

**REGULAR BOARD MEETING AGENDA**  
**Tuesday, December 15, 2020**  
**7:00pm**

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A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from [Marlene.Leach@sd71.bc.ca](mailto:Marlene.Leach@sd71.bc.ca).

**Public Board Meetings are recorded and live streamed on the School District's YouTube channel.**

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**1. Call to Order**

*The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.*

**2. Adoption of Agenda**

**Recommendation:**

*THAT the Board of Education adopt the December 15, 2020 Regular Public Board Meeting Agenda as presented.*

**3. Board Meeting Minutes**

Pg.3

**Recommendation:**

*THAT the Board of Education adopt the November 24, 2020 Regular Public Board Meeting Minutes as presented.*

**4. Old Business**

**A. Compost Pick-Up Proposal Discussion**

**5. Report on In-Camera Meeting**

No Meeting in December

**6. Board Chair's Report**

**7. Presentations / Delegations**

None

**8. Education Committee Meeting – December 08, 2020**

Pg.7

**Recommendation:**

*THAT the Board of Education receive the Education Committee Board Report as presented.*

**Next Education Committee Meeting:**

TOPIC: Student Services - SOGI and Mental Health

DATE: February 09, 2021

TIME: 6:30 pm

LOCATION: TBA

**9. Strategic Direction**

**A. Superintendent**

i. District News

Pg.8

ii. December Monthly Update

**B. Assistant Superintendent**

None

**C. Secretary-Treasurer**

i. Trustee By-Election Update

**D. Human Resources**

i. Retirements and Recognition

Pg.10

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report – December 08, 2020**

Pg.11

**Recommendation:**

*THAT the Board of Education receive the Finance Committee Board Report as presented.*

**B. Facilities Committee Board Report**

No meeting in December

**C. Policy Committee Board Report – December 08, 2020**

Pg.87

**Recommendation:**

*THAT the Board of Education accept the updated Policy 12 and Policy 12 Appendix A to reflect the current context.*

**Recommendation:**

*THAT the Board of Education create an ad hoc committee to review Policy 24.*

**Recommendation:**

*THAT the Board of Education receive the Policy Committee Board Report as presented.*

**11. Board Business**

- A. Trustee Report: BC School Trustee Association (BCSTA) Trustee Academy** Pg.99  
Sheila McDonnell, Trustee (Area A - Baynes Sound, Hornby & Denman Islands)
- B. Trustee Report: BC School Trustee Association (BCSTA) Trustee Academy** Pg.101  
Sarah Jane Howe, Trustee (Village of Cumberland)

**12. Board Correspondence**

- A. Correspondence: to Ella Oldaker from Board of Education – Compost Pick-Up** Pg.103  
Presentation  
Sheila McDonnell, Trustee
- B. Correspondence: to Nalan Gossen from Board of Education – Compost Pick-Up** Pg.104  
Presentation  
Sheila McDonnell, Trustee
- C. Correspondence: to Rob Fleming, MLA from Board of Education – New Position as** Pg.105  
Minister of Transportation and Infrastructure  
Sheila McDonnell, Trustee
- D. Correspondence: to Jennifer Whiteside, MLA from Board of Education – New** Pg.106  
Position as Minister of Education  
Sheila McDonnell, Trustee

**13. Public Question Period**

**14. Adjournment**

**REGULAR BOARD MEETING MINUTES**  
**Tuesday, November 24, 2020**  
**7:00pm**

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**In Attendance Via Virtual Zoom Meeting:**

**Trustees**

Sheila McDonnell, Board Chair  
Michelle Waite, Vice Chair  
Janice Caton, Trustee  
Tonia Frawley, Trustee  
Kat Hawksby, Trustee  
Sarah Jane Howe, Trustee

**Staff**

Tom Demeo, Superintendent of Schools  
Brenda Hooker, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Esther Shatz, Director of Instruction (Student Services)  
Allan Douglas, Director of Instructional Services K-12  
Josh Porter, Director, Information Technology

**Regrets:** Mary Lee, Communications Manager

**Recording Secretary:** Marlene Leach

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**1. Call to Order**

Board Chair, Sheila McDonnell called the meeting to order at 7:04pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

**2. Adoption of Agenda**

**Recommendation:**

*THAT the Board of Education adopt the November 24, 2020 Regular Public Board Meeting Agenda as presented.*

**CARRIED**

**3. Board Meeting Minutes**

**Recommendation:**

*THAT the Board of Education adopt the October 27, 2020 Regular Public Board Meeting Minutes as presented.*

**CARRIED**

**4. Old Business**

None

**5. Report on In-Camera Meeting – November 24, 2020**

- Personnel
- Legal
- Other

**6. Board Chair’s Report**

Highlights:

- Rising COVID-19 numbers a concern - every effort is being made to maintain education (is a priority and one that we support), important to have students in-school, provide support in other ways as needed, doing everything to keep them safe, following limitations and measures
- British Columbia School Trustees Association (BCSTA) annual conference is this weekend and will be online this year

**7. Presentations / Delegations**

- A. Compost Pick-Up Proposal for School District No. 71** – Video by Ella Oldaker and Nalan Gossen from Mark R. Isfeld Secondary School  
Board Information

**8. Education Committee Meeting**

No meeting in November

**Next Education Committee Meeting:**

TOPIC: NIDES Navigate  
DATE: December 08, 2020  
TIME: 6:30 pm  
LOCATION: TBA

**9. Strategic Direction**

**A. Superintendent**

- COVID-19 Update** – Verbal Update  
Board Information
- District News**  
Board Information
- Early Learning** – Briefing Note  
Board Information

**B. Assistant Superintendent**

None

**C. Secretary-Treasurer**

- i. **Introduction** – Verbal Update  
Board Information
- ii. **Trustee By-Election** – Verbal Update  
Board Information

**D. Human Resources**

- i. **Retirements and Recognition**  
Board Information

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report – November 17, 2020**

**Recommendation:**

*THAT the Board of Education receive the Finance Committee Board Report as amended to correct the date of the meeting on the report.*

**CARRIED**

**B. Facilities Committee Board Report – November 17, 2020**

- i. **SD71 Partnership with the Town of Comox for a Dog Park at Comox Elementary**

**Recommendation:**

*THAT the Board of Education direct staff to work with the Town of Comox staff to create an agreement for a dog park at Comox Elementary.*

**CARRIED**

**Recommendation:**

*THAT the Board of Education receive the Facilities Committee Board Report as presented.*

**CARRIED**

**C. Policy Committee Board Report – November 03, 2020**

**Recommendation:**

*THAT the Board of Education receive the Policy Committee Board Report as presented.*

**CARRIED**

**11. Board Business**

None

**12. Board Correspondence**

**A. Correspondence: from Tsolum River Restoration Society to The Board of Education**

– Towhee Creek near G.P. Vanier Secondary School

Sheila McDonnell, Board Chair

Board Information

**B. Correspondence: from The Board of Education to Josie Osborne, MLA – Election as**

MLA for the Mid Island-Pacific Rim Constituency

Sheila McDonnell, Board Chair

Board Information

**C. Correspondence: from The Board of Education to Ronna-Rae Leonard, MLA –**

Re-Election as MLA for the Courtenay-Comox Constituency

Sheila McDonnell, Board Chair

Board Information

**13. Public Question Period**

**14. Meeting Adjourned – 8:50pm**

**Certified Correct:**

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Brenda Hooker, CPA, CGA  
Secretary-Treasurer

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Sheila McDonnell  
Board Chair

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**Date:** Tuesday, December 8, 2020  
**Time:** 6:30 – 8:00 pm  
**Venue:** Zoom Meeting

**In Attendance:**

Sarah Jane Howe, Michelle Waite, Sheila McDonnell, Tonia Frawley, Kathleen Hawksby, Tom Demeo, Geoff Manning, Esther Shatz, Allan Douglas, Paul Berry, Jennifer Fischer, Megan Cowling, Jeff Taylor, Greg Kochanuk, several members of the parent community.

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**A. International School Update**

1. Superintendent Tom Demeo and International School Principal Greg Kochanuk gave the trustees an update regarding the International Program as we move toward second half of the school year. Specifically, information was shared regarding the homestay program for new international students coming to the Comox Valley and the Health and Safety protocols that are in place regarding these students.

**B. NIDES/Navigate Update**

This portion of the meeting focused on NIDES/Navigate, the district's DL school (distance learning). Due to the upheaval of school protocols amidst the Covid-19 pandemic, SD71's DL school had more than 1000 students register beyond what was projected. Principal Jeff Taylor shared the challenges of enrolling all those students in courses and almost doubling his staff to do so and what the ongoing picture of distance learning might look like in our school district. This portion of the meeting was recorded and posted to the district's YouTube channel the following day to be accessed by anyone interested in the information and were unavailable to join the Zoom Meeting.

**C. Adjourned – 8:07 pm**

**D. Next Meeting:**

*Our next meeting will be held on February 9, 2021 via Zoom. The topic will be Student Services with a focus on SOGI and Mental Health.*

# DISTRICT NEWS



## YOUTH LEADING RECONCILIATION

Senior middle school students at Lake Trail engaged in a half-day session exploring the importance of reconciliation to deepen their understanding and discuss actions at a personal level and within the context of the school and greater community.

With the help of Indigenous Support Workers, workshop leader Jeannine Lindsay guided the Grade 8/9 students through a discussion that focused on positive examples of inclusiveness in schools and in the community. Students were then challenged to identify other ways in which they could be an ally, show respect and have empathy.

Lake Trail students are the only youth this year to participate in a YLR organized event. In partnership with Nanaimo Aboriginal Centre, Lelaina Jules, Indigenous Education Curriculum Support Teacher, successfully secured funding the workshop.



