



# School District No. 52 (Prince Rupert)

634 - 6th Avenue East  
Prince Rupert, B.C.  
V8J 1X1

Tel: (250) 624 - 6717  
Fax: (250) 624 - 6517  
www.sd52.bc.ca

February 19, 2010

Prince Rupert & District Teachers Union  
869 Fraser Street  
Prince Rupert, BC V8J 1R1

**Attention: Mr. Gabriel Bureau, President**

Dear Mr. Bureau:

**Re: Freedom of Information and Protection of Privacy  
Request for Access to Records**

I am writing again in response to the request you filed asking for copies of:

“All documents or records of contracts in regard to any employee paid in the form of a contract.”

On the instructions of the Chair of the Board of Education, I am enclosing for you copies of invoices submitted by Dave Stigant Professional Services and Focus 1 Consulting Ltd. (Gary Doi) for the period January 1, 2009 to December 2, 2009 (the date of your request).

Yours sincerely,

School District No. 52 (Prince Rupert)

Mr. Cameron McIntyre, CA  
Secretary-Treasurer

CM/cc  
Enclosures





# PRINCE RUPERT SCHOOL DISTRICT No. 52

## EXPENSE ACCOUNT FORM

NAME D. Stigant  
 MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 FUNCTION: per Po # 2039.  
 PLACE & DATE OF FUNCTION: \_\_\_\_\_  
 AMOUNT OF ADVANCE: \$ \_\_\_\_\_

### EXPENSES:

|  |                                   |
|--|-----------------------------------|
| TRANSPORTATION (AIR)   | \$ _____                          |
| TRANSPORTATION (OTHER)   | \$ _____                          |
| CAR MILEAGE (52¢ km)   | \$ _____                          |
| TAXI   | \$ _____                          |
| HOTEL/MOTEL ROOM   | \$ _____                          |
| MEALS (maximum amount \$50/day:<br>breakfast: \$10; lunch: \$17; dinner: \$23) | \$ _____                          |
| COMMUNICATIONS   | \$ <u>82.96</u> <i>Blackberry</i> |
| OTHER EXPENSES   | \$ _____ <i>August 2009</i>       |
| TOTAL  | \$ _____                          |
| LESS ADVANCE   | \$ _____                          |
| BALANCE OWING  | \$ _____                          |

*Receipts required for ALL expenses except meals*

I hereby certify that the above constitutes expenses incurred while transacting School District No. 52 (Prince Rupert) business.

*[Signature]* Signature of Claimant      *[Signature]* Approved

September 9/09. Date      441-31630-000-0. Accounting Code      250 622-4076 Vendor (Home Phone)

/wa

Rev: 11 April 2008

Please turn over for copy of travel & subsistence allowance regulation →

**GROUP SUMMARY - USER TOTAL**

Product Type (PT) C=Cellular, P=Pager, D=CDPD, R=Radio, T=Tango

| PT                           | User         | Service Plan Price | Additional Local Airtime | LD and Roaming Charges | Data, Voice and Other Services | Pager Services | Value Added Services | Other Charges and Credits | Network and Access | PST, QST, HST | Subtotal Before GST | GST  | Total            |
|------------------------------|--------------|--------------------|--------------------------|------------------------|--------------------------------|----------------|----------------------|---------------------------|--------------------|---------------|---------------------|------|------------------|
| C                            | 250-488-6950 | 25.00              | 0.00                     | 0.00                   | 0.15                           | 0.00           | 0.00                 | 0.00                      | 6.95               | 2.25          | 34.35               | 1.61 | 35.96            |
| C                            | 250-488-9448 | 20.00              | 0.00                     | 19.95                  | 1.50                           | 0.00           | 25.00                | 0.00                      | 7.70               | 5.09          | 79.24               | 3.72 | 82.96            |
| <b>User Totals</b>           |              |                    |                          |                        |                                |                |                      |                           |                    |               |                     |      | <b>\$ 118.92</b> |
| <b>Account Level Taxes</b>   |              |                    |                          |                        |                                |                |                      |                           |                    |               |                     |      | <b>\$ -0.02</b>  |
| <b>Total Current Charges</b> |              |                    |                          |                        |                                |                |                      |                           |                    |               |                     |      | <b>\$ 118.90</b> |



# PRINCE RUPERT SCHOOL DISTRICT No. 52

## EXPENSE ACCOUNT FORM

NAME D. Figeant

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

PLACE & DATE OF FUNCTION: Travel to SD 52

AMOUNT OF ADVANCE: \$ 0

### EXPENSES:

TRANSPORTATION (AIR) \$ \_\_\_\_\_

TRANSPORTATION (OTHER) Auto \$ ~~\_\_\_\_\_~~

CAR MILEAGE (\$2¢ km) \$ \_\_\_\_\_

TAXI \$ 14 Aug 26/09

HOTEL/MOTEL ROOM \$ \_\_\_\_\_

MEALS (maximum amount \$50/day:  
breakfast: \$10; lunch: \$17; dinner: \$23) \$ \_\_\_\_\_

COMMUNICATIONS \$ \_\_\_\_\_

OTHER EXPENSES \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

LESS ADVANCE \$ \_\_\_\_\_

BALANCE OWING \$ 14

*Receipts required for ALL expenses except meals*

I hereby certify that the above constitutes expenses incurred while transacting  
School District No. 52 (Prince Rupert) business.

