

# LYTTON FIRST NATION NEWSLETTER

Sh.OOyoo.shm(September) 2020



## In this Issue

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Lytton First Nations  
250-455-2304



**LYTTON FIRST NATION**  
**Closed September 7, 2020**  
**Labour Day Weekend**  
**Please Have a Safe Long Weekend**

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*It sure has been a very busy scary situation our World has become with Covid19, we still have to practice social distancing, continuously washing, washing. Pray to "Keep our Community, Family, Friends Safe"*

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**Message from the Chief**

**Name: Janet Webster**

**Job Title: Chief**

**Program Name: Administration**

**Telephone: (250) 455 - 2304 ext 214**

**Email: chief@lfn.band**

**Good Health**

I am hoping all are looking after yourselves during this Covid -19 pandemic.

It is very hard to have the offices open, but closed to the public due to safety of yourselves and the staff. We are doing the best we can, under the circumstances, to provide services to the band members.

My hopes are that you all preserved food for the winter, got some spring salmon and picked berries, gardens done with fresh vegetable, kept busy and get ready for hunting. I seen the prices in the stores for meat and other products are getting extremely high.

Continue to be safe and look after one another, prayers that the pandemic can get under control to ensure everyone is safe. We are very fortunate that we have NOT had anyone test positive for Covid – 19.

Stay Safe and stay healthy through this difficult time.

**Lytton First Nation Emergency Team**

We have Jason Robertson, as director of Lytton First Nation Emergency Operation (EOC) team. The team has done tremendous work to ensure safety of the community and staff.

Some activities they have done is, the good food bags one with social development and others with the firefighters assisting the health staff.

During the ferry closure they hired locals to assist with the food hauled on the westside bridge to cars.

Hired local security to help educate the importance of social distancing and why, we should not have large gatherings, address domestic issues.

Researched sites to put a trailer(s), purchased a trailer for isolation purposes, should they need to separate from family or community.

Created a safety binder for the Lytton First Nation administration to implement.

Networked for funding to support the community, Liaison with other partners to have support through this difficult time.

Two (2) meetings weekly with EOC team to keep up with the latest on pandemic, numerous other calls to keep up and network with other organizations.

Robo calling was a dream of Lytton First Nation for years, with the emergency this year, the EOC team was able to have it set up to call everyone with one phone call to ensure safety of all.

## Administration

Chief and Council approve the one-time fund to band members which the EOC team administered and were able to get up to date addresses for the band members.

Created signage for Lytton First Nation “Notice no Entry”.

Masks were made for those in need, education through the health department sent out to the members. Video messages

Made U Tube messages from various council members, Administrator and managers.

These are just a few things done by the (EOC) Lytton First Nation Emergency Operations team.

Great work to All the LFN Emergency Team 😊

### **Stein Valley Nlaka’pamux School Board**

Stein Valley School has started in July 20<sup>th</sup>, 2020, they had orientation with teachers and safety procedures a week before having children in school. Then had a phased in approach for three weeks for the children to attend two days per week. Children are now going to school 5 days per week as of August 24<sup>th</sup>/20.

SVNS school has made the news as being the first school to start their school, due to the year round program, incorporating culture and language.

Ensuring staff and students are safe, the school had to reduce class sizes hire more staff.

Way to go SVNS Board and Staff 😊

### **Lytton First Nation Audit**

The Chief and Council completed the Audit for 2019/20 fiscal year and met the deadline July 29<sup>th</sup>/20.

Challenging times this year with Covid and not in person from Reid Hurst Nagy to do a lot of the research copying of documents to justify expenditures.

Thank you to the LFN Finance Staff for your hard work and follow up on the hundreds of requests from the auditors to send invoices, contracts, cheques or deposits to verify revenue and expenses.

Thank you to the finance committee and program managers for providing all support to the finance staff to finalize and present to council for approval 😊

It’s all done for this year YEAH !!

Way to go LFN Team 😊

### **AGM October 2020**

We will be having our AGM in beginning/middle of October 2020. This year may be a little different due to the limit of numbers allowed in the meeting. Maximum is 50 People including council and or staff.

I know we will have a virtual so band members can watch live as we do the annual general meeting.

We may need to be creative and have scheduled times and/or rotation of reports by managers and portfolio’s. This is to accommodate more band members to be present in the Memorial Hall.

We will Keep you up to date on the AGM, thank you for your patience. 😊

## Administration

realize how important this position is until they leave.

Julie has gone back to her love of working with children at Stein Valley Nlaka'pamux School. We are ok with people following their passion and only wish the best for her future endeavours.

Thank you, again Julie for your contribution to the political office, much appreciated 😊

Welcome, Alysia Philbrook, as the new executive assistant to the council. We look forward to working with you in the office. 😊

### **Births:**

Congratulations to all those who brought little ones into the world.

Little bundles of Joy who makes all our hearts happy and our eyes sparkle when we see the beautiful babies 😊

### **Bereavement Message**

To all the families that have lost loved ones during this pandemic crisis and had to postpone services until weather was good to have funeral services outdoors.

Our deepest condolences to all, hugs and prayers to all of you, may the creator comfort you all through this difficult time.

Happy Fall from Tl'kemsin Community Health Center!

Stacy Thom

As we move forward in these times of pandemic, I'd like to remind everyone that we are still continuing services they just look a bit different and often include a phone call before your appointment.

Our Medical Travel process is that we need you to call and book at least 24hrs in advance as this allow us to schedule in enough time for our drivers to sanitize the vans between clients. This helps everyone stay safe. Another reason why we ask that you call at least 24 hours in advance for Medical Transportation is that is allows us to ask you some questions over the phone. Our main goal is to keep everyone safe while still continuing to help our community.