Full story in District News online at

[www.comoxvalleyschools.ca/apps/news/](http://www.comoxvalleyschools.ca/apps/news/)



## Huband Students Launch Podcast

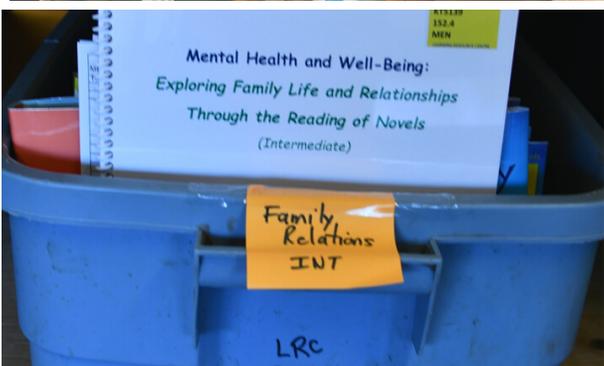
Grade 3 students are sharing their West Coast Indigenous stories in a podcast called *Legends of the West Coast*, created by Geoff Fleischer's class. The learning journey has allowed his students to experience the magic of oral storytelling traditions while using technology to go viral. The series is available to listen to on the popular platform *Spotify*.

Check out the podcast on

<http://legendsofthewestcoast.buzzsprout.com/1477357>

## School Mental Health Resource Kits

The District's vast array of resources to support social and emotional learning (SEL) has increased substantially with new Mental Health kits created by the Learning Resource Centre. Joan Pearce, LRC Teacher-Librarian, collaborated with NIDES counsellor Leanne Webster to create themed kits that will help primary and intermediate students explore, understand and develop empathy on topics such as worry, low-mood, friendship issues and grief, as well as neurological diversity and gender identity. Kits are available now to augment school libraries and to aid teachers in selecting appropriate material for a diverse range of learners and interest levels. Each kit comes with a handbook that lists a bibliography of other recommended novels or picture books on the specific subject matter.



Full story details in District News online.

# SCHOOL STORIES



## FOOD GRANT FOR ASPEN PARK

Aspen Park was selected among 34 schools across Canada to receive a **Farm to Cafeteria Canada** grant. Funds will help the school invest in a Salad Bar program which will make them the 6th school to offer this healthy lunch option. Staff and the school PAC aim to have their lunch program up and running by January 2021.

Read about the most recent lunch program to kick off in the District at Brooklyn Elementary, *Passionate Champions Lead to Resounding Salad Bar Success!* on the F2CC website.



## Letters for Seniors - A District Holiday Sharing Project

Royston, Cumberland, Valley View, Brooklyn, Aspen, Airport, and Queneesh are involved in a holiday tradition that is new to the District - a letter writing campaign. Students created personalized cards and letters for residents at three care centres - Cumberland Lodge, The Views and Glacier View Lodge - in hopes of lifting spirits during the holiday season when so many are unable to see their loved ones due to COVID restrictions. Indigenous Support Workers are also helping with their students write cards to the Elders in the Valley. Ramona Johnson of IHOS Gallery offered to include lapel pins and broaches in each of the Elder letters.



## Ornaments for EDAS Project

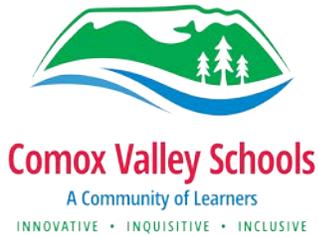
Queneesh Elementary designed 340 ornaments for the EDAS project. Each item will be placed in hand-crafted EDAS gift bags that will be delivered to communities in our region, as well as Victoria, Nanaimo, Vancouver, Montreal, and London, UK. The project was tailored to meet the COVID-19 restrictions and the goal of 1,200 gift bags was not only achieved but surpassed with the support of our schools and parent volunteers, and donations from the community.



## Senior Leaders Give Back to Community

Pete Montana & Robyn Clarke, 98.9 The Jet FM, dropped by the Board Office recently to collect \$1,000 cash that our senior leaders raised for the **Pallet Challenge** - the station's community charity campaign to support the local Food Bank. We now put the challenge out into the community to step up and help **stuff the truck!**





**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** December 15, 2020

**RE:** Human Resources - Retirements and Recognition

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**Retirements**

Cindy Blackmore, Teacher, Brooklyn Elementary School, will retire effective December 31, 2020 after 29 years of service with the district.

Marie Brucker, Teacher, Ecole Robb Road Elementary, will retire effective December 31, 2020 after 23 years of service with the district.

Shelly Model, Maintenance Accounts Clerk, Maintenance Office, will retire effective December 31, 2020 after 41 years of service with the district.

**FINANCE COMMITTEE**  
**BOARD REPORT**

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**Date:** Tuesday, December 08, 2020  
**Time:** 2:00pm – 3:00pm  
**Venue:** School Board Office

**Committee Members:**

Tonia Frawley: Chairperson  
Sarah Jane Howe: Trustee  
Brenda Hooker, Secretary-Treasurer  
Candice Hilton, Director of Finance

Tom Demeo, Superintendent  
Geoff Manning, Assistant Superintendent  
Ian Heselgrave, Director of Operations

Guests: Cathie Collins, Manager of Finance  
Recording Secretary: Marlene Leach, Senior Executive Assistant

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**A. WELCOME**

The Chair welcomed the committee and called the meeting to order at 2:00pm.

**B. ITEMS FOR DISCUSSION**

**1. 2021-22 Preliminary Budget Process**

The Committee discussed the briefing note and the preliminary budget process.

**C. ITEMS FOR INFORMATION**

**1. Financial Update**

- a. Capital Fund Update – November 30<sup>th</sup>

**2. Briefing Note - Statement of Financial Information**

**D. FUTURE MEETINGS/AGENDA ITEMS**

Next meeting: Tuesday, January 19, 2021 at 3:00pm

**E. ADJOURNMENT**

The meeting was adjourned at 2:18pm.

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**TO:** Finance Committee **DATE:** December 8, 2020  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**RE:** **2021-22 Preliminary Budget Process**

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### **Purpose**

The purpose of this briefing note is to advise the Board of Education of the 2021-22 preliminary budget process.

### **Background**

In February of each year, preliminary enrolment projections are provided to the Ministry of Education.

The Ministry of Education funds school districts based on FTE enrolment (not actual headcount) and relies on the FTE enrolment projections to determine the preliminary operating grant for districts. Enrollment projections are due to the Ministry by February 15<sup>th</sup> of each year. The preliminary education grants are then typically communicated to districts by March 15th.

The preliminary operating grant announcement then allows districts to develop a balanced preliminary budget for the following school year. The preliminary budget is approved by the Board and required to be submitted annually to the Ministry by June 30th.

### **Process**

This year, the process for developing the budget will again be completed through the work of a Budget Advisory Committee, a sub-committee of the Finance Committee. The Budget Advisory Committee (BAC) will include representatives from all stakeholder groups in the district, including senior staff, school principals, trustees, support staff (CUPE), teachers (CDTA), parents (DPAC) and indigenous representatives (IEC).

The process will begin in January, with an initial meeting of the Committee to:

- Review the Budget Advisory Committee Terms of Reference
- Review the 2021-22 Budget Guiding Principles
- Develop the 2021-22 Budget Development Timelines

The above items will be brought forward to the Board, through the Finance Committee, for approval at the January Board meeting.

The 21-22 process proposed will include 5 BAC meetings throughout the months of January to June in order to generate recommendations for the Board to develop a balanced preliminary budget. Most of the budget meetings will occur after the Ministry of Education preliminary operating grant announcement. Once the recommendations are compiled, a Committee of the Whole will be convened for an additional meeting to review and balance the budget.

However, it needs to be noted that the timeline to be presented at the January budget meeting will need to be flexible. The challenges of preparing a preliminary budget during the uncertainty of the COVID pandemic will be enormous. As well, there is the potential that the usual provincial budget announcement in February may be delayed due to COVID, the new government and the new finance minister. If the provincial budget is not released until March, we may not have our MOE funding announcement by March 15th.

BAC meetings will occur in person, if possible and via Zoom if current Provincial Health Officer guidelines recommend virtual meetings.

**Recommendation**

THAT the Board of Education of School District No. 71 (Comox Valley) receive the briefing note for information.

Respectfully submitted,

*Brenda Hooker*

Brenda Hooker  
Secretary-Treasurer

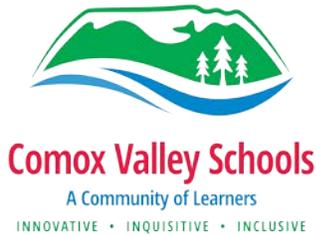
## SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

### CAPITAL FUND UPDATE - November 30th

CAPITAL FUND		BUDGET	EXPENDITURES to Nov 30th	Variance \$	Variance %
Capital Assets	Local Capital	\$ 8,090,257	\$ 1,343,617	\$ 6,746,640	17%
	Bylaw Capital	\$ 34,171,067	\$ 18,860,027	\$ 15,311,040	55%

LOCAL CAPITAL		BUDGET	EXPENDITURES to Nov 30th	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution		1,000,000	-	1,000,000	0%	Reserve
Modulars		698,014	698,014	-	100%	2019/20 Board Surplus Spending Plan
Modulars		670,000	-	670,000	0%	Ongoing
Vehicle/Fleet Replacement		154,622	141,436	13,186	91%	Ongoing
Photocopier Fleet Replacement		50,000	33,932	16,068	68%	Ongoing
Printer Fleet Replacement		35,000	-	35,000	0%	Ongoing
Trades Equipment		77,506	-	77,506	0%	Ongoing
Custodial Equipment		15,000	-	15,000	0%	Ongoing
Laptop Carts		44,817	44,141	676	98%	2019/20 Board Surplus Spending Plan
Classroom Renovations		200,000	33,818	166,182	17%	2019/20 Board Surplus Spending Plan
Facility Reserve		1,300,000	-	1,300,000	0%	2019/20 Board Surplus Spending Plan
Washrooms		100,000	100,000	-	100%	2019/20 Board Surplus Spending Plan
Accessibility		29,441	5,699	23,742	19%	2019/20 Board Surplus Spending Plan
Music/Fine Arts		30,862	-	30,862	0%	2019/20 Board Surplus Spending Plan
Furniture & Equipment		94,242	2,440	91,802	3%	2019/20 Board Surplus Spending Plan
21st Century Learning Equipment Initiatives		19,138	-	19,138	0%	Ongoing
Land Swap - Prepaid Rent		265,000	-	265,000	0%	Reserve
Land Swap - Proceeds		600,000	-	600,000	0%	Reserve
Board Office Reno		1,015,598	-	1,015,598	0%	Reserve
Future Information Technology		1,395,348	258,551	1,136,797	19%	Ongoing
VOIP Systems		50,000	-	50,000	0%	Ongoing
ST Contingency Reserve Fund		245,669	25,586	220,083	10%	Reserve
<b>TOTALS</b>		<b>\$ 8,090,257</b>	<b>\$ 1,343,617</b>	<b>\$ 6,746,640</b>		

