manner.

In addition to full school board meetings, trustees also attend the meetings of any committees on which they serve. Committees may deal with matters such as finance, personnel, or policy. Special or ad-hoc committees may also be appointed from time to time to deal with special projects or emerging issues. Unlike regular or special school board meetings, committee meetings do not have to be held in public, but may be held in-camera. These committees don’t make final decisions themselves. Their role is to investigate, deliberate, and report back to the full board. The board then has the option of adopting the recommendations of the committee at its public meeting, modifying any proposed course of action, or rejecting a committee report outright.

One special committee is the Committee of the Whole. Membership on the Committee of the Whole is the same as membership on the board—that is, all of a division’s or district’s trustees. The difference between a Committee of the Whole meeting and a board meeting is twofold: first, a meeting of the Committee of the Whole may be held in-camera, and second, the board, when sitting as the Committee of the Whole, cannot make any decision that is legally binding. The Committee of the Whole functions in much the same manner as any other committee; it submits its report to the board in public session, and the board then acts upon the report. The Committee of the Whole is an important instrument in that it allows the board to discuss thoroughly issues which it believes should not be debated in public, while still making the final decision in a public meeting. Two examples of issues which are often discussed in Committee of the Whole are staff or student discipline as it relates to individuals, and land acquisitions.

The decisions made by a school board at its meetings set the direction for the school division or district. The school board employs administrators to see that this direction is implemented in an effective and efficient manner. The two most senior administrators of a school division or district are the superintendent and the secretary-treasurer. By law, all school boards must employ a secretary-treasurer, who is the chief financial officer of the division or district. In addition, all Manitoba school boards employ a superintendent, who is the division or district’s chief educational officer. In some instances, both positions are held by the same individual. *The Public Schools Act* lists those responsibilities which a school board may delegate to its secretary-treasurer or superintendent. An effectively managed school division or district is one in which the senior administrators and school board work closely together, each respecting and drawing upon the other’s areas of expertise.

Preparing for and participating in school board and committee meetings are the main functions of a school trustee. Although school trustees do not receive a salary for time spent on school board business, they do receive a payment called an indemnity. This indemnity varies in amount from division to division, and is generally higher in larger jurisdictions. Along with reimbursement for out of pocket expenses incurred by trustees in the course of school board business, this indemnity ensures that trustees are able to serve without experiencing undue financial hardship.

School board elections

Elections for the office of school trustee are held every four years, in conjunction with municipal elections, on the fourth Wednesday in October¹.

School board elections are governed by *The Municipal Councils and School Boards Elections Act*. Any differences between the conduct of school board and municipal elections are the result of specific provisions in *The Public Schools Act*, which is the provincial legislation that governs school board operations.

Qualifications

Section 22 of *The Public Schools Act* outlines the qualifications of a candidate for the office of school trustee².

A person is qualified to be nominated for and elected as a trustee of a school board, if the person:

- a. is a Canadian citizen;
- b. is of the full age of 18 years, or will be at the date of the election;
- c. is an actual resident in the school division or school district, and will have been so for a period of at least six months at the date of the election; and
- d. is not disqualified under any other provision of this *Act* or under any other *Act*, and is not otherwise by law prohibited from being a trustee or from voting at elections in the school division or school district.

Section 22(2) of *The Public Schools Act* specifies that certain individuals may not be nominated or serve as trustees: members of the Legislative Assembly or the Senate or House of Commons of Canada, and pupils in regular attendance at a school within the same school division or district. Section 40(1) of *The Municipal Councils and School Boards Elections Act* prohibits an individual from holding or being nominated for more than one office on an elected authority at the same time, and Section 40(2) stipulates that anyone serving on a municipal council or school board must resign that office before being nominated to run in another authority's by-election.

Candidates for school board office must actually reside in the school division or district for which they are seeking election; they are not eligible for office if they are non-resident property-owners or rate-payers. However, individuals do not need to be residents of the specific ward in which they wish to run, as long as they do reside within the division or district as a whole.

Employees may run for and serve as trustees in the division or district where they are employed, providing they take a leave of absence from their employment while serving. This unpaid leave must be granted by the division or district, for a period of time not exceeding five years.



¹In Frontier School Division only, elections for local school committee members are held on this date, with elections to area advisory committees and the board of the Frontier School Division held in the ensuing weeks. For more information, contact Frontier School Division.

²The qualifications for trustees in the Division scolaire franco-manitobaine (DSFM) include the ability to function in French, and slightly different residency requirements. For more information, contact DSFM.

Appendix 4 for 16.1.: School Boards and Trusteeship

Once elected, school trustees normally hold office until the expiration of their term, at which time they must decide whether to seek re-election. There are, however, circumstances in which a trustee's seat can be declared vacant. These are outlined in Section 39.8 of *The Public Schools Act*.

A school board of a school division or school district shall declare a seat vacant and . . . order an election to fill that seat when the trustee elected to that seat:

- a. is deceased; or
- b. has submitted a resignation in writing to the secretary-treasurer of the school division or school district; or
- c. has failed to attend three consecutive regular meetings of the school board without authorization of the school board by resolution recorded in the minutes; or
- d. has been disqualified from holding office under this Act; or
- e. ceases to be a resident of the school division or school district.

If potential candidates for office doubt their ability to attend meetings on a regular basis (usually once or twice a month), or if they plan to move beyond the boundaries of their school division or district in the immediate future, they may want to reconsider their decision to run for office.

Under Section 39.6(1) of *The Public Schools Act*, a trustee will also be disqualified from holding office if the trustee:

- a. violates any provision of *The Public Schools Act*; or
- b. is convicted of
 - (i) an offence punishable by imprisonment of five years or more, or
 - (ii) an offence under section 122 (breach of trust by public officer), 124 (selling or purchasing office) or 125 (influencing or negotiating appointments or dealings in office) of the *Criminal Code* (Canada).

When a trustee is disqualified under this section, the trustee remains disqualified from being nominated, elected, or appointed as a trustee for four years from the day of disqualification.



Conduct of school board elections

The next general school trustee election will be held on October 24, 2018. Once an individual has decided to run for the office of school trustee, the next step is to file nomination papers. Generally, these papers can be picked up at the local school division office or, for divisions within the City of Winnipeg, at the City Clerk's Department of City Hall. Interested individuals should contact their local school division office to confirm where they can obtain the necessary papers.

In order to be nominated, candidates must obtain the signatures of 25 voters or 1% of the total number of voters in the ward in which they are running, whichever is less. In this case, "voters" means people whose names appear on the voters list for the ward.

Once the necessary signatures are obtained, and other supporting documentation is completed, these papers must be filed with the division or district senior election official during regular business hours, during the legislated nomination period. For 2018, nominations open on Wednesday, September 12, and close on Tuesday, September 18. The school board office will be able to tell candidates where the nomination papers will be accepted. Once filed, a nomination may be withdrawn within 24 hours of the close of the nomination period, providing that withdrawal would leave enough remaining candidates to fill the offices to be elected.