If you have any questions at all you can give me or any of the health staff a call at 250-455-2115. I am always ready to answer questions or offer any help I can. I hope that everyone is keeping as safe as possible and keeping up with wearing masks and frequently washing hands.

I hope that everyone had the chance to enjoy the summer weather when it was here and enjoyed being out on the land gathering our traditional foods.

We do have a survey that was delivered on Thursday, August 27<sup>th</sup> if you could please fill them out and mail them back Monica, Regina and Harvey would appreciate it as it will help us apply for grants for future events.

Please keep an eye out on Facebook for our posters of any upcoming virtual events of contests!

Take care everyone,

Stacy Thom

### Leonora Thomas, Patient Travel

Leonora Thomas

The First Nation Health Authority (FNHA), Health Benefits' has designed this check list to process your medical transportation travel and /or reimbursement request in a timely manner. Correct completion of the required forms and associated documentation is crucial to ensure that your travel and /or reimbursement is processed quickly and efficiently.

#### 1. Request for Medical Transportation Form & Client Responsibility

- This form must be filled out and submitted to our office at least **five (5) days prior to your appointment** to ensure sufficient time for our office to make your travel arrangements.
- The forms you can come and fill it out at the New LFN Health Center or you can pick at the LFN Band Office and leave it in my box at the band office.
- **Attend their medical appointment as schedule.** Clients who do not attend medical appointments may be required to pay back any benefits they have received and /or pay for their travel costs on subsequent medical travel.
- **Give notification when cancelling an appointment prior to the date of the appointment:** including 24 hrs notice to cancel any hotel arrangements.
- **Retain and submit all necessary receipts required for reimbursement also have confirmation of attendance form signed.**

The following documentation must also be submitted along with the Medical Transportation request form:

- a. **Documentation from a doctor's office confirming your upcoming appointment complete with date and time.**
- b. **Copy of the physician's referral including the office address, date, time, and reason for the appointment (if applicable) – FNHA, Health Benefits funds travel to the nearest appropriate health professional and/or health facility. Depending on the nature of your appointment, medical justification may need to be provided to support your travel request.**

**Note: Clients who do not provide sufficient notice may be required to reschedule their appointment or pay for the travel and get reimbursed. Purchase orders are for Emergency travel only**

#### 2. Confirmation of Attendance Form

After your appointment is complete, this form must be **stamped by the physician and/or signed by the physician** where you attended your appointment confirming your attendance. Please ensure that the date and time of your appointment have also been included on the form. If the

section regarding pending appointments is completed by the same doctor, this will eliminate the need to obtain another confirmation of appointment.

**Clients are to hand in the Confirmation Attendance Form for confirming their appointments for any future travel. Please ensure you name, DOB and date is on the Confirming Attendance form when**

#### Patient Travel

Phone: 250.455.2115

Fax: 250.455.2114

Cell: 250.256.8129

e-mail:

p.travel@lfnhealth.com

## Health

you return it. So, that I know who it belongs to. Travel expenses will not be reimbursed without the written confirmation of attendance.

I can be reached at Lytton First Nation TL'KEMSTIN Community Health Center.

Phone # (250) 455 2115 or Cell # (250) 256 8129 or Email: [p.travel@lfn.band](mailto:p.travel@lfn.band)

### Benefit Exceptions

**Benefit Exceptions must be pre-approved by Health Benefits. Exception requests should be submitted to Health Benefits Operations using Benefit Exception Form and accompanied by all the relevant documentation. This is what I need to know when filling out the form to Benefit Exception form before I send it in to be approved through FNHA.**

The following are examples of Benefit Exception:

- Travel to Detox
- Travel to Pharmacy Supervised methadone
- Trips requiring more than 5 days
- Prenatal- delivery of the baby
- Long term/extended stays over 30 days
- Escort when client is in hospital more than 3 days

Filling out The Benefit Exception Form for extended help for travel, accommodations and meals.

- Client needs to work with the patient travel to get these forms filled out and sent to First Nation Health Authority for approval.
- Client's name & DOB
- Client's status#
- Client's address
- What kind of travel arrangements are required?
- Copy of Doctor's referral
- Confirmation of specialist appointments dates and time
- Physician Escort Request Form
- Supporting medical documents
- Needs letter from doctor – that client needs to relocate to this area for the delivery of baby
- Any additional supporting documents.
- Who is the Escort

### Client Reimbursement Form

Patients that are getting invoiced from Interior Health for Medical Supplies. Emergency/Out patients. (after when the doctor clinic and pharmacist is closed).

1. The patient should have notified and aware of the cost of the medicine and medical supplies.
2. That the patient is responsible for paying the cost of the prescription and for the medical supplies for the billing

Please pay your bill to interior Health when you get your invoice in the mail. For Reimbursement please fill out an FNHA Client Reimbursement Request Form and send to First Nations Health Authority.