[Signature]  
Signature of Claimant

[Signature] [Signature]  
Approved

Aug 31/09  
Date

250 622 4076  
Accounting Code

441-31530-000-525  
Vendor (Home Phone)

/wa

Rev: 11 April 2008

Please turn over for copy of travel & subsistence allowance regulation →

**6.1 TRAVEL AND SUBSISTENCE ALLOWANCE**

The Board will pay travel and subsistence to members and employees of the Board travelling on the business of the Board according to regulations.

The method of travel shall be selected with due regard for economy in keeping with the efficient dispatch of the Board's business and shall be approved in advance by the Board for members of the Board, or by the Superintendent of Schools, or Assistant Superintendent, or Director of Instruction, or Secretary-Treasurer for employees.

- 1. Hotel room charges, including spouses, will be accepted where a special room rate applies to single or double occupancy.

- 2. If travel is at the rate authorized er of (a) car mileage fares for each of the

**SKEENA TAXI LTD.**  
250-624-2185

G.S.T. #R104877675

**RECEIPT**

Car No. 15 Date 26 Aug 09

From \_\_\_\_\_

To \_\_\_\_\_

Driver Sign. [Signature]

Amount \$ 14.00

- 3. For each estimated advance covering the ation.

- 4. Hotel mov not be clai l care expenses must

- 5. Within one Receipts will be required for hotel only unless a travel fare has been paid personally.

- 6. The School District per diem rate for meals will be tied to the BC School Trustees Association rate. (Currently \$50/day: breakfast - \$10.00; lunch - \$17.00; dinner - \$23.00).

If meals are charged to the room the maximum allowable will be the BC School Trustees Association rate.

- 7. The School District mileage allowance is tied to the BC School Trustees Association rate (currently 52 cents per kilometer).

- 8. Payment will be made for private lodging at \$30.00 per night in lieu of hotel expenses when on School District business.

Dave Stigant Professional Services  
 11260 Walters Road  
 Summerland, V0H 1Z4

# Invoice

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/13/2009 | 63        |

|   |
|---|
| Bill To   |
| Lynn Hauptman<br>Superintendent of Schools<br>S.D. #52 (Prince Rupert)<br>Prince Rupert, B.C. V8J 1X1 |

|         |
|---------|
| Ship To |
|         |

| P.O. No. | Terms                  | Rep  | Ship         | Via                | F.O.B. | Project |
|----------|------------------------|--|--------------|--------------------|--------|---------|
| 2089     |                        |  | 9/13/2009    |                    |        |         |
| Quantity | Item                   | Description                                    | Price Each   | Amount             |        |         |
| 1        | travel expense         | air fare equivalent PR-Penticton Sept 11, 2009 | 249.00       | 249.00             |        |         |
| 1        | telephone              | blackberry cost August-Sept 2009               | 274.27       | 274.27             |        |         |
| 14.69    | professional servic... | days professional services September, 2009     | 800.00       | 11,752.00          |        |         |
| 13       | travel expense         | meal allowance 10 days September, 2009         | 50.00        | 650.00             |        |         |
| 1        | travel expense         | accommodation rental October 2009              | 500.00       | 500.00             |        |         |
| 0.05     | gst                    | gst on services                                | 11,752.00    | 587.60             |        |         |
|          |                        |  | <b>Total</b> | <b>\$14,012.87</b> |        |         |

| ACCOUNT CODE            | AMOUNT                   |
|-------------------------|--------------------------|
| 44131530 000 0          | 14012.87                 |
| TOTAL AMOUNT OF INVOICE |                          |
| PO NO 2089              | PO Complete?             |
| INVOICE NO. 63          | CHECKED BY Lynn Hauptman |
| VENDOR NO. 250622 4076  | PRINCIPAL                |

Dave Stigant Professional Services  
 11260 Walters Road  
 Summerland, V0H 1Z4

# Invoice

|            |         |
|------------|---------|
| Date       | Invoice |
| 10/12/2009 | 64      |