BYLAW CAPITAL PROJECTS		BUDGET	EXPENDITURES to Nov 30th	Variance \$	Variance %	Notes
Annual Facilities Grant		1,372,146	1,025,030	347,116	75%	Ongoing
Lake Trail Seismic Upgrade		24,597,381	14,654,794	9,942,587	60%	Ongoing
Hornby Island Replacement		5,799,020	2,284,417	3,514,603	39%	Ongoing
Mark Isfeld Mechanical Upgrades		420,000	218,022	201,978	52%	Ongoing
Cumberland Community School Mechanical Upgrades		990,000	360,365	629,635	36%	Ongoing
Denman Preschool		992,520	317,399	675,121	32%	Ongoing
<b>TOTALS</b>		<b>\$ 34,171,067</b>	<b>\$ 18,860,027</b>	<b>\$ 15,311,040</b>		



# Comox Valley Schools

School District No. 71  
Office of the Director of Finance

## BRIEFING NOTE

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**TO:** Finance Committee **DATE:** December 8, 2020  
**FROM:** Candice Hilton, Director of Finance  
**RE:** **Statement of Financial Information**

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### Background

Attached is a copy of the Statement of Financial Information for School District No. 71 (Comox Valley) for the year ended June 30, 2020. In accordance with the Financial Information Act, each School Board is required to prepare a report of financial information for each fiscal year. Included in the report are the two following schedules:

#### Schedule of Remuneration and Expenses

This schedule lists all payments made to trustees and those employees with remuneration exceeding \$75,000.

Remuneration includes any form of salary, wages, taxable benefits, payment into trust or any form of income deferral paid by the Board to an employee, but does not include anything payable under a severance agreement. Remuneration for individual employees can include payouts for vacation and compensatory time not taken, in addition to regular salary. Taxable benefits include auto allowances for employees who regularly use their personal vehicle for school district business and group life insurance premiums. Expenses are defined to include travel expenses, memberships, tuition, relocation expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of an employee, and which has not been included in 'remuneration'.

#### Schedule of Suppliers of Goods and Services

This schedule lists total payments made to suppliers in excess of \$25,000.

Payments made for the provision of goods and services include all payments made from operating, special purpose and capital funds for the supply of goods and services. A significant portion of the supplier payments represents contributions to pension and employee benefit plans and contractors for capital projects. Payments for both employer and employee contributions to employee benefit plans are included.

**Recommendation**

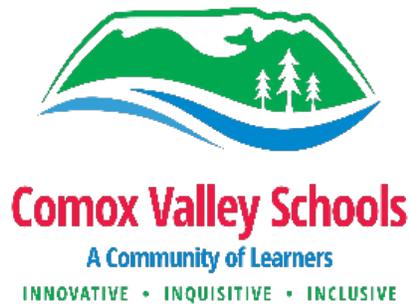
It is recommended that the Statement of Financial Information for School District No. 71 (Comox Valley) for the fiscal year ended June 30, 2020 be received by the Board of Education for information.

Respectfully submitted,

*Candice Hilton*

Candice Hilton  
Director of Finance

**The Board of Education of  
School District No. 71  
(Comox Valley)**



**STATEMENT  
OF  
FINANCIAL INFORMATION**

Fiscal Year Ended June 30, 2020

**School District  
Statement of Financial Information (SOFI)**

**School District No. 71 (Comox Valley)**

**Fiscal Year Ended June 30, 2020**

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3. Management Report
4. Audited Financial Statements
5. Schedule of Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Remuneration and Expenses including:
8. Statement of Severance Agreements
9. Schedule of Payments for the Provision of Goods and Services
10. Reconciliation or explanation of differences to Audited Financial Statements



Ministry of Education

# SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
OFFICE LOCATION(S)		TELEPHONE NUMBER
MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
NAME OF SUPERINTENDENT		TELEPHONE NUMBER
NAME OF SECRETARY TREASURER		TELEPHONE NUMBER

### DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended

for School District No. \_\_\_\_\_ as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

EDUC. 6049 (REV. 2008/09)

## Statement of Financial Information for Year Ended June 30, 2020

### Financial Information Act-Submission Checklist

		<i>Due Date</i>
a)	✓ A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b)	✓ An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c)	✓ A schedule of debts (audited financial statements).	<i>September 30</i>
d)	✓ A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e)	A schedule of remuneration and expenses, including:	<i>December 31</i>
	✓ i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
	✓ ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
	✓ iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f)	✓ An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g)	✓ Approval of Statement of Financial Information.	<i>December 31</i>
h)	✓ A management report approved by the Chief Financial Officer	<i>December 31</i>

**School District  
Statement of Financial Information (SOFI)**

**School District No.71 (Comox Valley)**

**Fiscal Year Ended June 30, 2020**

**MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, the Office of the Auditor General of British Columbia, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District No. 71 (Comox Valley)

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Tom Demeo, Superintendent

Date:

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Brenda Hooker, Secretary Treasurer

Date:

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

Audited Financial Statements of

# **School District No. 71 (Comox Valley)**

And Independent Auditors' Report thereon

June 30, 2020

# School District No. 71 (Comox Valley)

June 30, 2020

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# School District No. 71 (Comox Valley)

## MANAGEMENT REPORT

Version: 2240-1494-8512

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

The accompanying financial statements of School District No. 71 (Comox Valley) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

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

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

The Board of Education of School District No. 71 (Comox Valley) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, The Office of the Auditor General of British Columbia, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 71 (Comox Valley) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 71 (Comox Valley)

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

*Sept 24, 2020*  
\_\_\_\_\_  
Date Signed

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

*Sept 24, 2020*  
\_\_\_\_\_  
Date Signed

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

*Sept 24/20*  
\_\_\_\_\_  
Date Signed



## **INDEPENDENT AUDITOR'S REPORT**

*To the Board of Education of School District No. 71 (Comox Valley), and  
To the Minister of Education, Province of British Columbia*

### ***Qualified Opinion***

I have audited the accompanying financial statements of School District No. 71 (Comox Valley) (“the entity”), which comprise the statement of financial position as at June 30, 2020, and the statements of operations, changes in net debt, and cash flows, for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of the entity as at June 30, 2020, and the results of its operations, change in its net debt, and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards (PSAS).

### ***Basis for Qualified Opinion***

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

As described in Note 2a to the financial statements, the entity’s accounting treatment for contributions received from governments and for externally restricted contributions received from non-government sources is to initially record them as deferred revenue (a liability) and then recognize revenue in the statement of operations either on the same basis as the related expenditures occur or, in the case of funds for the purchase or construction of capital assets, to recognize revenue on the same basis as the related assets are amortized. The entity was required to adopt this accounting policy as prescribed by Province of British Columbia Treasury Board Regulation 198/2011.

Under Canadian Public Sector Accounting Standards, the entity’s method of accounting for contributions is only appropriate in circumstances where the funding meets the definition of a liability. Otherwise, the appropriate accounting treatment is to record contributions as revenue when they are received or receivable. In my opinion, certain contributions of the entity do not meet the definition of a liability, and as such the entity’s method of accounting for those contributions represents a departure from Canadian Public Sector Accounting Standards.

This departure has existed since the inception of the standard, which applies to periods beginning on or after April 1, 2012. Had the entity made an adjustment for this departure in the current year, the liability for deferred capital revenue as at June 30, 2020, would have been lower by \$99 million, the liability for deferred revenue would have been lower by \$0.1 million, revenues, annual surplus and accumulated surplus would have been higher by \$99.1 million and net debt would have been lower by \$99.1 million.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the entity in accordance with the ethical requirements that are relevant to my audit of the entity's financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements.

### ***Other Information***

Management is responsible for the other information. The other information comprises the information included in the unaudited schedules attached to the financial statements and the financial statement discussion and analysis, but does not include the financial statements and my auditor's report thereon.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information that I have obtained prior to the date of my auditor's report and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained during the audit or otherwise appears to be materially misstated.

Prior to the date of my auditor's report I obtained the unaudited schedules to the financial statements and the financial statement discussion and analysis. If, based on the work I have performed on this other information, I conclude that there is a material misstatement therein, I am required to report that fact in this auditor's report.

As described in the Basis for Qualified Opinion section above, the entity has inappropriately deferred certain of its revenues from government transfers. I have concluded that the other information is materially misstated for the same reason with respect to the amounts or other items in the unaudited schedules to the financial statements and the financial statement discussion and analysis affected by this departure from PSAS.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements.***

Those charged with governance are responsible for the oversight of the financial reporting process. Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting when the entity will continue its operations for the foreseeable future.

***Auditor's Responsibilities for the Audit of Financial Statements***

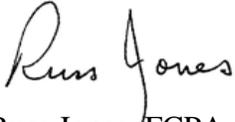
My objectives are to obtain reasonable assurance about whether the entity's financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decision of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and communicated with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.