The conduct of the actual campaign is up to each individual candidate. Campaigning methods may include any or all of social media, door-to-door canvassing, printed brochures, newspaper advertisements and lawn signs. There are, however, restrictions on the distribution of brochures and the posting of signs within the immediate area of any polling station on election day. As well, groups such as teachers and parent councils often organize town-hall meetings, in which voters are given an opportunity to question candidates, and candidates an opportunity to share their viewpoints.

Candidates are responsible for raising any funds required for the conduct of their campaigns. Funds expended on school board elections are not tax deductible for candidates, nor are contributions made to a candidate's campaign tax deductible for the donor.



The Manitoba School Boards Association

The Manitoba School Boards Association is a voluntary organization of public school boards in Manitoba. Its mission is to enhance the work of locally elected school boards through leadership, advocacy and service, and to champion the cause of public education for all students in Manitoba.

The mandate of the Manitoba School Boards Association is:

1. to promote and support the work of elected public school boards within the parameters of Manitoba laws and statutes.
2. to promote and advance the cause of public education in the province through research, study and public discourse.
3. to work collaboratively with education partners, stakeholders, and community agencies in addressing the learning and developmental needs of school-aged children and youth.

The association offers a wide range of direct services to member boards, and provides a strong voice for the expression of their views and concerns.

The school divisions and districts that are members of the Manitoba School Boards Association are grouped into six regions. Each year, the boards that make up a region meet to elect one or more Directors, for a total of seven representatives on the association's provincial executive. Other members of the Executive include the President and two Vice-Presidents, who are elected at the association's Annual Convention, and the immediate Past President. The eleven-member provincial executive governs the association between conventions.

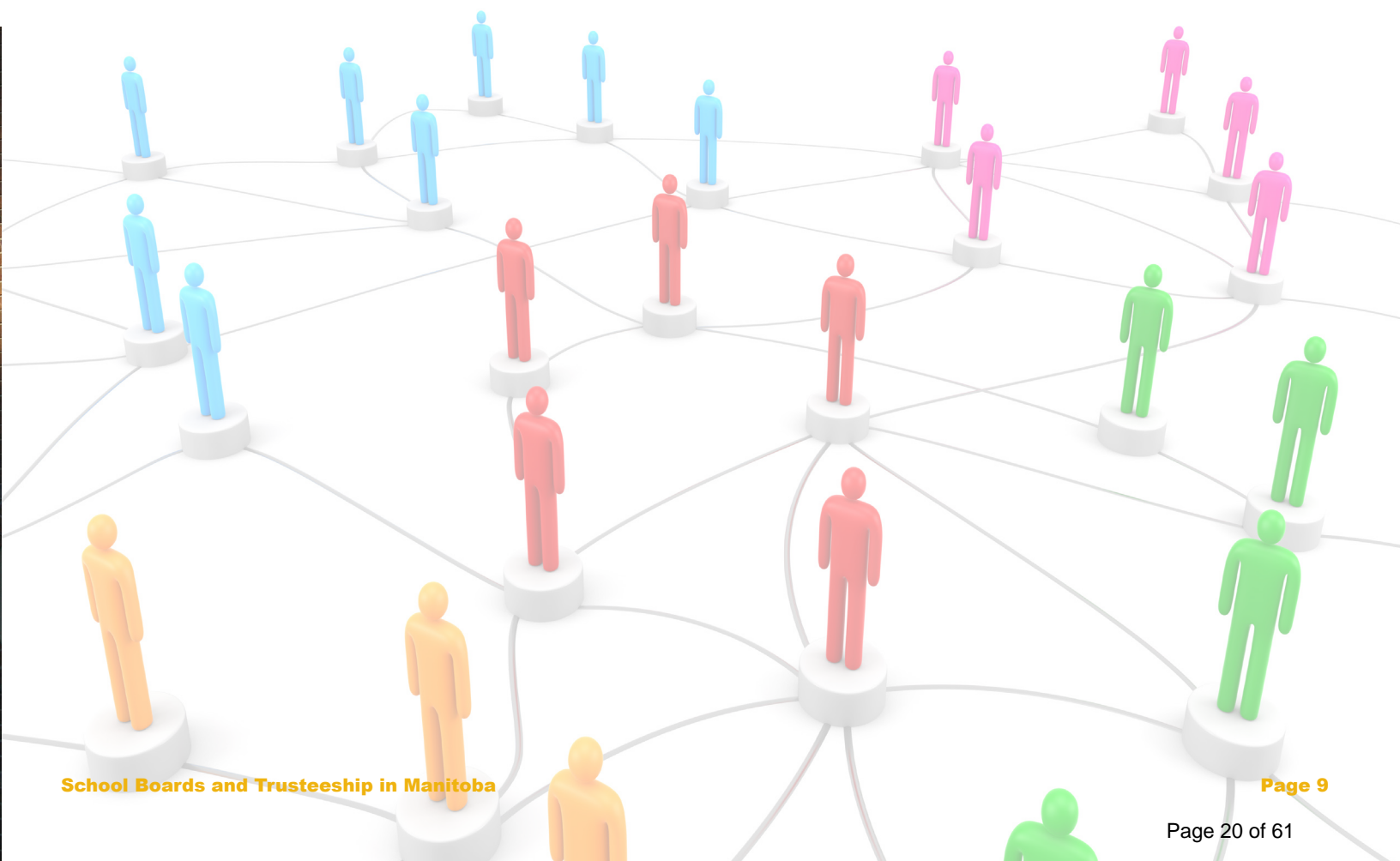
The Manitoba School Boards Association office is located at 191 Provencher Boulevard in Winnipeg.



Appendix 4 for 16.1.: School Boards and Trusteeship

The association staff is divided into five departments.

1. **The Executive Office** is responsible for the general administration of the association, and for ensuring the implementation of the policies and instructions of the provincial executive. This department provides support services to the executive and many of the association's committees, and shares advocacy responsibilities with Education and Communication Services.
2. **Corporate Services** carries out the accounting functions of the association and related entities (MSI Insurance and the Pension Plan for Non-teaching Employees of Public School Boards in Manitoba), as well as for the Child Nutrition Council of Manitoba. General office management and systems/technology support are also housed in this department.
3. The **Education and Communication Services Department** is responsible for the association's trustee education program, including the annual convention, provincial and regional workshops, and on-line learning opportunities. It produces print and electronic learning resources and maintains the association's website and membership data bases. It supports individual boards in the areas of board and policy development and procedural matters.
4. **Risk Management Services** oversees the MSI insurance program, as well as both Safe Grad and TADD Manitoba programs. Risk Management works closely with schools to ensure student and staff well-being through programs of school and playground inspections, and to help mitigate the potential for loss as a result of fire, flood, theft, or other hazards.
5. **Labour Relations and Human Resource Services** is responsible for providing labour relations and personnel services to member school boards in the capacity of advisor, coordinator, and agent. This department assists member boards in the maintenance of good employer-employee relationships through the establishment of fair and reasonable salaries, benefits, and working conditions.