**Bill To**  
 Lynn Hauptman  
 Superintendent of Schools  
 S.D. #52 (Prince Rupert)  
 Prince Rupert, B.C. V8J 1X1

**Ship To**

| Quantity     | Item                   | Description   | Price Each | Amount             |
|--------------|------------------------|---|------------|--------------------|
| 1            | telephone              | blackberry service Sept 30 09                             | 361.26     | 361.26             |
| 10.87        | professional servic... | professional service days October 2009                    | 800.00     | 8,696.00           |
| 8,696        | gst                    |   | 0.05       | 434.80             |
| 1            | travel expense         | air fare equivalent travel to Rupert for October 19, 2009 | 249.00     | 249.00             |
| 1            | travel expense         | accomodation November rental                              | 500.00     | 500.00             |
| 9            | travel expense         | meal per diem   | 50.00      | 450.00             |
| <b>Total</b> |                        |   |            | <b>\$10,691.06</b> |

| ACCOUNT CODE            | AMOUNT     |
|-------------------------|------------|
| 441 31530 000 0         | 10691.06   |
| TOTAL AMOUNT OF INVOICE |            |
| 2089                    | PO CONTROL |
| 64                      | CREATED BY |
| 2506224076              | PRINCIPAL  |

*L Hauptman*



Dave Stigant Professional Services

11260 Walters Road  
 Summerland, V0H 1Z4

# Invoice

|            |           |
|------------|-----------|
| Date       | Invoice # |
| 11/17/2009 | 65        |

|   |
|---|
| Bill To   |
| Lynn Hauptman<br>Superintendent of Schools<br>S.D. #52 (Prince Rupert)<br>Prince Rupert, B.C. V8J 1X1 |

|         |
|---------|
| Ship To |
|         |

| P.O. No. | Terms | Rep | Ship       | Via | F.O.B. | Project |
|----------|-------|-----|------------|-----|--------|---------|
| 2089     |       |     | 11/17/2009 |     |        |         |

| Quantity | Item                 | Description   | Price Each | Amount   |
|----------|----------------------|---|------------|----------|
| 1        | travel expense       | air fare equivalent Rupert to Summerland November 5-7 | 249.00     | 249.00   |
| 7        | travel expense       | per diem meals allowance                              | 50.00      | 350.00   |
| 8.59     | professional serv... | days professional service November 2009               | 800.00     | 6,872.00 |
| 6,872    | gst                  | gst on professional services                          | 0.05       | 343.60   |
| 1        | travel expense       | accomodation  | 500.00     | 500.00   |

RECEIVED 11/17/2009

| ACCOUNT CODE    | AMOUNT   |
|-----------------|----------|
| 441 31530 000 0 | 8,314.60 |
|                 |          |
|                 |          |
|                 |          |
|                 |          |

|                           |           |              |                   |
|---------------------------|-----------|--------------|-------------------|
| INVOICE NO. 2089          | COMPANY N | <b>Total</b> | <b>\$8,314.60</b> |
| INVOICED BY Lynn Hauptman |           |              |                   |
| VEHICLE NO. 250622 4076   | PRINCIPAL |              |                   |

# Invoice for Fees & Expenses

- CONFIDENTIAL -

| ACCOUNT CODE             | AMOUNT |
|--------------------------|--------|
|                          |        |
|                          |        |
|                          |        |
|                          |        |
| TOTAL AMOUNT OF INVOICE: |        |
|                          |        |
|                          |        |
|                          |        |
|                          |        |
|                          |        |

Submit invoice to: Kim Morris, Secretary Treasurer, SD52 (Prince Rupert)  
634 East Sixth Avenue  
Prince Rupert, BC V8J 1X1  
Tel: 250 624-6717

Re: Consultant Fees and Expenses

Time Period: March 1 – 28, 2009

Remit payment to: Focus 1 Consulting Ltd  
150 Evergreen Crescent  
Penticton, BC  
V2A 7Y5

Invoice Date: March 29, 2009

**SD52 Rate Policy**  
Car Mileage: \$.52 @ Km  
Meals: \$50 @ day or \$10  
breakfast, \$17 lunch; dinner \$23  
Private lodging: \$30 @ night