Russ Jones, FCPA, FCA, ICD.D  
Deputy Auditor General

Victoria, British Columbia, Canada  
September 24, 2020



# School District No. 71 (Comox Valley)

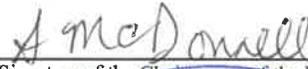
Statement 1

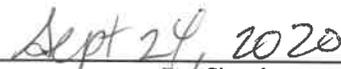
Statement of Financial Position  
As at June 30, 2020

	2020 Actual	2019 Actual
	\$	\$
<b>Financial Assets</b>		
Cash and Cash Equivalents (Note 3)	25,577,556	23,452,942
Accounts Receivable		
Due from Province - Ministry of Education	4,361,035	1,713,756
Other (Note 4)	468,762	555,977
<b>Total Financial Assets</b>	<u>30,407,353</u>	<u>25,722,675</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 5)	12,011,670	9,188,567
Unearned Revenue (Note 6)	1,599,395	2,162,948
Deferred Revenue (Note 7)	1,864,136	1,572,785
Deferred Capital Revenue (Note 8)	110,801,430	102,239,252
Employee Future Benefits (Note 9)	4,063,871	4,126,343
Capital Lease Obligations (Note 10)	-	22,101
<b>Total Liabilities</b>	<u>130,340,502</u>	<u>119,311,996</u>
<b>Net Debt</b>	<u>(99,933,149)</u>	<u>(93,589,321)</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 11)	143,021,353	132,997,024
Prepaid Expenses	637,198	697,689
<b>Total Non-Financial Assets</b>	<u>143,658,551</u>	<u>133,694,713</u>
<b>Accumulated Surplus (Deficit) (Note 20)</b>	<u>43,725,402</u>	<u>40,105,392</u>

Contractual Obligations (Note 16)

Approved by the Board

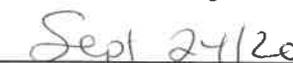
  
Signature of the Chairperson of the Board of Education

  
Date Signed

  
Signature of the Superintendent

  
Date Signed

  
Signature of the Secretary Treasurer

  
Date Signed

# School District No. 71 (Comox Valley)

Statement of Operations  
Year Ended June 30, 2020

	2020 Budget (Note 18)	2020 Actual	2019 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	95,993,796	<b>97,410,333</b>	91,480,990
Tuition	2,770,000	<b>2,828,612</b>	3,092,617
Other Revenue	3,329,860	<b>3,409,754</b>	3,779,100
Rentals and Leases	150,000	<b>126,505</b>	142,491
Investment Income	445,000	<b>351,540</b>	439,984
Amortization of Deferred Capital Revenue	4,103,595	<b>4,148,666</b>	3,770,382
<b>Total Revenue</b>	<u>106,792,251</u>	<u><b>108,275,410</b></u>	<u>102,705,564</u>
<b>Expenses (Note 19)</b>			
Instruction	84,657,750	<b>82,996,651</b>	80,648,877
District Administration	3,763,973	<b>3,374,093</b>	3,405,057
Operations and Maintenance	16,327,401	<b>16,398,668</b>	15,304,674
Transportation and Housing	2,051,280	<b>1,885,532</b>	1,994,874
Debt Services	456	<b>456</b>	4,034
<b>Total Expense</b>	<u>106,800,860</u>	<u><b>104,655,400</b></u>	<u>101,357,516</u>
<b>Surplus (Deficit) for the year</b>	<u>(8,609)</u>	<u><b>3,620,010</b></u>	<u>1,348,048</u>
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<b>40,105,392</b>	38,757,344
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<u><b>43,725,402</b></u>	<u>40,105,392</u>

# School District No. 71 (Comox Valley)

## Statement of Changes in Net Debt

Year Ended June 30, 2020

	2020 Budget (Note 18) \$	2020 Actual \$	2019 Actual \$
<b>Surplus (Deficit) for the year</b>	(8,609)	<b>3,620,010</b>	1,348,048
<b>Effect of change in Tangible Capital Assets</b>			
Acquisition of Tangible Capital Assets	(6,291,646)	<b>(15,760,431)</b>	(17,178,500)
Amortization of Tangible Capital Assets	5,495,196	<b>5,736,102</b>	5,197,646
Write-down carrying value of Tangible Capital Assets			25,484
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(796,450)</u>	<u><b>(10,024,329)</b></u>	<u>(11,955,370)</u>
Acquisition of Prepaid Expenses		<b>(637,198)</b>	(697,689)
Use of Prepaid Expenses		<b>697,689</b>	692,989
<b>Total Effect of change in Other Non-Financial Assets</b>	<u>-</u>	<u><b>60,491</b></u>	<u>(4,700)</u>
<b>(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)</b>	<u>(805,059)</u>	<u><b>(6,343,828)</b></u>	<u>(10,612,022)</u>
<b>Net Remeasurement Gains (Losses)</b>			
<b>(Increase) Decrease in Net Debt</b>		<b>(6,343,828)</b>	(10,612,022)
<b>Net Debt, beginning of year</b>		<b>(93,589,321)</b>	(82,977,299)
<b>Net Debt, end of year</b>		<u><b>(99,933,149)</b></u>	<u>(93,589,321)</u>

# School District No. 71 (Comox Valley)

Statement 5

Statement of Cash Flows

Year Ended June 30, 2020

	2020 Actual	2019 Actual
	\$	\$
<b>Operating Transactions</b>		
Surplus (Deficit) for the year	3,620,010	1,348,048
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	(2,560,064)	46,977
Prepaid Expenses	60,491	(4,700)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	2,823,103	(1,191,156)
Unearned Revenue	(563,553)	(125,724)
Deferred Revenue	291,351	(331,961)
Employee Future Benefits	(62,472)	125,673
Amortization of Tangible Capital Assets	5,736,102	5,197,646
Amortization of Deferred Capital Revenue	(4,148,666)	(3,770,382)
<b>Total Operating Transactions</b>	<u>5,196,302</u>	<u>1,294,421</u>
<b>Capital Transactions</b>		
Tangible Capital Assets Purchased	(6,446,434)	(14,226,926)
Tangible Capital Assets -WIP Purchased	(9,313,997)	(2,951,574)
Principal Payment on Capital Lease Obligation	(22,101)	(133,436)
<b>Total Capital Transactions</b>	<u>(15,782,532)</u>	<u>(17,311,936)</u>
<b>Financing Transactions</b>		
Capital Revenue Received	<u>12,710,844</u>	13,252,709
<b>Total Financing Transactions</b>	<u>12,710,844</u>	13,252,709
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>2,124,614</b>	<b>(2,764,806)</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<u>23,452,942</u>	26,217,748
<b>Cash and Cash Equivalents, end of year</b>	<u>25,577,556</u>	23,452,942
<b>Cash and Cash Equivalents, end of year, is made up of:</b>		
Cash	<u>25,577,556</u>	23,452,942
	<u>25,577,556</u>	23,452,942
Supplementary Cash Flow Information (Note 23)		

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 1            AUTHORITY AND PURPOSE**

The School District, established in 1946, operates under authority of the School Act of British Columbia as a corporation under the name of "The Board of Education of School District No. 71 (Comox Valley)", and operates as "School District No. 71 (Comox Valley)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 71 (Comox Valley) is exempt from federal and provincial corporate income taxes.

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant financial, market and social dislocating impact worldwide. Under direction of the Provincial Health Officer, all schools suspended in-class instruction in March 2020 and the District remained open to continue to support students and families in a variety of ways. Parents were given the choice to send their children back to school on a gradual and part-time basis beginning June 1 with new health and safety guidelines. The ongoing impact of the pandemic presents uncertainty over future cash flows, may have a significant impact on future operations including decreases in revenue, impairment of receivables, reduction in investment income and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact are not known, an estimate of the future financial effect on the District is not practicable at this time.

**NOTE 2            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except with regards to the accounting for government transfers as set out in Notes 2(e), 2(f) and 2(m).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in notes 2(e) and 2(m), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize non-capital restricted contributions into revenue in the fiscal period in which the restriction that the contribution is subject to is met and require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense. Canadian public sector accounting standards would require these contributions, if they are government transfers, to be recognized into revenue immediately when received unless they contain a stipulation that meets the definition of a liability.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

a) Basis of Accounting *(continued)*

The impact of these differences on the financial statements of the School District are as follows:

Year-ended June 30, 2020

- increase in annual surplus by \$99,129,118

As at June 30, 2020:

- increase in accumulated surplus by \$99,129,118
- decrease in deferred revenue by \$131,124
- decrease in deferred capital revenue by \$98,997,994

b) Cash and Cash Equivalents

Cash and cash equivalents include cash in the bank, deposits in the Provincial Ministry of Finance Central Deposit Program, and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

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

d) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods. Revenue will be recognized in that future period when the courses are provided.

e) Deferred Revenue

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

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

f) Deferred Capital Revenue

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the Statement of Operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2 (a) for the impact of this policy on the financial statements.

g) Employee Future Benefits

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

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2019 and projected to March 31, 2022. The next valuation will be performed at March 31, 2022 for use at June 30, 2022. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

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

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

h) Liability for Contaminated Sites

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

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

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

At this time the School District has determined there are no liabilities for contaminated sites.

i) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

i) Tangible Capital Assets *(continued)*

- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise.

Estimated useful life is as follows:

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

j) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incidental to ownership of the property to the School District are considered capital leases.

These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

k) Prepaid Expenses

Payments for insurance, subscriptions, membership and maintenance contracts for use within the School District are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

l) Funds and Reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

m) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

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

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

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

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See note 2 (a) for the impact of this policy on these financial statements.

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

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

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

n) Expenditures

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

Categories of Salaries

- Principals and Vice-Principals employed under a Principals and Vice-Principals contract are categorized as Principals and Vice-Principals.
- Superintendent, Secretary-Treasurer, Directors, Managers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

o) Financial Instruments

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

Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, and other liabilities.