FAQ

Question: When is the next school board election?

Answer: School board elections are held every four years. The next general school board elections will be held on **Wednesday, October 24, 2018**.



Question: Who serves as public school trustees?

Answer: Public school trustees come from all walks of life. They are retirees, homemakers, professionals, tradespeople, university students—the list goes on. What these people do have in common, however, is a sincere interest in children and education, and a desire to serve their communities.

Question: I live in one school division, but own property in a neighbouring one. Can I run for school trustee in either of the two divisions?

Answer: No. *The Public Schools Act* requires that a candidate be “an actual resident in the school division or district,” and that he or she has been so for a period of at least six months at the date of the election.

Question: My school division is divided into three wards. I live in Ward 1. Does that mean that I have to run as a candidate in Ward 1, or can I run in one of the other wards?

Answer: A candidate does not have to live in the specific ward in which he or she runs, as long as they do reside in the division or district.

Question: My spouse teaches in the school division in which we live. Can I still run for school trustee?

Answer: An individual whose spouse works for a school division or district may still be a trustee in that same division or district. There are, however, some matters which come before the board where that trustee would be considered to have a conflict of interest. In those situations (such as leave provisions), that trustee would not become involved in the debate or voting on that specific matter. There are a number of other situations where a trustee could have a potential conflict of interest. Legislation requires that situations such as these be declared when a trustee takes office.

Question: I am a public school teacher. Does that disqualify me from running for school trustee?

Answer: A teacher or other school division employee may serve as a school trustee. If you work in the same school division or district in which you live, you will be required to take a leave of absence from your job in order to serve.

Question: If I’m elected school trustee, how will I learn about the job? Will I be offered any training?

Answer: Most school divisions and districts offer orientation sessions for new trustees, to familiarize them with local policies and procedures. As well, many new trustees attend training sessions organized by the Manitoba School Boards Association. These sessions bring together newly-elected trustees from across the province, helping them to understand their new role and to develop skills they will need to be effective board members. **A provincial new trustee orientation session is being planned for November 29 and 30, 2018.**

For more information

For general information about the role of school boards and trustees, or about school board elections, visit the Manitoba School Boards Association website at www.mbschoolboards.ca, phone the association office at **204-233-1595 or 1-800-262-8836**, or email hdemetrioff@mbschoolboards.ca

For information about running for office in your division or district, contact the school division office. You can find the phone number below, or visit www.mbschoolboards.ca/members.php for additional contact information. Candidates running for trustee on boards within the City of Winnipeg will find additional information at www.winnipeg.ca/clerks/election/elections2018.



Beautiful Plains (Neepawa)	204-476-2388	Pine Creek (Gladstone)	204-385-2216
Border Land (Altona)	204-324-6491	Portage la Prairie (Portage la Prairie)	204-857-8756
Brandon (Brandon)	204-729-3100	Prairie Rose (Carman)	204-745-2003
DSFM (Lorette)	204-878-9399	Prairie Spirit (Swan Lake)	204-836-2147
Evergreen (Gimli)	204-642-6260	Red River Valley (Morris)	204-746-2317
Flin Flon (Flin Flon)	204-681-3413	River East Transcona (Winnipeg)	204-667-7130
Fort La Bosse (Virden)	204-748-2692	Rolling River (Minnedosa)	204-867-2754
Frontier (Winnipeg)	204-775-9741	Seine River (Lorette)	204-878-4713
Garden Valley (Winkler)	204-325-8335	Seven Oaks (Winnipeg)	204-586-8061
Hanover (Steinbach)	204-326-6471	Southwest Horizon (Melita)	204-483-6294
Interlake (Stonewall)	204-467-5100	St. James-Assiniboia (Winnipeg)	204-888-7951
Kelsey (The Pas)	204-623-6421	Sunrise (Beausejour)	204-268-6500
Lakeshore (Eriksdale)	204-739-2101	Swan Valley (Swan River)	204-734-4531
Lord Selkirk (Selkirk)	204-482-5942	Turtle Mountain (Killarney)	204-523-7531
Louis Riel (Winnipeg)	204-257-7827	Turtle River (McCreary)	204-835-2067
Mountain View (Dauphin)	204-638-3001	Western (Morden)	204-822-4448
Mystery Lake (Thompson)	204-677-6152	Whiteshell (Pinawa)	204-753-8366
Park West (Birtle)	204-842-2100	Winnipeg (Winnipeg)	204-775-0231
Pembina Trails (Winnipeg)	204-488-1757		

Superintendent Series
FIERCE CONVERSATIONS
Two-part series



Free On-line Webinar (Two-part series)

As school trustees, you face situations where you need to navigate through conversations that can be exciting, challenging and difficult.

The purpose of this two-part webinar is to give participants in the first session an introduction to Fierce Conversations. The second webinar will focus on the confrontation conversations model.

Based on the work of Susan Scott, Fierce Conversations is designed for people interested in developing and enhancing their skills in transforming conversations. The vision of Fierce Conversations is to build a better world – one conversation at a time.

Resources for this webinar will be posted one day before the event. You can download them by visiting our [website](#) and following the links.

To register, contact [Janis Arnold](#), Board Development Consultant on either email (jarnold@mbschoolboards.ca) or by phone at the association office. The registration deadline is 10:00 am June 5 and / or June 12.



Presented by:
Susan Schmidt, Assistant Superintendent,
Student Services
Pembina Trails School Division

Date & Time

Tuesday, June 5, 2018
 at 1:30 pm

Tuesday, June 12, 2018
 At 11:30 am

How does a webinar work?

This live presentation is given over the Internet. Once registered, you'll receive a unique confirmation email with instructions and on the day of the event, click on the email link to listen in. At the end of each webinar there is an interactive Q&A session.

And if you miss a webinar, you can always check out the recorded version on our web site.





LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

May 22, 2018

**TO: SECRETARY-TREASURERS
SAFETY OFFICERS**

FROM: DARREN THOMAS, RISK MANAGER

RE: SAFE FOOD HANDLING AND HEALTH PROTECTION IN SCHOOLS

Manitoba Health will be making efforts to attend schools in Manitoba with the purpose of inspection for safe handling and storage of foods in our schools, such as Food and Nutrition classrooms, breakfast/lunch spaces and culinary arts, just to name a few. Please refer to the attached Department of Education and Training communication dated April 2018.

As they have already started this endeavour, MSBA Risk Management has reached out to Manitoba Health to see if we could be of any assistance to expedite their plans.

One of their major concerns are food handling and spaces used that are not intended to be used as food areas.

Any school that provides food on a regular basis (breakfast or lunch type programs) is encouraged to obtain at least one person with a food handling permit. As well, space that is used for food prep outside curriculum use (making and preparing meals/snacks for outside that class), it is highly recommended that you contact a local food inspector to visit your school for a better understanding of proper facilities.

Manitoba Health has assured me that each school will receive fair treatment based on needs and resources to find solutions as they prefer not to provide singular guidelines as each school might have unique requirements. They will be there to help and work with the schools.