You can get the Client Reimbursement form on line at [www.fnha.ca/benefits](http://www.fnha.ca/benefits) or you can pick one up at the new health office or for any questions to help you with these forms call (toll free) 1800 317 7878

**“EXCLUSIONS”** Criteria – Certain types of travel, benefits and services will **NOT** be provided under the NIHB Program under any circumstances and are not subject to the NIHB appeal process. These include assistance with:

1. Compassionate travel;
2. Travel for clients residing in an off-reserve location
3. where the appropriate health services are available locally;
4. Appointments for clients in the care of federal, provincial or territorial institutions (e.g., incarcerated clients);
5. Court-ordered treatment/assessment, or as a condition of parole, coordinated by the justice system;
6. Appointments while travelling outside of Canada
7. Travel for the purposes of a third-party requested medical examination;
8. The return trip home in cases of an illness while away from home other than for approved travel to access medically required health services;
9. Travel only too pick-up new or repeat prescriptions or vision care products;
10. Travel to access health related services that are not identified in section 1.3, unless coordinated;
11. Payment of professional fee(s) for preparation of doctor’s note/document preparation to support provision of benefits;
12. Transportation to adult day care, respite care and/or interval/safe houses.
13. Dental appointments out of town. We have our own Dental run by LFN. We don’t do travel out of town unless it’s a referral.

- 1) Travel for eye exam covered by MSP/FNHA
  - A. When a client has an appointment with an optometrist/ophthalmologist for eye exam by MSP/FNHA, then travel is funded to the closest appropriate health professional/facility via the most economical means. If the service is available locally (i.e. visiting optometrist), then no travel is required. There is no travel cause we get the optometrist here in Lytton 3 times a year. If client is requesting travel to a farther place, then submit a Benefit Exception management’s review. Medical justification is required. Please fax the Benefit Exception and supporting documentation to FNHA at 1 604 666 0292. You will have to call the optometrist/ophthalmologist to find out if the eye exam is billed to MSP or FNHA, then ask for the prior approval number.
- 2) Travel is not funded if the eye exam is not covered by MSP/FNHA.
- 3) To make it easier please have the Optometrist mail your glasses to you.
- 4) Travel to pick-up glasses is an **“exclusion”** of the program – not a benefit and not appealable



**Health**

Request for Patient Travel

Transportation Form Must Be Completed before Processing

""Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Band# \_\_\_\_\_ the full 10-digit number

Date of Birth: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Dr.'s Name: \_\_\_\_\_

Dr.'s Phone: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Time of Appointment: \_\_\_\_\_

Place: \_\_\_\_\_

Driving Self:        Yes        No        Going by bus:    Yes        NO

Someone else driving, Who? \_\_\_\_\_

Cheque Payable to: \_\_\_\_\_

Checks will be mailed out to the client. I need their address .

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place you can be reached Phone # \_\_\_\_\_

Clients Signature: \_\_\_\_\_

You can send your travel to my email at [p.travel@lfn.band](mailto:p.travel@lfn.band) or you can take pictures of the proof of documentations or referrals to my work cell phone at 1 250 256 8129.

## Human Resource

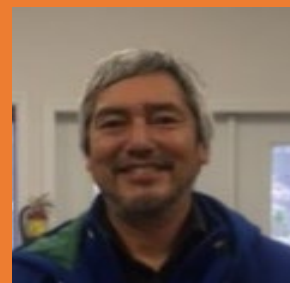
Yee at quintlo snookwa!

It is a good feeling getting back to some routine communication. I was never consistent giving submissions in on time. September 16 this year I will have worked four complete years. So much has happened in those four years. I hired on with some formal education and zero administrative managerial experience. The Administrator of the day believed in me and I aimed to prove that I would rise to the challenge. Six months later I was asked if I wanted to be one of the Acting Administrators while we/I recruit for our next Administrator. I accepted that challenge and was one of three Acting Administrators. Two rounds of recruitment, selection, offer, acceptance, and both failed to rise to the challenge to take the steering wheel and guide us into the future. It was so frustrating having to start over each time but was hopeful that the third time will be the charm. This one stuck around through thick and thin, highs and lows, bumps, and bruises. He saw the beauty, potential and power that Nlaka'pamux Tl'Kem'tsn Nation members have. Like a sleeping bear, he keeps poking, prodding, and nudging us to see and appreciate the beauty we live in, realize, and act on our potential, and wield our power in a unified and positive force. No body can please everybody all the time, not even me, but I know this Haisla man cares for our future like no other non-Nlaka'pamux Tl'kemtsn Band Administrator before him.

The Succession Planed Band Administrator Position was way too long for a title, so we have the Band Operations Manager. In our Comprehensive Community Plan, we need to find a successor for key positions like the Band Administrator and Finance and Audit Manager. The plan is to bring on the Band Operations Manager and give them on the ground working insight to every Department within our Administration. In a term position (start date and end date), they work under the direction of the current Administrator to support every Manager's work plan and execution. At the end of the term they will take advantage of the Transfer of Position Policy and become our next Band Administrator. No more recruiting, selecting, offering, and accepting. Mitigating the risk of brining on a totally new Band Administrator and flattening the learning curve. This is an excellent example of a Business Continuity plan. It is a win, win, win, win situation. Chief and Council win because the one employee they have is the Band Administrator and they see how they work before hand. The Administration wins because projects and plans do not get left behind or fall through the cracks. The Managers win because they have a working relationship before they move up to Administrator. Membership wins because they know who is going to lead the ship next.

We need a succession plan for every position in the Administration, for business continuity sake. The services we provide to Membership has to be consistent and constantly adjusting improve services. The Administrator has Acting Administrators, Managers have Acting Manager and Line staff have relief or on-call workers. Departments with one employee have a challenge because they do not have a number two to be their Relief Manager and must rely on other Managers to help when they are away from their office. With some cross training and on the job experience, combined with more training and some formal education, I believe anyone can take over any position.