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

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

o) Financial Instruments *(continued)*

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the Statement of Remeasurement Gains and Losses. Upon settlement, the cumulative gain or loss is reclassified from the Statement of Remeasurement Gains and Losses and recognized in the Statement of Operations. Interest and dividends attributable to financial instruments are reported in the Statement of Operations.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Statement of Operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

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

p) Measurement Uncertainty

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

q) Future Changes in Accounting Policies

*PS 3280 Asset Retirement Obligations* issued August 2018 establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective July 1, 2021. A liability will be recognized when, as at the financial reporting date:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 2**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(Continued)*

q) Future Changes in Accounting Policies *(continued)*

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

A modified retroactive application has been recommended by Government pending approval in the Fall of 2020. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

*PS 3400 Revenue* issued November 2018 establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the school district satisfies a performance obligation by providing the promised goods or services to a payor.

Revenue from transactions with no performance obligations should be recognized when a school district:

- (a) has the authority to claim or retain an inflow of economic resources; and
- (b) identifies a past transaction or event that gives rise to an asset.

This standard may be applied retroactively or prospectively. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 3 CASH AND CASH EQUIVALENTS**

	2020	2019
School Generated Funds	\$ 854,796	\$ 773,392
District Funds	17,725,539	15,923,478
Restricted Funds - Teacher Salary Deferral Program	181,677	110,199
BC Ministry of Finance Central Deposit Program	6,815,544	6,645,873
	\$ 25,577,556	\$ 23,452,942

**NOTE 4 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES**

	2020	2019
Due from Federal Government	\$ 318,133	\$ 220,076
Other	150,629	335,901
	\$ 468,762	\$ 555,977

**NOTE 5 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES - OTHER**

	2020	2019
Trade payables	\$ 2,595,458	\$ 2,058,246
Salaries and benefits payable	2,333,597	2,268,214
Accrued vacation payable	558,777	452,409
Other	6,523,838	4,409,698
	\$ 12,011,670	\$ 9,188,567

**NOTE 6 UNEARNED REVENUE**

	2020	2019
Balance, beginning of year	\$ 2,162,948	\$ 2,288,672
Tuition fees received	2,265,059	2,966,893
Tuition fees recognized	(2,828,612)	(3,092,617)
Balance, end of year	\$ 1,599,395	\$ 2,162,948

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 7      DEFERRED REVENUE**

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

	2020	2019
Balance, beginning of year	\$    1,572,785	\$    1,904,746
Grants received:		
Provincial Grants - Ministry of Education	11,121,912	10,635,995
School Generated Funds	2,498,563	2,735,764
Other	144,959	210,032
Subtotal	13,765,434	13,581,791
Revenue recognized:	(13,474,083)	(13,786,313)
Revenue recovered:	-	(127,439)
Subtotal	(13,474,083)	(13,913,752)
Balance, end of year	\$    1,864,136	\$    1,572,785

**NOTE 8      DEFERRED CAPITAL REVENUE**

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

	2020	2019
<b><u>Deferred capital revenue - subject to amortization</u></b>		
Balance, beginning of year	\$    99,154,762	\$    66,376,895
Provincial Grants - Ministry of Education	2,502,158	10,370,516
Transfer in from deferred revenue - WIP	1,489,740	26,203,217
Write off/down of Buildings and Sites	-	(291,243)
Amortization of deferred capital revenue	(4,148,666)	(3,770,382)
Write off/down of Buildings and Sites	-	265,759
Balance, end of year	\$    98,997,994	\$    99,154,762

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 8**      **DEFERRED CAPITAL REVENUE (Continued)**

	2020	2019
<b><u>Deferred capital revenue - work in progress</u></b>		
Work in progress, beginning of year	\$ 3,084,490	\$ 26,336,133
Transfer in from deferred capital revenue - Unspent	9,313,997	2,951,574
Transfer to deferred capital revenue	(1,489,740)	(26,203,217)
Balance, end of year	\$ 10,908,747	\$ 3,084,490

	2020	2019
<b><u>Deferred capital revenue - unspent</u></b>		
Unspent deferred capital revenue, beginning of year	\$ -	\$ 69,381
Provincial Grants - Ministry of Education	11,727,576	13,252,709
Provincial Grants - Other	893,268	-
Other	90,000	-
Transfer to deferred capital revenue	(2,502,158)	(10,370,516)
- subject to amortization		
Transfer to deferred capital revenue - work in progress	(9,313,997)	(2,951,574)
Balance, end of year	\$ 894,689	\$ -

Total deferred capital revenue balance, end of year	\$ 110,801,430	\$ 102,239,252
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**NOTE 9**      **EMPLOYEE FUTURE BENEFITS**

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

	2020	2019
<b><i>Reconciliation of Accrued Benefit Obligation</i></b>		
Accrued Benefit Obligation - April 1	\$ 3,416,857	\$ 3,226,938
Service Cost	273,649	280,473
Interest Cost	85,760	91,425
Benefit Payments	(278,119)	(134,889)
Actuarial (Gain) Loss	(193,696)	(47,090)
Accrued Benefit Obligation - March 31	\$ 3,304,451	\$ 3,416,857

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 9**      **EMPLOYEE FUTURE BENEFITS (Continued)**

	2020	2019
<b><i>Reconciliation of Funded Status at End of Fiscal Year</i></b>		
Accrued Benefit Obligation - March 31	\$ 3,304,451	\$ 3,416,857
Funded Status - Surplus (Deficit)	(3,304,451)	(3,416,857)
Employer Contributions after Measurement Date	40,396	16,965
Benefits Expense After Measurement Date	(90,836)	(89,852)
Unamortized Net Actuarial (Gain) Loss	(708,980)	(636,599)
Accrued Benefit Asset (Liability) - June 30	\$ (4,063,871)	\$ (4,126,343)
 <b><i>Reconciliation of Change in Accrued Benefit Liability</i></b>		
Accrued Benefit Liability (Asset) - July 1	\$ 4,126,343	\$ 4,000,670
Net Expense for Fiscal Year	239,078	253,134
Employer Contributions	(301,551)	(127,461)
Accrued Benefit Liability (Asset) - June 30	\$ 4,063,871	\$ 4,126,343
 <b><i>Components of Net Benefit Expense</i></b>		
Service Cost	\$ 276,944	\$ 278,767
Interest Cost	83,449	90,009
Amortization of Net Actuarial (Gain)/Loss	(121,315)	(115,641)
Net Benefit Expense (Income)	\$ 239,078	\$ 253,135

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	June 30, 2020	June 30, 2019
Discount Rate - April 1	2.50%	2.75%
Discount Rate - March 31	2.25%	2.50%
Long Term Salary Growth - April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth - March 31	2.50% + seniority	2.50% + seniority
EARS - March 31	8.3 years	8.3

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 10 CAPITAL LEASE OBLIGATIONS**

Capital leases for the purchase of computer hardware with MacQuarie Equipment Finance are no longer outstanding as the remaining lease expired on June 30, 2020 and was not renewed.

Total interest expense for the year was \$456 (2019 - \$4,034)

**NOTE 11 TANGIBLE CAPITAL ASSETS**

<b>Net Book Value:</b>	<b>June 30, 2020</b>	June 30, 2019
Sites	\$ 14,151,889	\$ 14,151,889
Buildings	121,720,049	115,075,330
Furniture & Equipment	3,790,052	1,069,398
Vehicles	1,188,225	845,891
Computer Hardware	2,171,138	1,854,516
<b>Total</b>	<b>\$ 143,021,353</b>	<b>\$ 132,997,024</b>

**June 30, 2020**

<b>Cost:</b>	<b>Balance at July 1, 2019</b>	<b>Additions</b>	<b>Disposals</b>	<b>Transfers (WIP)</b>	<b>Balance at June 30, 2020</b>
Sites	\$ 14,151,889	\$ -	\$ -	\$ -	\$ 14,151,889
Buildings	202,102,151	3,515,868	-	7,696,919	213,314,938
Furniture & Equipment	1,313,527	2,863,521	86,473	127,338	4,217,913
Vehicles	1,231,789	490,014	-	-	1,721,803
Computer Hardware	4,207,097	1,066,771	1,979,475	-	3,294,393
<b>Total</b>	<b>\$ 223,006,453</b>	<b>\$ 7,936,174</b>	<b>\$ 2,065,948</b>	<b>7,824,257</b>	<b>\$ 236,700,936</b>

**June 30, 2020**

<b>Accumulated Amortization:</b>	<b>Balance at July 1, 2019</b>	<b>Additions</b>	<b>Disposals</b>	<b>Balance at June 30, 2020</b>
Sites	\$ -	\$ -	\$ -	\$ -
Buildings	87,026,821	4,568,068	-	91,594,889
Furniture & Equipment	244,129	270,205	86,473	427,861
Vehicles	385,898	147,680	-	533,578
Computer Hardware	2,352,581	750,149	1,979,475	1,123,255
<b>Total</b>	<b>\$ 90,009,429</b>	<b>\$ 5,736,102</b>	<b>\$ 2,065,948</b>	<b>\$ 93,679,583</b>

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 11 TANGIBLE CAPITAL ASSETS (Continued)**

**June 30, 2019**

<b>Cost:</b>	<b>Balance at July 1, 2018</b>	<b>Additions</b>	<b>Disposals</b>	<b>Transfers (WIP)</b>	<b>Balance at June 30, 2019</b>
Sites	\$ 14,151,889	\$ -	\$ -	\$ -	\$ 14,151,889
Buildings	187,327,691	38,383,964	291,243	(23,318,261)	202,102,151
Furniture & Equipment	793,674	519,853	-	-	1,313,527
Vehicles	860,846	370,943	-	-	1,231,789
Computer Hardware	5,018,698	1,222,001	2,033,602	-	4,207,097
<b>Total</b>	<b>\$ 208,152,798</b>	<b>\$ 40,496,761</b>	<b>\$ 2,324,845</b>	<b>\$ (23,318,261)</b>	<b>\$ 223,006,453</b>

**June 30, 2019**

<b>Accumulated Amortization:</b>	<b>Balance at July 1, 2018</b>	<b>Additions</b>	<b>Disposals</b>	<b>Balance at June 30, 2019</b>
Sites	\$ -	\$ -	\$ -	\$ -
Buildings	83,227,506	4,065,074	265,759	87,026,821
Furniture & Equipment	138,769	105,360	-	244,129
Vehicles	281,266	104,632	-	385,898
Computer Hardware	3,463,603	922,580	2,033,602	2,352,581
<b>Total</b>	<b>\$ 87,111,144</b>	<b>\$ 5,197,646</b>	<b>\$ 2,299,361</b>	<b>\$ 90,009,429</b>

**NOTE 12 DISPOSAL OF SITES AND BUILDINGS**

During the 2016-17 school year land legally described as Lot 2, Plan VIP81287 was exchanged with the Corporation of the City of Courtenay and concurrently sold to the Comox Valley Regional District. Proceeds were recorded as \$600,000 cash and \$265,000 prepaid rent, resulting in a gain on disposal. The prepaid rent will not be utilized until the sale of a second parcel of land to the Comox Valley Regional District completes which is expected to occur by June 30, 2021. Upon completion of this sale, the District will receive proceeds of \$700,000, of which \$600,000 will be recorded as cash, and \$100,000 as prepaid rent.