Similar to Workplace Safety and Health, food inspectors can show up unannounced and are entitled to inspect the premises. It is my feeling that being proactive and requesting a meeting with your local food inspector might make life easier in the long run.

If you would like to discuss further, please do not hesitate to contact me at 204-594-5164.

Thank you.



Education and Training

Healthy Child Manitoba Office and K–12 Education
Division
Robert Fletcher Building
307–1181 Portage Avenue
Winnipeg, Manitoba, Canada R3G 0T3
T 204-945-7935 F 204-945-8303
www.edu.gov.mb.ca/k12



Health, Seniors and Active Living

Active Living, Indigenous Relations, Population & Public
Health
2nd Floor - 300 Carlton Street
Winnipeg, Manitoba, Canada R3B 3M9
T 204-788-6663 F 204-948-2366
www.manitoba.ca

April 2018

To: Superintendents of School Divisions
Principals of Funded Independent Schools
Principals of First Nations Schools

Dear Colleagues:

Re: Safe Food Handling and Health Protection in Schools

Schools that have food handling spaces such as Human Ecology: Food and Nutrition classrooms, Culinary Arts facilities, kitchenettes, breakfast spaces, child care and community kitchens are to be vigilant of the use of these spaces for their intended purpose. The food handling space and staff training requirements for classroom settings are different than for government regulated food handling facilities, such as school cafeterias.

The Manitoba Health Protection Unit encourages schools to consult with their regional Public Health Inspector when planning to use food preparation spaces and facilities beyond their original intended purpose. Health Protection Unit can be contacted at health.protection@gov.mb.ca. Inquiries sent to this inbox will be directed to the appropriate Public Health Inspector.

Please consult with the Public Schools Finance Branch (PSFB) prior to proceeding with any modifications or renovations to food handling facilities. School Divisions are to work with the PSFB and the Public Health Inspector to ensure that the intended use of the space is in compliance with the requirements of The Public Health Act.

Food Handling and Health Protection of your school and community are a priority. For more information consult the Health Protection Unit webpage.
www.gov.mb.ca/health/publichealth/environmentalhealth/protection/

.../2

Safe Food Handling and
Health Protection in Schools
Page 2

For additional information, please contact:

Susan Lee
Human Ecology/Home Economics
Consultant
Telephone: 204-945-5285
Toll-Free: 1-800-282-8069 extension 5285
Email: susan.lee@gov.mb.ca

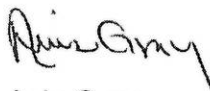
Kim Poirier
Technical Vocational Education Consultant
Telephone: 204-945-5285
Toll-Free: 1-800-282-8069 extension 5285
Email: kim.poirier@gov.mb.ca

Michelle Marchildon
Special Projects Coordinator
Telephone: 204-945-6927
Toll-Free: 1-800-282-8069 extension 6927
Email: michelle.marchildon@gov.mb.ca

Sincerely,



Dr Rob Santos
Senior Assistant Deputy Minister
Healthy Child Manitoba Office and
K-12 Education Division



Avis Gray
Assistant Deputy Minister
Manitoba Health, Seniors and Active
Living, Active Living, Indigenous
Relations, Population and Public Health

- c. Secretary-Treasurers
Konrad Erickson, Acting Executive Director, Public Schools Finance Board
Mike LeBlanc, Manager, Manitoba Health, Health Protection Unit
Executive Director, Manitoba School Boards Association
President, Manitoba Teachers' Society
Executive Director, Manitoba Association of School Superintendents
President, Student Services Administrators' Association of Manitoba
Executive Director, Manitoba Association of School Business Officials
Chairperson, Council of School Leaders
Executive Director, Manitoba First Nations Education Resource Centre
Executive Director, Manitoba Association of Parent Councils
Executive Director, Manitoba Federation of Independent Schools
Susan Lee, Consultant, Manitoba Education and Training
Kim Poirier, Consultant, Manitoba Education and Training



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

May 30, 2018

**TO: SECRETARY-TREASURERS
SAFETY OFFICERS**

FROM: DARREN THOMAS, RISK MANAGER

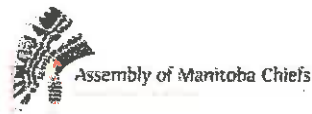
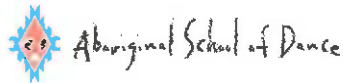
RE: SAFE WORK PROCEDURES

Manitoba School Boards Association is working with Pembina Trails and Winnipeg School Divisions to develop safe work procedures ranging from industrial arts to culinary to fitness rooms. Once these safe work procedures are complete, it will be launched province-wide for all school divisions to use as they see fit.

Because we are in the early stages, one important component is language translation. We are requesting a full list of languages your schools may need for these safe work procedures as our goal is to accommodate as many as possible.

We are eligible for funding on this project and the deadline is end of June so we would appreciate a response as soon as possible.

Thank you!



RBC Convention Centre
WINNIPEG

For Immediate Release

April 20, 2018

To Whom It May Concern:

We, the representatives of the Aboriginal School of Dance, Assembly of Manitoba Chiefs, Vickar Auto Group and the RBC Convention Centre would like to invite educational institutes, companies and their workforce as well as newcomers to Manitoba to join us for a very special event to explore the beauty of Manitoba's cultural riches and to celebrate the original peoples that make up the fabric of all of OUR history here on Turtle Island.

Our vision is to create a positive ripple effect on our community as a whole, to bring people together in moving forward, and continue to understand and appreciate our shared history of this great province.

As passionate supporters of our community, we came together to host a cost efficient one-hour cultural production consisting of an inspiring and eye-popping show that is highly entertaining while offering a great opportunity to learn about and emotionally connect to the seven traditional teachings of the First Nations People. These are love, respect, honesty, courage, humility, wisdom and truth. After the performance, we would like to encourage you to visit our interactive cultural area, where our entertainers and cultural representatives will give you and your group the opportunity to learn about traditional drumming, language, baby carriers, Pow wow dance as well as our highlight, a special performance by internationally renowned Native American puppeteer Buddy Big Mountain from Las Vegas!

We hope that you will become a part of this movement in sharing, caring and contributing to this remarkable event! To book your group, please contact the Event Organizer, Buffy Handel at info@aboriginalschoolofdance.com. She will be pleased to assist in answering any questions you may have in regards to show times, parking for buses and shuttles as well as invoicing.

As fellow supporters of our wonderful community, we look forward to seeing you there!

Yours Truly,

Buffy Handel
President
Aboriginal School of Dance

Arlen Dumas
Grand Chief
Assembly of Manitoba Chiefs

Larry Vickar
President
Vickar Auto Group

Drew Fisher
President/CEO
RBC Convention Centre



Aboriginal School of Dance
presents



TE'PAKOHP

*celebrating the seven traditional teachings'
inspiration through imagination*

June 11
10:30 AM or
1:00 PM

June 12
10:30 AM or
1:00 PM

June 13
10:30 AM or
1:00 PM

June 14
10:30 AM or
1:00 PM

RBC CONVENTION CENTRE - Hall D - 375 York Ave.