## Roy Spinks



**Human Resources  
Manager**

Phone: 250.455.2304

Ext: 211

Fax: 250.455.2291

e-mail: [r.spinks@lfn.band](mailto:r.spinks@lfn.band)

I believe Lytton First Nation has a pool of talent and experience that is unmatched. I have heard that men will apply for a job even if they only have 50% of the qualifications needed and that women will only apply if they have 90% or more of the qualifications required. When I think of the jobs I successfully applied for in the past, relief janitor, relief receptionist, relief book-keeper, logger, truck driver, fence builder, summer camp counsellor, I probably had less than 50% of the qualifications required. I was willing to learn with a positive attitude, but none of them was really my passion it was a paycheck. There has to be others out there with the same attitude. Calculated risk takers who are looking to find their passion and, in the meantime, learn on the job and work for a paycheck.

Our recruitment strategy recognizes Traditional Knowledge and Culture as the number one qualification. We want employees to take pride in their Cultural practices or how fluent they speak Nlaka'pamuxsheen. I've always said that I speak broken Nlaka'pamuxsheen because I can say a few words and phrases but every time I try to say a number I have to think Paya, shaya, katlash..... But when it comes to a hunting camp process it happens naturally and I do not have to think about what is next after the animal drops and the fun ends and the real work begins. That is Traditional Knowledge at work when we do not have to think about it. It is the way we have always done it, said it, practiced it. This is related to Project Management closer than most people know. Anything can be a project like Hunt Camp or Summer Student work plan, or a new fiscal year, housing renovations etc.

I believe we all have a duty to pass on our Nlaka'pamux Tl'kemtsh Traditional Knowledge, Culture and Practices for the next Generations to survive and thrive. In the Business world this is like Best Practices and Project Management Book of Knowledge. Transfer of knowledge to Acting Administrators, Acting Managers and especially Relief and On-Call workers are the most important of all. They are the entry level employees who have the courage to take a risk and possibly find their passion or at least know that they don't want to do that for the rest of their lives. Earn a paycheck, get on our radar, make a commitment to lifelong learning, and take advantage of our Transfer of Position to follow your passion. Another win, win, win. When you find your passion your job satisfaction skyrockets and your Family will survive and thrive, and the next generation may have the courage to follow your example.

I like to use quotes, but this one is kind of Nlaka'pamuxized. "Ask not what your Band Office can do for you, but what you can do for your Band Office!"

Kwukwscemx to all for taking the time to read my submission. All my relations. Nishtem!

Homalth, Roy Spinks  
Human Resource Manager  
250-455-2304  
r.spinks@lfn.band

Pauline Charlie

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**August 2020**

*I hope everyone is keeping safe, keeping your circle small, this is a scary time of All our lives!*

*I am sorry I do not have any laminate cards available, In March when I sent in my last batch of CIS reports is when Indian Affairs closed their doors due to Covid19, and since than they have not re-opened, and there is no date as to when they will re-open.*

*Parents can still register their new born, application can be mailed to you, or you can download from the LFN Website, you will need to print off the guarantor form too.*

*Members still can use their expired cards, plus you can download application for 10 year card, get 2 passport photos, guarantor form.*

*I am still working from home, and I am available to help you if you need help, just need to give me notice.*

*Have a wonderful 2020 year Everyone! Happy Birthday everyone the month of September.*

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**Indian Registry Manager**

Phone: 250.455.2304

Ext: 206

e-mail:  
p.charlie@lfn.band



# EDUCATION REPORT



LYTTON FIRST NATIONS NEWSLETTER

September 2020

### In this issue:

- K-12 Registration Form
- PS Updates
- LEA signage Ceremony
- After School Program
- Summer Workers
- School Return Update SD74
- Gathering Our Knowledge pictures

### After School Program Draw winners

**West-Side: Theo Michele (Worker)**

March: Adam Paul & Noreen Charlie

April: Noreen Charlie & Julien Swan

May: Nadine Charlie & Noreen Charlie

June: Channel & Autumn Charlie

iPad Winner: Noreen Charlie

**East-Side: Annalisha Adams (Worker)**

March: Shoneenah James & Madison Aleck

April: Rylan Adams James & Gracie James

May: Emmery John & Kenan Philips/Smith

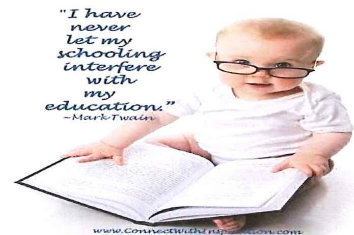
June: Sunshine James & Kenan Philips Smith

iPad winner: Cecelia James

**Both Theo and Annalisha will continue with the program when school starts. All safety precautions are in place. Activities on Westside will be at the Rec Centre and 2 days a week at Memorial Hall for Eastside. We will work on a facility for the Eastside frequently.**

## K-12 Registration Forms

- K-12 School Supply forms are at the Main Office. I will also attach the form to this newsletter.
- School supplies are for "On-Reserve" as per ISC policy. Re: Nominal Roll"



School Return Updates: 5 Stages Framework for K-12 Education:

#### Stage 1: (In-Class)

Cohort Size: Elementary: No limit  
 Middle: No Limit  
 Secondary: No limit

#### Stage 2: (In-Class)

Cohort Size: Elementary: 60  
 Middle: 60  
 Secondary: 120

In-Class Instruction:

Full-Time instruction for all students for the maximum instructional time, possible within cohort limits

Self directed learning supplements in-class instruction, if required.

Return to School will be

September 10 : Grades, K-3 and Gr 8 & 9

September 11: Grades 4—7 and Grade 10-12

September 14: All students will return

Summer Workers Program:

This summer we were able to employ 4 youth. Although we had one leave as he had to return to school.

We had 2 students at O&M with Warren and 1 Youth in the Village of Lytton. Their last day was August 21.