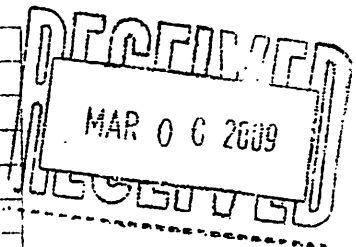
| Date            | Description  | Hours | Rate<br>Cost | Subtotal           |
|-----------------|--|-------|--------------|--------------------|
| Monday, March 2 | [REDACTED]   | 1 hr  | 300          | 300                |
| Monday, March 9 | [REDACTED]   | ½ hr  | 300          | 150                |
| Wed. March 11   | [REDACTED]   | ½ hr  | 300          | 150                |
|                 | [REDACTED]   | 1 hr  | 300          | 300                |
| Thurs. March 12 | [REDACTED]   | 2 hr  | 300          | 600                |
| Thurs. March 19 | [REDACTED]   | 2 hr  | 300          | 600                |
| Fri. March 20   | [REDACTED]   | 1 hr  | 300          | 600                |
|                 | [REDACTED]   | 1 hr  | 300          | 300                |
| Mon. March 23   | [REDACTED]   | ½ hr  | 300          | 150                |
|                 | [REDACTED]   | ½ hr  | 300          | 150                |
| Tues. March 24  | [REDACTED]   | ½ hr  | 300          | 150                |
|                 | [REDACTED]   | ½ hr  | 300          | 150                |
| Wed. March 25   | Drive to Vancouver (395 km = \$205 minus \$50 penalty) |       |              | 155                |
|                 | Dinner expense   |       |              | 23                 |
|                 | Fairmont Hotel (Vancouver)                             |       |              | 171.35             |
| Thurs. March 26 | Breakfast expense                                      |       |              | 10                 |
|                 | Consultant fee (Superintendent Search)                 |       | 3,000        | 3,000              |
| Fri. March 27   | Consultant fee (Superintendent Search)                 |       | 3,000        | 3,000              |
|                 | Breakfast & Dinner                                     |       |              | 33                 |
|                 | Car Rental   |       |              | 134.05             |
|                 | Coast Hotel (1 night)                                  |       |              | 103.50             |
| Sat. March 28   | Drive to Penticton (395 km = \$205 minus \$50 penalty) |       |              | 155                |
|                 | Breakfast & Lunch                                      |       |              | 27                 |
|                 | Total Expenses   |       |              | 811.90             |
|                 | Total Fees   |       |              | 9,600.00           |
|                 | Total Invoice amount                                   |       |              | <b>\$10,411.90</b> |

Signature of Claimant: \_\_\_\_\_ (Gary Doi)

# Invoice for Fees & Expenses

- CONFIDENTIAL -

| ACCOUNT CODE | AMOUNT |
|--------------|--------|
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |



Submit invoice to:

Kim Morris, Secretary Treasurer, SD52 (Prince Rupert)  
 634 East Sixth Avenue  
 Prince Rupert, BC V8J 1X1  
 Tel: 250 624-6717

Re:

Consultant Fees and Expenses OF INVOICE:

Time Period:

February 17 - 28, 2009

Remit payment to:

Focus 1 Consulting Ltd  
 150 Evergreen Crescent  
 Penticton, BC  
 V2A 7Y5

|  |
|--|
| <b>SD52 Rate Policy</b><br>Car Mileage: \$.52 @ Km<br>Meals: \$50 @ day or \$10<br>breakfast, \$17 lunch; dinner \$23<br>Private lodging: \$30 @ night |
|--|

Invoice Date:

March 1, 2009

| Date              | Description                             | Hours | Rate<br>Cost | Subtotal           |
|-------------------|---|-------|--------------|--------------------|
| Tues, Feb. 17/09  | Airfare from Penticton to Vancouver     |       |              | 116.20             |
|                   | Hotel (Fairmont Airport)                |       |              | 171.35             |
|                   | Dinner                                  |       |              | 23.00              |
| Wed, Feb. 18      | Airfare from Vancouver to Prince Rupert |       |              | 276.85             |
|                   | Breakfast                               |       |              | 10.00              |
|                   | Consultant fee [REDACTED]               |       |              | 3,000.00           |
| Thurs, Feb. 19    | Dinner                                  |       |              | 23.00              |
|                   | Consultant fee [REDACTED]               |       |              | 3,000.00           |
| Friday, Feb. 20   | Meals                                   |       |              | 50.00              |
|                   | Car rental                              |       |              | 40.78              |
|                   | Consultant fee [REDACTED]               |       |              | 3,000.00           |
| Saturday, Feb. 21 | Airfare from PR to Penticton            |       |              | 421.75             |
|                   | Consultant fee [REDACTED]               | 5 hrs | 300          | 1,500.00           |
|                   | Airport parking                         |       |              | 12.00              |
| Sunday, Feb. 22   | [REDACTED]                              | 1 hr  | 300          | 300.00             |
| Monday, Feb. 23   | [REDACTED]                              | 1 hr  | 300          | 300.00             |
| Tuesday, Feb. 24  | [REDACTED]                              | 1 hr  | 300          | 300.00             |
| Thurs, Feb. 26    | [REDACTED]                              | 2 hr  | 300          | 600.00             |
|                   | <b>Total Expenses</b>                   |       |              | <b>1,144.93</b>    |
|                   | <b>Total Fees</b>                       |       |              | <b>12,000.00</b>   |
|                   | <b>Total Invoice amount</b>             |       |              | <b>\$13,144.93</b> |

Signature of Claimant:

(Gary Doi)