Email info@aboriginalschoolofdance.com to book your group today!

Group tickets: \$8 per ticket for groups larger than 30

Individual tickets: \$17 per ticket

Enjoy a one-hour show to celebrate Aboriginal Day followed by an interactive cultural display!

Our Partners:



Assembly of Manitoba Chiefs

VICKAR
AUTOMOTIVE GROUP



RBC Convention Centre

Winnipeg



Indigenous Education

OPEN HOUSE



**REFRESHMENTS,
PRIZES AND FREE PARKING.
FAMILIES AND CHILDREN
WELCOME**

May 31, 2018 | 1pm – 7pm

Red River College (Notre Dame Campus)

Indigenous Support Centre, Building F, 2nd floor Room F209

Come and learn about 5 new exciting programs RRC is launching for the fall of 2018:

- 1** Indigenous Language Certificate Program (10-months)
- 2** Culinary Skills Certificate Program (10-months)
- 3** Diploma in Social Enterprise (two-years)
- 4** ACCESS Pathway to Health Programs (10-month transitional program)
- 5** ACCESS Pathway to Engineering Technology Programs (10-month transitional program)

Other RRC Indigenous Education programs to be featured:

- 1** Community Development/Community Economic Development
- 2** College Transition

Please bring your Social Insurance Number, official high school transcripts and proof of Indigenous Ancestry to help complete the application. Bursaries will be available to cover tuition and books for some of these programs. You must attend the open house for details.

Come and meet our Support Staff and Instructors who can answer questions and help with filling out application forms for any of our featured programs.

For additional information, please contact the Aspiring Student Manager, Frank Parkes at 204.632.2534 or fparkes@rrc.ca



RED RIVER COLLEGE

INDIGENOUS EDUCATION

Indigenous Language

CERTIFICATE PROGRAM

Learn how to read, write and speak Anishinaabemowin (Ojibwe) using the double vowel system. Help meet the Indigenous language revitalization needs within Manitoba communities by acquiring the skills to achieve successful employment.

rrc.ca/indigenous

phonetic
Double vowel system

Macron

Allophones

Systems

Anishinaabe
Traditional
2. Greetings
3. Traditional

a i e v v

DETAILS

- One-year certificate
- Delivered at the Notre Dame Campus, Winnipeg
- Fall entry date
- Two three-week practicum placements

EMPLOYMENT POTENTIAL

Through both immersive and bilingual formats, students will become fluent in the Ojibway language and culture, develop spoken written English communicating skills, and receive appropriate educational mentoring to prepare them for the job market. Students will also develop desirable competencies for the medical, educational, legal, social services, and culture/media career sectors.

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

Introduction to Trades

CERTIFICATE PROGRAM

This program is preparatory and exploratory with opportunity to acquire skills knowledge and skills to support a successful transition into a number of trade programs at red river college. Visit shop spaces, job shadow and meet with potential employers as part of your career exploration and preparation.

rrc.ca/indigenous





DETAILS

- Five-month certificate
- Delivered at the Notre Dame Campus, Winnipeg
- February and September entry dates
- Designed to prepare Indigenous students for entry into Red River College trade programs including:
 - Automotive Technician Certificate
 - Carpentry
 - Collision Repair and Refinishing
 - Electrical
 - Heavy Duty Equipment Mechanic
 - Manufacturing Technician
 - Outdoor Power Equipment Technician
 - Plumbing
 - Precision Metal Machining
 - Refrigeration and Air Conditioning Technician
 - Welding

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

College Transition

CERTIFICATE PROGRAM

This program is preparatory and exploratory allowing students to explore career opportunities by obtaining the skills and competencies to enter into other technical and academic programs at Red River College.

rrc.ca/indigenous





DETAILS

- One-year certificate
- Delivered at Notre Dame Campus, Winnipeg
- Fall entry date
- Credit transfer opportunities: Credits transferable to other Red River College programs
- One-week orientation process plus information session

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

Social Enterprise

DIPLOMA PROGRAM

Acquire the skills to be a leader in the Indigenous Social Enterprise sector. Be the problem solvers, entrepreneurs and innovators of tomorrow. Explore community economic development models and fundamentals of business administration.

rrc.ca/indigenous



DETAILS

- Two-year diploma
- Delivered at the Princess Street Campus, Winnipeg
- Fall entry date
- Practicum placement with a social enterprise

EMPLOYMENT POTENTIAL

Graduates may create, lead, or work in a Social Enterprise. The most common market activities Manitoba social enterprises participate in include:

- Resources/Construction
- Trades and Finance
- Tourism and Accommodation
- Retail Sales
- Food services/Food Production
- Arts and Culture and Communication
- Health/Social services
- Real-estate

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

ACCESS Pathway to Health Programs

The ACCESS Pathways is designed to provide preparation to specific Red River College programs. This program is for Indigenous residents of Manitoba. The Pathway program will prepare students to increase their readiness (academic, personal, social and financial) for identified College Pathway programs.

rrc.ca/indigenous



DETAILS

- One-year pathway to the following programs: Nursing, Paramedicine, Veterinary Technology, Dental Assisting and Science Laboratory Technology
- Delivered at the Notre Dame Campus, Winnipeg
- Fall entry date

SUPPORT SERVICES

Personal supports:

- Individual counseling
- Physical, mental and spiritual wellbeing;

Social Supports:

- Building a sense of community amongst ACCESS students
- Assistance with daycare, housing

Financial Supports:

- Financial literacy workshops

Academic Supports:

- Academic and Resource Coaches
- Course specific tutoring

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit rrc.ca/indigenous



RED RIVER COLLEGE

INDIGENOUS EDUCATION

ACCESS Pathway to Engineering Technology

The ACCESS Pathways is designed to provide preparation to specific Red River College programs. This program is for Indigenous residents of Manitoba. This Pathway program will prepare students to increase their readiness (academic, personal, social and financial) for identified College Pathway programs.

rrc.ca/indigenous





DETAILS

- One-year certificate
- Delivered two campuses:
 - Notre Dame Campus, Winnipeg
- Entry dates vary by campus
- Credit transfer opportunities: Credits transferable to other Red River College programs
- One-week orientation process plus information session

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

rrc.ca/indigenous

Community Development/ Community Economic Development

DIPLOMA PROGRAM

Become an agent of change in communities experiencing barriers to development. Learn how to make effective use of a community's assets, promote inclusion and participation at all levels, and understand structural dynamics and ethical issues.