ASETS program: we kept our After School Support workers on and they were able to assist students after the schools were locked down.

The Education Department also had Laptops that were put to use for students that did not have a computer to do their school work on. All Laptops have been returned.

Theo and Annalisha are preparing their programs for this next school year and are also preparing their online and virtual studies as well.

Post Secondary

All Post Secondary students have been notified in regards to their sponsorship. We have found a way to get sponsorship faster to our USA members. We currently have 3 members we are sponsoring. This will be a trial and error, but will see how the first month goes.

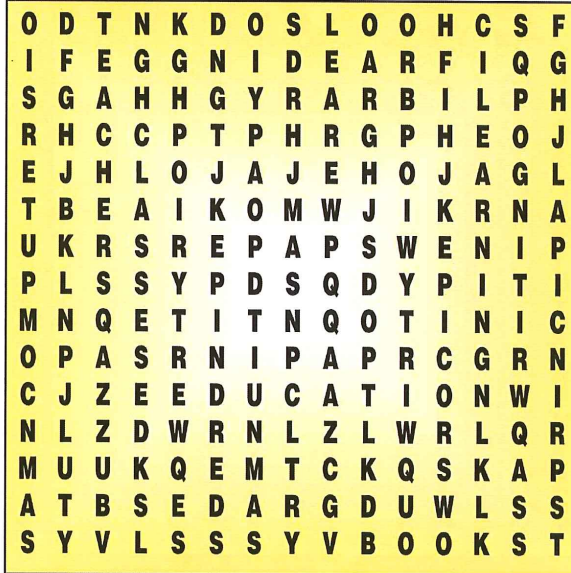
With COVID having an impact on in class studies, we have worked with the Education Committee, Students, and Universities to ensure Education endeavors are met and accomplished.

Most of the students will be doing On-Line studies and there may be some Face-To-Face classes.

Our Education Department and Committee continue to advocate for our students and to ensure that all are safe, and looked after.



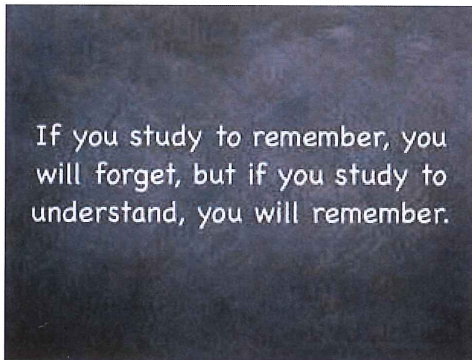
# Back to School Word Search



See how many of these newspaper related words you can find in the puzzle. The words can be forward, backward or diagonal.

Created by Dan Laddell  
Grand Forks Herald 2011

- |              |               |               |             |
|--------------|---------------|---------------|-------------|
| 1. STUDENTS  | 5. LEARNING   | 9. GRADES     | 13. READING |
| 2. SCHOOLS   | 6. NEWSPAPERS | 10. PRINCIPAL | 14. WRITING |
| 3. BOOKS     | 7. BUS        | 11. EDUCATION | 15. MATH    |
| 4. COMPUTERS | 8. TEACHERS   | 12. CLASSES   | 16. LIBRARY |



On Behalf of the Education Department:

Iris Jules, Education Manager

Roger James: PS Coordinator

Theo Michele: Westside After School Support Worker

Annalisha Adams: East side Support worker



GATHERING OF KNOWLEDGE WORKSHOPS



**COMMITTEE: Monica, Angie, Jennifer, Iris, Alfreda, Shiela....Missing: Geraldine & Harvey**



# Education



**LYTTON FIRST NATION**  
**Box 20, Lytton BC V0K1Z0**  
**(P)250-455-2304 (F) 250-455-2291**

## SCHOOL SUPPLY FORM & AUTHORIZATION TO RELEASE FORM (ON-RESERVE ONLY) AS PER NOMINAL ROLL FUNDING

Separate forms if you have a child in Elementary or Secondary Schools:    **Elementary**    **Secondary**

Parent/Guardian Name \_\_\_\_\_ Ph \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: IR# \_\_\_\_\_

Emergency Contact & Ph Number \_\_\_\_\_

Email Address \_\_\_\_\_

Due to **ISC (Indigenous Services Canada)** funding requirements, the Lytton First Nations Education Department is only eligible to pay fees for those students living "**On the Lytton First Nations Reserve**" and registered on the **2020-2021 Nominal Roll**.

**Please note:** All fields **MUST** be fully completed to assist our staff with processing funding reports to **ISC (Indigenous Services Canada) for the Nominal Roll**.

LAST NAME	FIRST NAME	BIRTHDATE	GENDER M/F	STATUS #	Reserve of residence	GR	School

Mark appropriate box that applies to your child for this coming year:

\$50 per K-7 students       \$100 per Gr8-12

Consent to Release to the Lytton First Nations Education Department the following:

Attendance Records, Report Cards

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

Cheque payable to: \_\_\_\_\_

**\*Cheques will be done only on Thursday's and Mailed**

\*\*\*\*\*

Office use only:

Dept \_\_\_\_\_ Acct \_\_\_\_\_

Approved: \_\_\_\_\_

Amount: \_\_\_\_\_



# School District No. 74 (Gold Trail)

PO Bag 250, Ashcroft, BC V0K 1A0  
Phone: 250 453 9101 FAX: 250 453 2425  
[www.sd74.bc.ca](http://www.sd74.bc.ca)



## Update on Lytton K-12 Renovation Project August 31, 2020

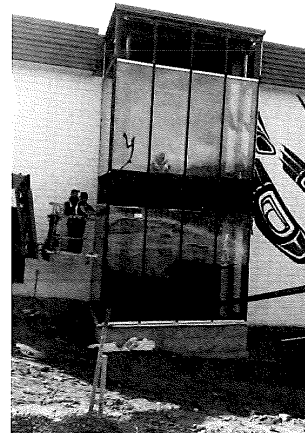
The Lytton K-12 school renovation project is well underway with Greyback Construction providing the project oversight. The project team is working diligently towards the anticipated completion date of December 2020.