**NOTE 13 WRITE-OFF OF BUILDING**

On August 26, 2018 Hornby Island Community School was substantially damaged by fire leaving the school inoperable and unsafe to carry out classroom instruction. As a result of this event, approximately one-third of the school was demolished. The portion of the school that was demolished was built in 1983 and was not fully amortized. One-third of the original cost of the school was written off (\$291,243), resulting in recognition of unamortized deferred capital revenue in the amount of \$25,484.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 14**      **EMPLOYEE PENSION PLANS**

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trusted pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2018, the Teachers' Pension Plan has about 48,000 active members and approximately 38,000 retired members. As of December 31, 2018, the Municipal Pension Plan has about 205,000 active members, including approximately 26,000 from school districts.

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

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2017, indicated a \$1,656 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2017 basic account actuarial valuation surplus, plan enhancements and contribution rate adjustments were made; the remaining \$644 million surplus was transferred to the rate stabilization account.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The School District paid \$6,992,962 for employer contributions to the plans for the year ended June 30, 2020 (2019: \$7,108,906).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2020, with results available in 2021. The next valuation for the Municipal Pension Plan will be as at December 31, 2021, with results available in 2022.

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

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 15**      **RELATED PARTY TRANSACTIONS**

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

**NOTE 16**      **CONTRACTUAL OBLIGATIONS**

The School District has entered into multiple-year contracts for the construction of tangible capital assets, specifically the structural seismic mitigation to Lake Trail Middle School. This contractual obligation will become a liability in the future when the terms of the contracts are met. The Lake Trail Middle School capital project funding agreement estimates the maximum potential project funding to be \$25,672,195. As of June 30, 2020, \$9,905,706 has been spent and recorded as work in progress with an expected project completion date of August 31, 2021.

On May 23, 2017 the School District entered into a multiple-year contract for transportation services. This contract commenced September 1, 2017 for a minimum duration of five years. Assuming that factors relating directly to pricing remain consistent with the 2019-20 school year, contractual costs can be estimated and incrementally increased by at least 2.5% annually based on the contract terms.

	2021		2022
Transportation Contract	\$ 1,949,687	\$	1,998,429

**NOTE 17**      **CONTINGENCIES**

The School District, in conducting its usual business activities, is involved in various legal claims and litigation. In the event any unsettled claims are successful, management believes that such claims are not expected to have a material or adverse effect on the School District's financial position.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 18      BUDGET FIGURES**

Budget figures included in the financial statements are not audited. They were approved by the Board through the adoption of an amended annual budget on February 25, 2020.

	<b>AMENDED</b>			
	<b>Annual Budget</b>	<b>Annual Budget</b>	<b>Annual Budget</b>	<b>Change</b>
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	\$ 95,993,796	\$ 92,046,564	\$	(3,947,232)
Tuition	2,770,000	4,670,000		1,900,000
Other Revenue	3,329,860	3,212,083		(117,777)
Rentals and Leases	150,000	150,000		-
Investment Income	445,000	420,000		(25,000)
Amortization of Deferred Capital Revenue	4,103,595	4,078,441		(25,154)
<b>Total Revenue</b>	<b>\$ 106,792,251</b>	<b>\$ 104,577,088</b>	<b>\$</b>	<b>(2,215,163)</b>
<b>Expenses</b>				
Instruction	\$ 84,657,750	\$ 82,736,394	\$	(1,921,356)
District Administration	3,763,973	3,768,950		4,977
Operations and Maintenance	16,327,401	15,778,167		(549,234)
Transportation and Housing	2,051,280	1,948,739		(102,541)
Debt Services	456	456		-
<b>Total Expense</b>	<b>\$ 106,800,860</b>	<b>\$ 104,232,706</b>	<b>\$</b>	<b>(2,568,154)</b>
<b>Net Revenue (Expense)</b>	<b>\$ (8,609)</b>	<b>344,382</b>		<b>352,991</b>
<b>Budgeted Allocation of Surplus</b>	<b>3,641,924</b>	<b>-</b>		<b>(3,641,924)</b>
<b>Budgeted Surplus (Deficit) for the year</b>	<b>\$ 3,633,315</b>	<b>\$ 344,382</b>	<b>\$</b>	<b>(3,288,933)</b>

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 19      EXPENSE BY OBJECT**

	2020	2019
Salaries and benefits	\$ <b>84,407,735</b>	\$    80,029,272
Services and supplies	<b>14,511,563</b>	16,130,598
Amortization	<b>5,736,102</b>	5,197,646
	<b>\$    104,655,400</b>	\$    101,357,516

**NOTE 20      ACCUMULATED SURPLUS**

The School District has established a number of funds to demonstrate compliance with legislation and to reflect the School District’s intentions to undertake certain future activities.

The Operating Fund accounts for the School District’s operating grants and other operating revenues. Legislation requires that the School District present a balanced budget for the Operating Fund, whereby budgeted expenditure does not exceed the total of budgeted revenue and any surplus in the operating fund carried forward from previous years.

The Capital Fund accounts for the School District’s investment in its existing capital infrastructure, including the existing buildings, furniture, vehicles, computers and equipment. It also reflects intentions to make future capital asset purchases.

The Special Purpose Funds account for grants and contributions received which are directed by agreement with a third party towards specific activities.

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2020, were as follows:

- \$ 1,637,926 was transferred from the operating fund to the capital fund for the purchase of capital assets;
- \$ 4,700,372 was transferred from the operating fund to local capital.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

**NOTE 20      ACCUMULATED SURPLUS (Continued)**

	2020	2019
<b>Operating Fund</b>		
Internally restricted (appropriated):		
Net School Surpluses	\$      310,430	\$      145,025
Mental Health Grant	11,411	24,890
LEA Capacity Building Grant	6,850	6,850
Aboriginal Education	165,333	-
Purchase Order Commitments	342,378	-
District/Program Initiatives	1,197,918	19,789
Modulars/Furniture	300,000	250,000
Board Operating Reserve	1,746,210	1,688,654
Subtotal (internally restricted)	\$      4,080,530	\$      2,135,208
Unrestricted operating surplus	-	3,195,372
	<b>\$      4,080,530</b>	<b>\$      5,330,580</b>
<b>Capital Fund</b>		
Invested in tangible capital assets	\$      33,114,615	\$      30,735,674
Local Capital	6,530,257	4,039,138
	<b>\$      39,644,872</b>	<b>\$      34,774,812</b>
<b>Total Accumulated Surplus</b>	<b>\$      43,725,402</b>	<b>\$      40,105,392</b>

The local capital surplus has been internally restricted by the Board for:

Information Technology Reserve	\$      595,348
Lake Trail Seismic Project - Board Contribution	1,000,000
Contingency Reserve	685,669
Board Office - Prepaid Rent and Updates	1,630,598
Youth Trades Tools/Equipment Replacement	47,506
Equipment Initiatives - 21st Century Learning	19,138
Furniture and Equipment	94,242
Fine Arts Equipment	30,862
Accessibility	29,441
Fleet	54,622
Facility Reserve	1,300,000
Laptop Carts	44,817
Classroom Renovations - Miracle Beach	50,000
Classroom Renovations - Cumberland	150,000
Modulars - Cumberland	246,048
Modulars - Royston	451,966
Washrooms - Royston	100,000
	<b>\$      6,530,257</b>

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 21      ECONOMIC DEPENDENCE**

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

**NOTE 22      RISK MANAGEMENT**

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk

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

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

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in the Central Deposit Program with the Province and in recognized British Columbia institutions.

b) Market risk

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

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

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in the Central Deposit Program with the Province and in recognized British Columbia institutions.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2020**

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**NOTE 22**      **RISK MANAGEMENT (Continued)**

c) Liquidity risk

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due. The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance. There have been no changes to risk exposure from 2019 related to credit, market or liquidity risks.