DETAILS

- Two-year diploma
- Delivered at the Notre Dame Campus, Winnipeg
- Fall entry date
- Optional one-year Community Development certificate exit
- If you have a criminal record or are listed on a Child Abuse Registry or Adult Abuse Registry, you may not be able to complete this program

EMPLOYMENT POTENTIAL

- Volunteer Coordinator
- Community Facilitator
- Housing Advocates
- Community program supervisor

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/ced**



RED RIVER COLLEGE

INDIGENOUS EDUCATION

Culinary Skills

CERTIFICATE PROGRAM

Develop the skills to succeed in the fast-paced food services industry. Gain experience planning, preparing and servicing meals, through curriculum that includes Indigenous content and pre-employment supports.

rrc.ca/indigenous





DETAILS

- One-year certificate
- Delivered at the Notre Dame Campus, Winnipeg
- Fall entry date

EMPLOYMENT POTENTIAL

This program prepares students to work as food prep and short-order cooks in the Sales and Service sector, which is predicted to have more demand than supply until 2023. At present, demand is highest for candidates with some post-secondary training.

OTHER INFORMATION

For additional program information, including program fees and admission requirements, please contact the Indigenous Liaison Advisor at 204.632.2483, or visit **rrc.ca/indigenous**



Full-Time Application

Appendix 10 for 16.1.: RRC Indigenous Programming Open House

Purpose

This application form is used to determine your eligibility and amount of funding. For more information on who is eligible to apply please see program guidelines on www.indspire.ca/for-students/bursaries-scholarships/

Who Can Use this Application?

Use this application if you are:

- taking at least 60% of a full course load (or 40% if you have a modified program due to disability);
- enrolled in program that is 4 weeks or more in length;
- going to a post-secondary school that is accredited or recognized by a provincial ministry or the federal government in Canada or pursuing graduate studies outside of Canada; and
- a member of a recognized Canadian First Nations, Inuit, or Métis band and/or community;

How to Apply

Your application package must include:

- All pages of this application form (Section A-K) completed;
- All required documentation: throughout the application there will be a “**Question Help**” which explains the question. A list of required documents is provided at the end of this application.

If you have filled your application on paper, please send your application package to:

Indspire
50 Generations Drive, Suite 100
Ohsweken ON
N0A1M0
education@indspire.ca

Deadlines

Ensure you submit your application by one of the following deadline dates: June 1, November 1, and February 1 at 11:59pm PT.

Evaluation Process

Indspire will send you an electronic notice of receipt of your application once submitted. Your application will be processed to ensure all information is complete and valid. Some of the information that you provide (e.g. indigenous identity and income) may be verified for quality assurance, as further explained in Section A, below. If your file is selected as part of a random quality assurance process you will be notified. Specifically, if you must provide additional documentation, you'll be notified on what is required. We may also verify your information with you, and with third parties, based on any information that we receive that is relevant to the assessment of your application. You can review your account to learn about the status of your application by going to smartselect.com

Need Help?

General inquiries

Monday to Friday, 9:00 a.m. – 5:00 p.m. Eastern Time

519.445.3014 or 1.877.463.8555 x253

Section A: Registration and Your Profile

Collection, Use and Disclosure of Personal Information

To apply for funding from Indspire, you must first register online. When you register, you will provide basic information about yourself, including your name, email address and password. If you, forget your password you can request a password reset from the log in page, this prompt will send you an email to reset your password.

Once you successfully apply, you will be sent your Indspire Application Number (IAN), this is your personal identifier. You will need your Indspire Application Number if you are successful at receiving an award.

As part of the application process, we also collect from you the detailed information below consisting of identifying information, demographic information, information regarding your language and indigenous affiliation, your educational background and future aspirations, your work history and other activities, and your finances and income, including the finances and income of relevant family members. You may be asked to provide additional information to us during the application process, which we will use to verify your eligibility for our bursaries, scholarships and awards.

In addition to collecting information from you using this form, we may also collect information indirectly from third parties in order to assess or verify the information that you have provided. This may be done on a random basis as part of our audit procedures, or such information may be collected by us because we have received information from you or from third parties that is relevant to your application, and which leads us to believe that we need to verify certain information.

We verify your educational background and graduation record with your academic institution and will collect information from your academic institution for this purpose.

We will use the information that we collect from you and from third parties in order to evaluate your application against the criteria we have set for the grant of the bursaries, scholarships, and awards that we provide and administer.

We may disclose your name, gender, age, address and education related information to our Sponsors, who may contact you in order to congratulate you on the grant of a bursary, scholarship, or award or to offer you employment or internship opportunities. We may also use the results of your educational and graduation verification to report back to our sponsors/funders.

By participating in the application process, you consent to our collection, use and disclosure as outlined above, and as outlined in the specific terms and conditions we will ask you to agree to at the end of this application.

In addition, before you provide us with the personal information of third parties (such as the information we request pertaining to family members' incomes and finances), you must ensure that you have obtained their consent to provide us with this information.

Indspire respects your privacy. The information on this form is collected and used and disclosed for the administration of the organization's education programs, communications and fundraising activities. At all times it will be protected in accordance with the principles reflected in the *Personal Information Protection and Electronic Documents Act*. If you have questions, please contact our Privacy Officer at 1.855.INDSPIRE (463.7747) ext. 245 or 416.987.0251 or by mail at: 555 Richmond Street West, Suite 1002, Toronto, Ontario, M5V 3B1. For more information on our privacy policy visit <http://indspire.ca/privacy-policy>.

Appendix 10 for 16.1.: RRC Indigenous Programming Open House

Basic Personal Information

1. First name:

2. Middle Name:

3. Last name:

4. Date of birth:

Day

Month

Year

5. Gender: With which of the following do you identify?

☐ Female

☐ Male

6. Are you a previous Indspire Building Brighter Futures award recipient?

Yes No

Language Preference

7. In which language do you wish to communicate with Indspire?

☐ English

☐ French

Indigenous Affiliation

8. What is your primary Indigenous identity?

☐ First Nation

☐ Non-Status First Nation

☐ Metis

☐ Inuit

9. With which province or territory is your indigenous identity affiliated? (DD)

10. How do you identify yourself? (e.g. Mohawk, Dene, Cree, Inuit and Metis)

Previous School History

11. Previous Institutions Attended if applicable

From (MM/YY)	To (MM/YY)	NAME OF INSTITUTION	NAME OF PROGRAM

Current School Information

This is where you will live during your study period.

- Permanent Mailing Address (Home Address)**

Correspondence will be sent to the address included on your application.

23. Street number and name, rural route, or post office box:

24. Apartment:

25. Street number and name, rural route, or post office box:

26. Province or state:

27. City, town, or post office:

28. Postal code or zip code:

29. Country:

30. Area code and telephone number (e.g. 519.000.1234):

Section B: School You Plan to Attend

31. Will you be taking online or distance education? Yes No

32. What is the name of the school you plan to attend? (If your institution is not on the list, call Indspire)

A horizontal number line with 20 tick marks, labeled from 0 to 19. The line is used for plotting data points.

33. Which campus of the above school will you be attending, if applicable (e.g., Indspire Campus)?

34. If you are attending school outside of Canada, what is the address of the school you plan to attend (students must be enrolled in graduate studies if studying outside of Canada).

Street number and name, rural route, or post office box:

A horizontal number line with 20 tick marks, labeled from 0 to 19. The line is used for plotting the data from the frequency table.

City, town, or post office:

A horizontal number line with 19 tick marks, labeled from 0 to 18. The line is used for plotting the data points from the frequency table.