You may have heard about the remarkable artifact found at the school site this summer. A large pestle, used for crushing or grinding substances such as spices, was discovered by contractors while preparing for new water lines. The district has worked with the local communities, NNTC and the necessary provincial organizations to ensure the appropriate archaeological and environmental aspects of the project were followed. The artifact was delivered to Lytton First Nations and highlights the important history and beauty of the area.

The lower level renovations will be complete in September. Structural changes are complete with the ceilings lifted in most areas, the opening of classroom walls to the corridor, bathrooms retiled and new fixtures installed. New windows, flooring and painting have been added and the addition of skylights has greatly enhanced the natural daylight in what was a classroom with limited natural light. With new insulation and proper sealing of the exterior walls, air quality is also improved.

Other highlights of the project include the following:

- The end wall of the school has been opened up and a window wall installed that will allow natural light into both levels of the school. This work has resulted in a partial removal of the mural on that section of the school, however, parts of the removed mural will be recreated on the glass.
- School entrances have been enhanced with the addition of two wooden canopies that provide more prominence to the entrances and also provide covered areas for students and staff. Office renovations will allow for a more open and welcoming entrance while still allowing for a secure area once staff leave the building.
- The school community has worked together on the playground equipment selection and Habitat has been chosen as the playground provider. The equipment will be installed this fall.



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# School District No. 74 (Gold Trail)

PO Bag 250, Ashcroft, BC V0K 1A0  
Phone: 250 453 9101 FAX: 250 453 2425  
[www.sd74.bc.ca](http://www.sd74.bc.ca)



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With the secondary students and staff relocated to the lower level for September, the work on the upper floor will continue with a goal to having all students at the school this school year. The district also recognizes that delays can still occur so are committed to having the school project complete before the students of Lytton Elementary join the school.

Still to come is the school naming process that will occur in the fall. Watch for details from the schools about the process for selecting a name for the new K-12 school.

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## GOLD TRAIL 2020/21 STAGE 2 RE-START PLAN

British Columbia has established a Five-Staged Framework to guide K-12 Education during the COVID-19 pandemic. The goal of the Framework is to maximize in-class instruction for all students while adhering to the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings.

The Four Principles of the Framework are:

- Maintain a healthy and safe environment for all students, families and staff
- Provide the services needed to support the children of our essential workers
- Support vulnerable students who may need special assistance
- Provide continuity of educational opportunity for all students

BC schools will start the 2020/21 school year in Stage 2.

Gold Trail has created a Stage 2 plan in alignment with the guidelines established by the Provincial Health Office and the Ministry of Education.

The district plan establishes the framework from which all schools have created their plan. School plans will be posted on each school's website the week of August 31<sup>st</sup>.

### District COVID-19 Health and Safety Plan

Health and safety is the priority of the re-start plan. The District COVID-19 Health and Safety Plan can be found on the district website.

### Learning Groups

All students have been placed into a learning group. Learning Groups have been established by the Provincial Health Office to reduce the number of close in-person interactions an individual has in a day.

### What can a student and family expect at school?

*It is the district's hope that the protocols, procedures, and rules established within this Stage 2 plan will give families the confidence to send their children to school. Schools will be a highly controlled environment where health and safety will be our collective and individual priority.*

*If you have additional questions or want to discuss your options please call your local Principal or the district office.*

STAGE 2 IN-CLASS	
<b>COHORT SIZE</b>	<ul style="list-style-type: none"><li>• Elementary: 60</li><li>• Middle: 60</li><li>• Secondary: 120</li></ul>
<b>DENSITY TARGETS</b>	Not applicable
<b>IN-CLASS INSTRUCTION:</b>	Full-time instruction for all students for the maximum instructional time possible within cohort limits.  Self-directed learning supplements in-class instruction, if required.

... 02

*Gold Trail respectfully acknowledges that the land on which we gather is the unceded and traditional territory of the Nlaka'pamux, St'at'imc and Secwépemc First Peoples.*

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## WEEK ONE SCHEDULE

Monday September 7	Tuesday September 8	Wednesday September 9	Thursday September 10	Friday September 11
Labour Day Holiday	Staff Only	Kindergarten, Grade 1, 2, and 3 students Grade 8 and 9 students	Students will be provided with an orientation to their classroom, school and bus (as applicable) and the health and safety protocols and procedures that they and others will use this school year.	Grade 4, 5, 6, and 7 students Grade 10 to 12 students
	Health and Safety Training Orientation for 2020/21 School Year			
	Classroom and School Preparations			

*On Monday, September 14<sup>th</sup> all students are welcomed to a fulltime return to school.*

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## School Checklist

### Principal/Leader checklist

- Prior to return of students, do a walk through with H/S rep to review everything done to provide a safe work environment, hear/discuss suggestions
- Communication to staff delivered/provided
- Communication to families delivered/provided
- Review classrooms
- Ongoing –contact with H/S rep and reviewing updated procedures

### School Procedures

- Procedures for health care provider, school district employees and contractors
- Process for accepting and cleaning deliveries prior to distribution, including point of contact
- Process for cleaning PE equipment
- Office access restricted