**NOTE 23**      **SUPPLEMENTARY CASH FLOW INFORMATION**

Interest collected and paid during the year was as follows:

	<u>2020</u>	<u>2019</u>
Interest collected	\$ 351,540	\$ 439,984
Interest paid	456	4,034

# School District No. 71 (Comox Valley)

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Actual	2019 Actual
	\$	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	5,330,580		34,774,812	<b>40,105,392</b>	38,757,344
<b>Changes for the year</b>					
Surplus (Deficit) for the year	5,088,248		(1,468,238)	<b>3,620,010</b>	1,348,048
Interfund Transfers					
Tangible Capital Assets Purchased	(1,637,926)		1,637,926	-	
Local Capital	(4,700,372)		4,700,372	-	
<b>Net Changes for the year</b>	<b>(1,250,050)</b>	-	<b>4,870,060</b>	<b>3,620,010</b>	<b>1,348,048</b>
<b>Accumulated Surplus (Deficit), end of year - Statement 2</b>	<b>4,080,530</b>	-	<b>39,644,872</b>	<b>43,725,402</b>	40,105,392

# School District No. 71 (Comox Valley)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2020

	2020 Budget (Note 18) \$	2020 Actual \$	2019 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	84,891,868	<b>86,434,556</b>	80,690,831
Tuition	2,770,000	<b>2,828,612</b>	3,092,617
Other Revenue	559,083	<b>925,540</b>	800,702
Rentals and Leases	150,000	<b>126,505</b>	142,491
Investment Income	375,000	<b>217,794</b>	329,939
<b>Total Revenue</b>	<b>88,745,951</b>	<b>90,533,007</b>	<b>85,056,580</b>
<b>Expenses</b>			
Instruction	71,135,473	<b>69,872,996</b>	67,212,992
District Administration	3,763,973	<b>3,374,093</b>	3,405,057
Operations and Maintenance	10,481,777	<b>10,312,138</b>	9,756,600
Transportation and Housing	2,051,280	<b>1,885,532</b>	1,994,874
<b>Total Expense</b>	<b>87,432,503</b>	<b>85,444,759</b>	<b>82,369,523</b>
<b>Operating Surplus (Deficit) for the year</b>	<b>1,313,448</b>	<b>5,088,248</b>	<b>2,687,057</b>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<b>3,641,924</b>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(255,000)	<b>(1,637,926)</b>	(1,804,241)
Local Capital	(4,700,372)	<b>(4,700,372)</b>	(1,560,000)
<b>Total Net Transfers</b>	<b>(4,955,372)</b>	<b>(6,338,298)</b>	<b>(3,364,241)</b>
<b>Total Operating Surplus (Deficit), for the year</b>	<b>-</b>	<b>(1,250,050)</b>	<b>(677,184)</b>
<b>Operating Surplus (Deficit), beginning of year</b>		<b>5,330,580</b>	6,007,764
<b>Operating Surplus (Deficit), end of year</b>		<b>4,080,530</b>	5,330,580
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted		<b>4,080,530</b>	2,135,208
Unrestricted		-	3,195,372
<b>Total Operating Surplus (Deficit), end of year</b>		<b>4,080,530</b>	<b>5,330,580</b>

# School District No. 71 (Comox Valley)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2020

	2020 Budget (Note 18)	2020 Actual	2019 Actual
	\$	\$	\$
<b>Provincial Grants - Ministry of Education</b>			
Operating Grant, Ministry of Education	82,876,217	<b>83,472,347</b>	79,370,609
ISC/LEA Recovery	(129,083)	<b>(146,001)</b>	(129,083)
Other Ministry of Education Grants			
Pay Equity	451,831	<b>451,831</b>	451,831
Funding for Graduated Adults	112,762	<b>167,068</b>	112,118
Transportation Supplement	421,375	<b>421,375</b>	421,375
Economic Stability Dividend			94,877
Carbon Tax Grant	60,000	<b>59,287</b>	59,287
Employer Health Tax Grant	611,726	<b>611,726</b>	185,891
Strategic Priorities - Mental Health Grant			33,000
Support Staff Benefits Grant	77,661	<b>77,661</b>	63,112
BCTEA - LEA Capacity Building Grant			6,850
Support Staff Wage Increase Funding	357,738	<b>357,738</b>	
Teachers' Labour Settlement Funding		<b>912,883</b>	
FSA Exam Marking	18,964	<b>15,964</b>	18,964
Other Ministry of Education Grants		-	2,000
Early Learning Grant	32,677	<b>32,677</b>	-
<b>Total Provincial Grants - Ministry of Education</b>	<b>84,891,868</b>	<b>86,434,556</b>	80,690,831
<b>Tuition</b>			
International and Out of Province Students	2,770,000	<b>2,828,612</b>	3,092,617
<b>Total Tuition</b>	<b>2,770,000</b>	<b>2,828,612</b>	3,092,617
<b>Other Revenues</b>			
Funding from First Nations	129,083	<b>146,001</b>	129,083
Miscellaneous			
Instructional Cafeteria	120,000	<b>95,991</b>	136,784
Other Miscellaneous	310,000	<b>683,548</b>	534,835
<b>Total Other Revenue</b>	<b>559,083</b>	<b>925,540</b>	800,702
<b>Rentals and Leases</b>	<b>150,000</b>	<b>126,505</b>	142,491
<b>Investment Income</b>	<b>375,000</b>	<b>217,794</b>	329,939
<b>Total Operating Revenue</b>	<b>88,745,951</b>	<b>90,533,007</b>	85,056,580

# School District No. 71 (Comox Valley)

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object

Year Ended June 30, 2020

	2020 Budget (Note 18)	2020 Actual	2019 Actual
	\$	\$	\$
<b>Salaries</b>			
Teachers	34,855,588	<b>35,945,125</b>	33,559,087
Principals and Vice Principals	5,113,767	<b>4,994,211</b>	4,878,982
Educational Assistants	5,665,398	<b>5,605,122</b>	5,049,291
Support Staff	8,239,656	<b>8,050,315</b>	7,205,327
Other Professionals	2,877,843	<b>2,953,909</b>	2,686,669
Substitutes	2,575,177	<b>2,066,415</b>	2,934,699
<b>Total Salaries</b>	<b>59,327,429</b>	<b>59,615,097</b>	<b>56,314,055</b>
<b>Employee Benefits</b>	14,472,584	<b>14,309,070</b>	13,498,095
<b>Total Salaries and Benefits</b>	<b>73,800,013</b>	<b>73,924,167</b>	<b>69,812,150</b>
<b>Services and Supplies</b>			
Services	2,792,207	<b>2,273,147</b>	2,511,957
Student Transportation	2,035,255	<b>1,870,141</b>	1,980,241
Professional Development and Travel	717,500	<b>488,838</b>	711,875
Dues and Fees	72,900	<b>68,728</b>	58,649
Insurance	202,300	<b>189,321</b>	179,027
Supplies	5,881,328	<b>4,918,763</b>	5,339,108
Utilities	1,931,000	<b>1,711,654</b>	1,776,516
<b>Total Services and Supplies</b>	<b>13,632,490</b>	<b>11,520,592</b>	<b>12,557,373</b>
<b>Total Operating Expense</b>	<b>87,432,503</b>	<b>85,444,759</b>	<b>82,369,523</b>

# School District No. 71 (Comox Valley)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	28,348,766	599,729	-	41,707	-	1,268,554	30,258,756
1.03 Career Programs	513,658	-	158,051	-	-	10,847	682,556
1.07 Library Services	241,872	-	-	703,465	-	36,603	981,940
1.08 Counselling	1,542,775	-	-	-	-	3,898	1,546,673
1.10 Special Education	4,046,515	124,715	4,702,504	76,672	178,574	237,944	9,366,924
1.30 English Language Learning	156,030	-	-	-	-	415	156,445
1.31 Indigenous Education	253,519	132,504	711,959	131,577	53,615	9,821	1,292,995
1.41 School Administration	-	3,905,171	-	1,747,428	-	215,759	5,868,358
1.62 International and Out of Province Students	841,990	232,092	-	134,915	208,707	30,967	1,448,671
1.64 Other	-	-	32,608	82,589	-	2,198	117,395
<b>Total Function 1</b>	<b>35,945,125</b>	<b>4,994,211</b>	<b>5,605,122</b>	<b>2,918,353</b>	<b>440,896</b>	<b>1,817,006</b>	<b>51,720,713</b>
<b>4 District Administration</b>							
4.11 Educational Administration	-	-	-	-	876,120	-	876,120
4.40 School District Governance	-	-	-	-	181,433	-	181,433
4.41 Business Administration	-	-	-	368,875	916,437	-	1,285,312
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>368,875</b>	<b>1,973,990</b>	<b>-</b>	<b>2,342,865</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	-	-	-	-	525,978	-	525,978
5.50 Maintenance Operations	-	-	-	4,295,684	-	249,409	4,545,093
5.52 Maintenance of Grounds	-	-	-	467,403	-	-	467,403
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,763,087</b>	<b>525,978</b>	<b>249,409</b>	<b>5,538,474</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	-	-	-	-	13,045	-	13,045
7.70 Student Transportation	-	-	-	-	-	-	-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,045</b>	<b>-</b>	<b>13,045</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>35,945,125</b>	<b>4,994,211</b>	<b>5,605,122</b>	<b>8,050,315</b>	<b>2,953,909</b>	<b>2,066,415</b>	<b>59,615,097</b>