Country:

A horizontal number line with 20 tick marks, labeled from 0 to 19. The line is used for plotting data points.

Province or state:

Postal code/Zip code:

A blank coordinate plane with x and y axes and a grid. The x-axis is horizontal and the y-axis is vertical, intersecting at the origin. The grid consists of 10 units by 10 units.

35. Student number at your school: (If you do not have a student number, leave blank)

☐ Diploma

☐ Certificate

☐ Bachelor's degree

☐ Master's degree

☐ Doctoral degree

☐ Other

41. What is your expected date to graduate?

42. What occupation do you hope to have when you graduate?

Section D: Demographics

Check the statement that describes your current situation.

[NTD: for what purpose is information on marital/relationship status

And dependants collected?]

43. ☐ I am in a married/common-law relationship.
I have ____ dependents
How many are under the age of 12? #: ____
I have a child with a disability Yes No

44. ☐ I am single/divorced/widowed.
I have ____ dependents
How many are under the age of 12? #: ____
I have a child with a disability Yes No

45. Do you have a permanent disability? Yes No

Common-law:

You are in a common-law relationship if you and your spouse:
have cohabited continuously for a period of at least three years.

Dependents:

Children of any age who are not employed full-time or elderly
parents residing in your household.

Permanent Disability:

A permanent disability is a functional limitation that is: caused by a
physical or mental impairment that restricts your ability to perform
the daily activities necessary to participate in studies at a post-
secondary level or in the labour force, and expected to remain
with you for your expected life.

46. Where will you be residing BEFORE your [see question 38]
study period starts?

[NTD: what is the purpose for collecting this information?]

☐ With parent(s)/
caregiver/
guardian/
partner/spouse

☐ On my own

47. Will you be residing with your parent/s
caregiver(s)/ guardian DURING your [see
question 38] study period?

☐ Yes
☐ No

If you are living with your parents/ caregivers/ guardian during
your academic studies, Indspire assumes you will have minimal
household expenses (e.g. rent utilities etc.) and your parent/s
will be assisting with your household costs.

48. What is the cost of 2 return trips, by the most
economical means available, from your school to
your permanent address?

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Section E: Finances

This section is to be filled out if you are planning on entering into your studies within the next 12 months.

Bursaries, Scholarships (Other than Indspire Awards)

49. Bursaries, scholarships, and/or awards you expect to receive during your study period:

Name of Bursary/Scholarship/Award	Amount	Result

Your previous calendar year is January to December of the previous calendar year. Example: I am enrolled in September 2016. The income I received from January 1st to December 31st, 2015 would be included in this chart.

50. Income Received from PREVIOUS Calendar Year

Incomes	Totals
A. Individual gross income	A+
B. Parent /spouse income	B+
C. Total household income	= C

A. Individual income for previous calendar year

B. If you indicated you resided with your parent(s)/caregiver(s)/spouse during your previous calendar year, enter their total gross income.

C. Total Household Income is your income + your parents or spouse's income = household income

51. What are the start and end dates of your current study period?

From
Month Day Year
| | | | | | | |

To
Month Day Year
| | | | | | | |

Budget Part 1: Yearly Income

Yearly income Includes During your Current Study Period

Your income must be less than your expenses to be eligible for an award. If the line item does not pertain to your income, please leave blank.

51.1 YEARLY INCOME (Enter amounts in dollars only. Do not enter cents or use periods or commas)	Estimate of Income during Your Current Study Period
A. Band/ Metis/ Inuit Funding (includes tuition, books, supplies)	A+

Appendix 10 for 16.1.: RRC Indigenous Programming Open House

B. Bursaries and Scholarships	B+
C. Government Funding (Employment Insurance, GST Rebates, HST, Social Assistance, Child Tax Benefit, Pension, Provincial Funding)	C+
D. Individual Income (refers to your gross employment or savings income)	D+
E. Parent's Income (if you are residing at home during your current school year, or reside with your parent's the year before school include your parent's gross income)	E+
F. Registered Educational Savings Plans/ Tax Free Savings Account	F+
G. Spousal Income (if you are married or common-law include your spouse/partner's gross income)	G+
H. Other Income (Child Support, Spousal Support,	H+
I. TOTAL	=I

51.2 MONTHLY INCOME Includes During your Current Study Period (If zero, please leave blank)			
	AMOUNT PER MONTH	X # OF MONTHS IN SCHOOL	
A. Band/ Metis/ Inuit Funding (includes tuition, books, supplies)			A+
B. Bursaries and Scholarships			B+
C. Government Funding (Employment Insurance, GST Rebates, HST, Social Assistance, Child Tax Benefit, Pension, Provincial Funding)			C+
D. Individual Income (refers to your gross employment or savings income)			D+
E. Parent's Income (if you are residing at home during your current school year, or reside with your parent's the year before school include your parent's gross income)			E+
F. Registered Educational Savings Plans/ Tax Free Savings Account			F+
G. Spousal Income (if you are married or common-law include your spouse/partner's gross income)			G+
H. Other Income (Child Support, Spousal Support,			H+
I. TOTAL MONTHLY INCOME (A+B+C+D+E+F+G+H=I)			=I

Appendix 10 for 16.1.: RRC Indigenous Programming Open House

Budget Part 2: Yearly Expenses

Yearly expenses Includes During your Current Study Period

Your income must be less than your expenses to be eligible for an award. If the line item does not pertain to your income, please leave blank

52.1 YEARLY EXPENSES (Your expenses must exceed your income to be eligible for an award)			
List your YEARLY EXPENSES (During your Current Study Period) (If zero, please leave blank)		Estimate of Expenses during Your Current Study Period	TOTAL
A. Educational Tuition and Fees			A+
B. Educational Books and Supplies			B+
C. Relocation Costs refers to if you relocated over 100km or more from your last year's home residence to your current school residence. We only consider relocation costs once per diploma/degree. If you claimed relocation costs last year, you cannot claim relocation costs for the same degree. Maximum claim is \$2,000			C+
D. Professional Attire (uniforms or professional clothing required)			D+
E. Transportation Costs refers to gas/bus/air costs for 2 visits home per year (only claim transportation costs, if you moved from home for your post-secondary studies)			E+
F. SUBTOTAL OF MONTHLY EXPENSES (A+B+C+D+E = F)			=F