### Nutrition and Lunch Program

- All food (morning nutrition and universal lunch) provided must be packaged and provided – no buffet or student choosing which package they want

### Exterior Preparations

- Signage on doors (main doors, learning group assigned doors)
- Learning group entrance/exit plan in place
- Plan for supervision of learning groups during student breaks ie. zones
- Bus areas consider additional space for loading – could be staggered loading times or increased space

### School Interior Preparations

- Markers of 2m/6f – office, other key areas, where needed for adults
- Markers for traffic flow in hallway, as needed
- Water:
  - Remove portable dispensers from public areas
  - Bottled water for students, where there is a boil water advisory
  - Students fill personal water bottles where sink is available
  - Touchless water stations – for filling bottles
- Remove unnecessary frequent touch items in common areas such as photocopy room
- Cubby/locker plan
- Removal of common area/reception seating
- Process for management and cleaning of student laptops
- Fabric seating and carpets removed
- Fitness areas open with process for appropriate use and cleaning
- Clear designation of room for students showing COVID-19 symptoms
- Hand sanitizer at main entrance

Revised August 20, 2020

### **Classroom Preparations**

- Separation of desks and tables to promote spacing between student wherever possible
- Removal of extra furniture
- Classrooms without sinks need sanitizer
- Student supplies labelled, process for how this will occur with supplies that will come not labeled

### **Communication items for staff likely shared with JH&S committee:**

- Discouraging carpooling with those from other households
- Way for people to provide ideas/suggestions for how to improve h/s
- Cleaning of work materials being brought back to school
- Cleaning of own workspaces & storage of personal items
- Staffroom access/expectations
- Breaks – where they can occur and parameters
- Bulletin board updates or information (on the committee's space)

**Communication items that are PVP's responsibility – you might let the committee know that they don't have to worry about these items because protocols are given to us rather than the committee needing to develop them.**

#### **With staff:**

- What is being done and what individuals need to do to stay safe
- Illness procedures
  - No one with symptoms – staff or students comes to work
  - If ill during day, reporting to supervisor, leaving site (call 8-11) & workspace cleaned
  - School and district communication with agencies as appropriate
- Protocols for communication and contact with appropriate agencies for perceived or real outbreak
- No caregivers, guests, external providers in school
- Teaching and learning outside as much as possible
- Supervision schedule

#### **With families**

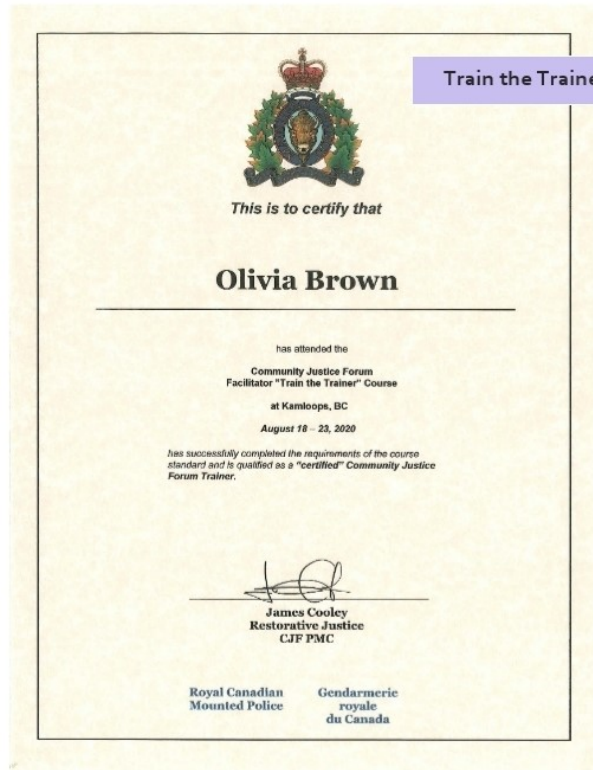
- Illness procedures
  - No one with symptoms – staff or students comes to work
- Student demonstration of symptoms
  - Go to designated room, immediate call for pick up
  - Must be picked up, no transportation of student
  - Class goes to an alternate space while room is cleaned
  - Cleaning of designated space after student picked up
- No caregivers inside during school hours
- Students come straight into designated door upon arrival
- Students leave and/or pick up from designated doors
- Protocols/procedures in place to keep students healthy and safe
- Supervision schedule

#### **General:**

- Bulletin boards – health and safety focus
- Field trips require district approval
- No community user groups

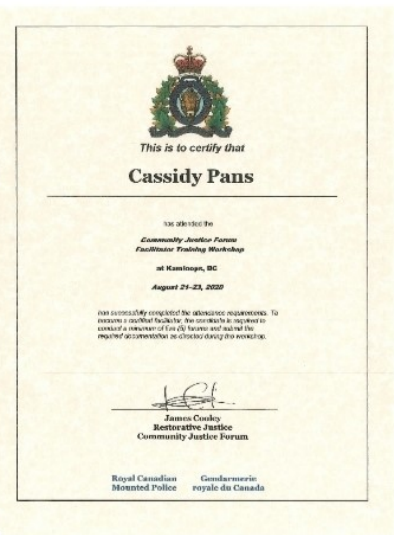
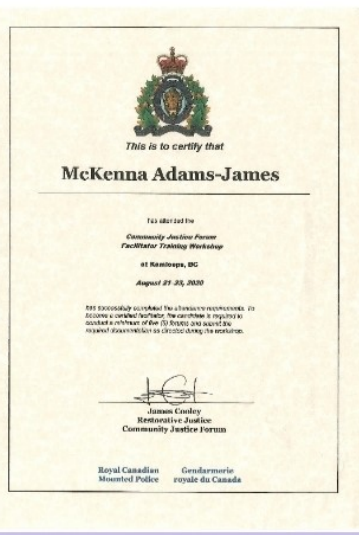
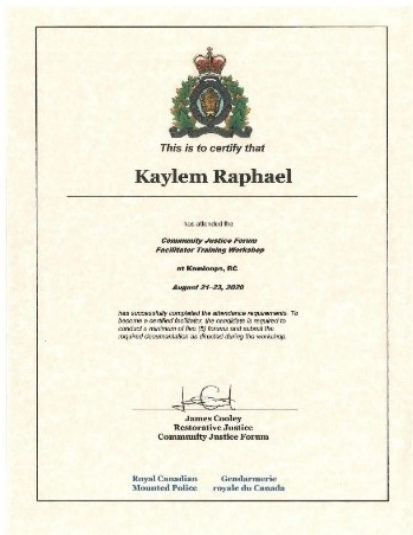
Revised August 20, 2020