52.2 - MONTHLY EXPENSES WHILE IN SCHOOL			
If zero, please leave blank			
A. MONTHLY MORTGAGE, RENT, OR RESIDENCE FEES			A+
B. MONTHLY FOOD			B+
C. MONTHLY TOILETRIES – i.e. laundry, cleaning and personal supplies			C+
D. MONTHLY UTILITIES i.e. Heat, Water, Electricity, Internet, Cable			D+
E. SCHOOL TRANSPORTATION i.e. Bus Pass, Gas, Parking Fees			E+
F. MONTHLY CHILDCARE – i.e. day care or sitter (children under the age of 12 residing with their parents)			F+
G. CLOTHING, ENTERTAINMENT AND RECREATION (movies, gym etc.) CLAIM \$300/month per person in household			G+
H. DISABILITY ALLOWANCE CLAIM \$835/month, if you or your dependent has a permanent disability			H+
I. INSURANCE i.e. Life, Car, Home and Contents Please identify insurance <input type="checkbox"/> Car <input type="checkbox"/> Life <input type="checkbox"/> Home and Contents			I+
J. DEPENDENT EXPENSES LIVING IN THE HOME # of dependents under and over 18 CLAIM \$300 per dependent/month			J+
TOTAL MONTHLY EXPENSES (A+B+C+D+E+F+G+H+I+J) Total Monthly Expenses x Number of Months in School			
TOTAL EXPENSES = Part A + Part B			

Section G: Community Involvement

Reciprocity is a foundational teaching in our community. In the chart below, please outline the number of hours you have given back in some way (e.g. volunteered) in the past year and for how long. We will also require contact information of the supervisor from the organization with which you were involved. Examples include, but not limited to, Board participation, classroom monitors, volunteer firefighter, assisting at local child daycare, organizing sporting/art/writing/events, organizing workshops, volunteer at your child/ren's school events, etc.

	Name of the organization	Description of support offered	How many hours did/do you volunteer? Drop Down from scoring rubric	How long was the commitment	Name of supervisor, phone number, and email
53	Community Powwow	Organize schedule, coordinate drummers, dancers, vendors Attend pow wow day to organize dances, drummers	15 hours	Once per year	Jane Doe, 519-445-0000 janedoe@hotmail.com
54					
55					
56					

Section H: 1. Work History

	Name of the employer	Description of employment responsibilities	How long did you work with this employer?	Name of supervisor, phone number, and email
57	Indspire	Coordinated education program	2 years	Jane Doe, 519-445-0000 janedoe@hotmail.com
58				
59				
60				

2. Hobbies

List your hobbies/extracurricular activities you participate in.

61.
62.
63.
64.
65.

Section I: Additional Application Questions

66. Are you a veteran or related to a veteran?	Yes	No
67. Do you work at a Petro-Canada station?	Yes Station #: _____	No
68. Have you volunteered at an Ontario Friendship Centre?	Yes	No
69. Have you ever been or are you currently in the child welfare system? Yes question?]		No [NTD: what is the purpose of this question?]
70. Do you speak an Indigenous language?	Yes	No
71. If so, what language(s) do you speak?	_____	

Section J: Consent,

To proceed with registration, you must read and consent to the direct and indirect collection of your personal information, the use and disclosure of your personal information, as well as the terms and conditions set out below. Applicants under the age of 18 must also obtain the consent of their parent/guardian.

I agree that:

- ☐ I have given complete and true information on this form.
- ☐ I am responsible for updating Indspire with my personal profile information (e.g. address change, name change) I will promptly notify Indspire of changes to any information I have provided in my personal profile or application, including the income or assets reported by me (or my spouse or parent(s), if applicable and my financial institution, or of changes to my address and/or financial, academic, family, and/or period of study status. I will communicate any changes in information by updating my account on the Indspire website or in writing to Indspire.
- ☐ I understand that I am responsible for providing all required supporting documentation as indicated on my application.
- ☐ I may be asked to provide documentation to Indspire or one of its authorized agents to support specific changes to information contained within my personal profile (e.g. name change).
- ☐ I understand that information I provide may be verified by Indspire and Indspire may also conduct audits and investigations to verify my information.
- ☐ I understand that to claim my award, I must have a Canadian Social Insurance Number.
- ☐ I am over 18 years of age.
- ☐ I am under 18 years of age and am providing a guardian signature for approval.
- ☐ Indspire can disclose my name, gender, age, address, and education-related information to sponsors. Sponsors may contact students to congratulate them or for employment or internship opportunities.
- ☐ I understand that any change to the information I provide and any change resulting from verification and audit will result in a reassessment and, if my application is reassessed, it may affect my eligibility and the type and amount of financial assistance. If I received financial assistance in excess of my entitlement, I will promptly repay all bursaries, scholarships and awards.
- ☐ I understand that Indspire will share my contact information with Sponsors for potential outreach, award recognition ceremonies/certificates, internships or possible employment opportunities
- ☐ I give my consent to Indspire, to use publish my academic and letter of introduction information, in Indspire promotion, marketing, advertising or in Sponsor communications.
- ☐ I give my consent to both my educational institution and Indspire to confirm any financial support that I am receiving in order for Indspire to determine my financial need.
- ☐ If I receive a bursary or scholarship from Indspire, I consent to Indspire or its agent, verifying my educational background and graduation record. This consent will remain in effect until withdrawn by me in writing [is this really necessary? Is there a point at which it would no longer be necessary to verify this information?] I understand that Indspire will use the results of the educational and graduation verification to report back to its funders and that this helps Indspire to raise more funding to support more students. I hereby authorize the academic institution that holds information relating to my educational background and graduation record (the "academic institution") to disclose this information to Indspire or its agent. I hereby release and forever discharge the academic institution, Indspire and its agent, and their respective affiliated entities and all of their former, current and future partners, directors, officers, employees, agents, successors and assigns from any actions, claims and demands of any kind whatsoever in any way relating to the collection, disclosure or use of information regarding my educational background and graduation record by the academic institution, Indspire and/or its agent.

I have read and give my consent to the indirect collection and disclosure of my personal information and also understand and agree to the terms and conditions outlined above.

Signature of Applicant:

Date:

Day

Month

Year

--	--	--	--	--	--	--	--	--	--

Signature of Guardian for students under the age of 18

Date:

Day

Month

Year

--	--	--	--	--	--	--	--	--	--

Section K: Required Documentation

All documents **MUST** be submitted with your application for it to be considered complete. **ONLY** complete applications will be considered.

1. Proof of Status: proof of First Nation (Status or Non-Status), Inuit Beneficiary, or Metis citizenship cards.

2. Proof of Enrollment: proof of full-time enrollment for the program you have applied for.

3. Transcript (Unofficial): marks from your most recent academic year or from a program that you were in prior to this program.

4. Letter of Band/Post-Secondary Education Office or Training Support: indicating the amount of financial support you are receiving or that funding is unavailable (applicable to all students).

5. Letter of Introduction: Help us get to know you by answering the following required questions. Your answers must be under 250 words for each question. Please list the question below and write your answers in complete sentences under each question. Please answer only the questions listed. Your short answer questions should be typed, double-spaced, 11point font, and attached to your completed application.

1. Tell us about yourself, your family, and community; why you have decided to pursue post-secondary education; and what is your field of study?
2. What skills and knowledge have you acquired that have helped you to remain committed to your studies?
3. What are some of your past challenges and successes that you will be building on in the future?
4. What are your hopes and dreams and plans for after you have complete school?
5. How do you give back in the community? If you are not currently giving back to the community, what limits your ability to volunteer or give back at this time?
6. How would receiving an award impact you and your community?
7. What does reconciliation mean to you?