# Restorative Justice




Train the Trainer - August 18<sup>th</sup> to 23<sup>rd</sup>

The Lytton Restorative Justice Staff attended training in Kamloops for Train the Trainer as well as Facilitating Training. All staff are now trained to facilitate Alternative Measures Circles, and Olivia Brown is now able to train individuals in facilitating Alternative Measures Circles.



Facilitator Training - August 21<sup>st</sup> to 23<sup>rd</sup>

**Declaration Cut-Off Date**  
**Sept 15th, 2020**  
*Declarations received after this date will result in delayed cheque issue!*

 Indian and Northern Affairs Canada / Affaires Indiennes et du Nord Canada

**SOCIAL ASSISTANCE MONTHLY RENEWAL DECLARATION**

**PRIVACY ACT STATEMENT**

Provision of the information requested on this document is voluntary and is being collected in order to make a fair decision. The information will be stored in personal information bank INALP-PU-020 and is protected under the provisions of the Privacy Act.

If you require continued Social Assistance, please complete this form and return to your local administering Authority at least 2 weeks before the next cheque issue.

1. Are you still in need of Social Assistance?  Yes  No
2. Has your marital / employment situation changed?  Yes  No

If yes, explain change \_\_\_\_\_

3. List any changes in your living situation (e.g. address, rent, etc.). Submit new receipts.
- \_\_\_\_\_
- \_\_\_\_\_

Continued on reverse  
 991-971 (2-44)



<p>4. Have you had any earned or unearned income this month? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, complete:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Earnings</td><td>\$</td></tr> <tr><td>Family Allowance</td><td>\$</td></tr> <tr><td>Maintenance</td><td>\$</td></tr> <tr><td>Unemployment Insurance</td><td>\$</td></tr> <tr><td>Other (specify)</td><td>\$</td></tr> <tr><td>TOTAL</td><td>\$</td></tr> </table>	Earnings	\$	Family Allowance	\$	Maintenance	\$	Unemployment Insurance	\$	Other (specify)	\$	TOTAL	\$	<p>5. Has there been any change in your assets? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, complete:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Bank Account</td><td></td></tr> <tr><td>Property</td><td></td></tr> <tr><td>Other (specify)</td><td></td></tr> <tr><td>TOTAL</td><td></td></tr> </table>	Bank Account		Property		Other (specify)		TOTAL	
Earnings	\$																				
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Unemployment Insurance	\$																				
Other (specify)	\$																				
TOTAL	\$																				
Bank Account																					
Property																					
Other (specify)																					
TOTAL																					

6. Is there any change in your number of dependents or their school status?  Yes  No

If Yes, explain the change(s): \_\_\_\_\_

I declare that this is a true statement concerning my monthly income, assets, marital, employment, and family status. I give permission for this information to be verified and I consent to a report being obtained from any reporting agency for that purpose.

User Name	Family no.	Signature of applicant	Date
-----------	------------	------------------------	------

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Spouse's Signature

**Cheque Issue day for Oct 2020 Income Assistance**



## Lands Department

### All My Relations



I am Jacquie Raphael, a proud Nlaka'pamux woman, and 3<sup>rd</sup> youngest daughter of Johnny Green Raphael of Halhalaeden and Julia Raphael (Bassuk) of Anderson Creek. My Paternal Grandparents are Daniel Raphael of Inkluckcheen Lytton and Lucy Humphrey of Skeetchestn and Maternal Grandparents are Mike Bassuk of Poland and Edna Kane (Lewis) of Anderson Creek. After being gone from our community for 34 years. I am grateful and honored to return home to work for you as the Lands Coordinator and my time working with the team at G'wsep has been amazing.

I am very grateful to return to work for you as the Lands Manager. 2020 is the start of a new and exciting millennium exciting We are coming into e is a new position which main duties will include assisting in research, identification, evaluation and interpretation of evidence relating to interest in title and status of reserve land and providing that information to community members. Working with the community in developing Lytton First Nations Land Code.

Please keep your eyes open for invitations to attend meetings regarding the Land Code Process on our Lytton First Nations Facebook page and bulletin boards. I am looking forward to be a part of this exciting opportunity for us as Nl̓k̓emchEE̓n members to move away from our dependency from the government.

Thank you to everyone for the warm welcome home, it has been a pleasure to be working in my community. You can contact me by email at [ja.raaphael@lfn.band](mailto:ja.raaphael@lfn.band), or LFN office @250-455-2304 local 205.

*Tell me and I forget. Teach me and I remember. Involve me and I learn.*  
*Benjamin Franklin*