# School District No. 71 (Comox Valley)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Actual	2020 Budget (Note 18)	2019 Actual
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	30,258,756	7,746,565	38,005,321	3,198,257	41,203,578	42,835,321	40,756,388
1.03 Career Programs	682,556	150,754	833,310	257,447	1,090,757	1,168,676	1,030,355
1.07 Library Services	981,940	226,629	1,208,569	313,594	1,522,163	1,557,015	1,363,457
1.08 Counselling	1,546,673	365,732	1,912,405	211	1,912,616	1,730,314	1,882,003
1.10 Special Education	9,366,924	2,224,447	11,591,371	114,516	11,705,887	11,579,734	10,786,226
1.30 English Language Learning	156,445	38,195	194,640	877	195,517	172,990	175,852
1.31 Indigenous Education	1,292,995	285,572	1,578,567	238,249	1,816,816	1,982,149	1,798,863
1.41 School Administration	5,868,358	1,283,147	7,151,505	662,807	7,814,312	7,332,618	6,889,989
1.62 International and Out of Province Students	1,448,671	336,837	1,785,508	514,430	2,299,938	2,420,070	2,124,051
1.64 Other	117,395	29,308	146,703	164,709	311,412	356,586	405,808
<b>Total Function 1</b>	<b>51,720,713</b>	<b>12,687,186</b>	<b>64,407,899</b>	<b>5,465,097</b>	<b>69,872,996</b>	<b>71,135,473</b>	<b>67,212,992</b>
<b>4 District Administration</b>							
4.11 Educational Administration	876,120	136,217	1,012,337	43,030	1,055,367	1,050,848	1,103,725
4.40 School District Governance	181,433	22,232	203,665	66,468	270,133	353,582	378,940
4.41 Business Administration	1,285,312	267,451	1,552,763	495,830	2,048,593	2,359,543	1,922,392
<b>Total Function 4</b>	<b>2,342,865</b>	<b>425,900</b>	<b>2,768,765</b>	<b>605,328</b>	<b>3,374,093</b>	<b>3,763,973</b>	<b>3,405,057</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	525,978	104,935	630,913	338,963	969,876	1,019,674	857,223
5.50 Maintenance Operations	4,545,093	999,421	5,544,514	1,327,122	6,871,636	6,780,721	6,581,463
5.52 Maintenance of Grounds	467,403	89,283	556,686	202,286	758,972	750,382	541,398
5.56 Utilities	-	-	-	1,711,654	1,711,654	1,931,000	1,776,516
<b>Total Function 5</b>	<b>5,538,474</b>	<b>1,193,639</b>	<b>6,732,113</b>	<b>3,580,025</b>	<b>10,312,138</b>	<b>10,481,777</b>	<b>9,756,600</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	13,045	2,345	15,390	5,687	21,077	23,025	20,268
7.70 Student Transportation	-	-	-	1,864,455	1,864,455	2,028,255	1,974,606
<b>Total Function 7</b>	<b>13,045</b>	<b>2,345</b>	<b>15,390</b>	<b>1,870,142</b>	<b>1,885,532</b>	<b>2,051,280</b>	<b>1,994,874</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>59,615,097</b>	<b>14,309,070</b>	<b>73,924,167</b>	<b>11,520,592</b>	<b>85,444,759</b>	<b>87,432,503</b>	<b>82,369,523</b>

# School District No. 71 (Comox Valley)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations

Year Ended June 30, 2020

	2020 Budget (Note 18)	2020 Actual	2019 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	11,101,928	10,975,777	10,790,159
Other Revenue	2,770,777	2,484,214	2,978,398
Investment Income	-	14,092	17,756
<b>Total Revenue</b>	<b>13,872,705</b>	<b>13,474,083</b>	13,786,313
<b>Expenses</b>			
Instruction	13,522,277	13,123,655	13,435,885
Operations and Maintenance	350,428	350,428	350,428
<b>Total Expense</b>	<b>13,872,705</b>	<b>13,474,083</b>	13,786,313
<b>Special Purpose Surplus (Deficit) for the year</b>	-	-	-
<b>Total Special Purpose Surplus (Deficit) for the year</b>	-	-	-
<b>Special Purpose Surplus (Deficit), beginning of year</b>			
<b>Special Purpose Surplus (Deficit), end of year</b>		-	-

**School District No. 71 (Comox Valley)**

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			776,069	700,947					
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	350,428	302,555			160,790	39,686	195,944	604,563	1,650,966
Other			34,751	2,498,563					
Investment Income			13,872						
	350,428	302,555	48,623	2,498,563	160,790	39,686	195,944	604,563	1,650,966
<b>Less:</b> Allocated to Revenue	350,428	302,555	65,807	2,361,156	160,790	39,686	185,411	604,563	1,556,130
<b>Deferred Revenue, end of year</b>	-	-	<b>758,885</b>	<b>838,354</b>	-	-	<b>10,533</b>	-	<b>94,836</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	350,428	302,555			160,790	39,686	185,411	604,563	1,556,130
Other Revenue			51,935	2,361,156					
Investment Income			13,872						
	350,428	302,555	65,807	2,361,156	160,790	39,686	185,411	604,563	1,556,130
<b>Expenses</b>									
Salaries									
Teachers							22,860		
Principals and Vice Principals							22,416		274,319
Educational Assistants		241,642						297,990	652,305
Support Staff	268,898				120,187	29,962	132	2,402	142,183
Substitutes		7,062			69		4,086	976	175,208
	268,898	248,704	-	-	120,256	29,962	49,494	301,368	1,244,015
Employee Benefits	59,158	53,851			29,009	6,833	11,542	74,480	299,115
Services and Supplies	22,372		65,807	2,361,156	11,525	2,891	124,375	228,715	13,000
	350,428	302,555	65,807	2,361,156	160,790	39,686	185,411	604,563	1,556,130
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 71 (Comox Valley)**

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2020

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>						95,769		1,572,785
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education	7,673,037	103,177	1,904	28,500	10,362			11,121,912
Other						70,339	25,777	2,629,430
Investment Income							220	14,092
	7,673,037	103,177	1,904	28,500	10,362	70,339	25,997	13,765,434
<b>Less:</b> Allocated to Revenue	7,673,037	103,177	-	-	-	60,869	10,474	13,474,083
<b>Deferred Revenue, end of year</b>	-	-	<b>1,904</b>	<b>28,500</b>	<b>10,362</b>	<b>105,239</b>	<b>15,523</b>	<b>1,864,136</b>
<b>Revenues</b>								
Provincial Grants - Ministry of Education	7,673,037	103,177						10,975,777
Other Revenue						60,869	10,254	2,484,214
Investment Income							220	14,092
	7,673,037	103,177	-	-	-	60,869	10,474	13,474,083
<b>Expenses</b>								
Salaries								
Teachers	5,850,029							5,872,889
Principals and Vice Principals								296,735
Educational Assistants								1,191,937
Support Staff								563,764
Substitutes	300,529	11,239						499,169
	6,150,558	11,239	-	-	-	-	-	8,424,494
Employee Benefits	1,522,479	2,607						2,059,074
Services and Supplies		89,331				60,869	10,474	2,990,515
	7,673,037	103,177	-	-	-	60,869	10,474	13,474,083
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-

# School District No. 71 (Comox Valley)

Schedule 4 (Unaudited)

## Schedule of Capital Operations

Year Ended June 30, 2020

	2020 Budget (Note 18)	2020 Actual			2019 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
<b>Revenues</b>					
Investment Income	70,000		119,654	119,654	92,289
Amortization of Deferred Capital Revenue	4,103,595	4,148,666		4,148,666	3,770,382
<b>Total Revenue</b>	4,173,595	4,148,666	119,654	4,268,320	3,862,671
<b>Expenses</b>					
Amortization of Tangible Capital Assets					
Operations and Maintenance	5,495,196	5,736,102		5,736,102	5,197,646
Debt Services					
Capital Lease Interest	456		456	456	4,034
<b>Total Expense</b>	5,495,652	5,736,102	456	5,736,558	5,201,680
<b>Capital Surplus (Deficit) for the year</b>	(1,322,057)	(1,587,436)	119,198	(1,468,238)	(1,339,009)
<b>Net Transfers (to) from other funds</b>					
Tangible Capital Assets Purchased	255,000	1,637,926		1,637,926	1,804,241
Local Capital	4,700,372		4,700,372	4,700,372	1,560,000
<b>Total Net Transfers</b>	4,955,372	1,637,926	4,700,372	6,338,298	3,364,241
<b>Other Adjustments to Fund Balances</b>					
Tangible Capital Assets Purchased from Local Capital		2,306,350	(2,306,350)	-	
Principal Payment					
Capital Lease		22,101	(22,101)	-	
<b>Total Other Adjustments to Fund Balances</b>		2,328,451	(2,328,451)	-	
<b>Total Capital Surplus (Deficit) for the year</b>	3,633,315	2,378,941	2,491,119	4,870,060	2,025,232
<b>Capital Surplus (Deficit), beginning of year</b>		30,735,674	4,039,138	34,774,812	32,749,580
<b>Capital Surplus (Deficit), end of year</b>		33,114,615	6,530,257	39,644,872	34,774,812

# School District No. 71 (Comox Valley)

Schedule 4A (Unaudited)

Tangible Capital Assets  
Year Ended June 30, 2020

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
<b>Cost, beginning of year</b>	14,151,889	199,017,661	1,313,527	1,231,789	-	4,207,097	<b>219,921,963</b>
<b>Changes for the Year</b>							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw		1,128,676	1,373,482				<b>2,502,158</b>
Operating Fund		223,154	992,043	223,444		199,285	<b>1,637,926</b>
Local Capital		674,298	497,996	266,570		867,486	<b>2,306,350</b>
Transferred from Work in Progress		1,489,740					<b>1,489,740</b>
	-	3,515,868	2,863,521	490,014	-	1,066,771	<b>7,936,174</b>
Decrease:							
Deemed Disposals			86,473			1,979,475	<b>2,065,948</b>
	-	-	86,473	-	-	1,979,475	<b>2,065,948</b>
<b>Cost, end of year</b>	14,151,889	202,533,529	4,090,575	1,721,803	-	3,294,393	<b>225,792,189</b>
<b>Work in Progress, end of year</b>		10,781,409	127,338				<b>10,908,747</b>
<b>Cost and Work in Progress, end of year</b>	14,151,889	213,314,938	4,217,913	1,721,803	-	3,294,393	<b>236,700,936</b>
<b>Accumulated Amortization, beginning of year</b>		87,026,821	244,129	385,898	-	2,352,581	<b>90,009,429</b>
<b>Changes for the Year</b>							
Increase: Amortization for the Year		4,568,068	270,205	147,680		750,149	<b>5,736,102</b>
Decrease:							
Deemed Disposals			86,473			1,979,475	<b>2,065,948</b>
		-	86,473	-	-	1,979,475	<b>2,065,948</b>
<b>Accumulated Amortization, end of year</b>		91,594,889	427,861	533,578	-	1,123,255	<b>93,679,583</b>
<b>Tangible Capital Assets - Net</b>	<b>14,151,889</b>	<b>121,720,049</b>	<b>3,790,052</b>	<b>1,188,225</b>	<b>-</b>	<b>2,171,138</b>	<b>143,021,353</b>

**School District No. 71 (Comox Valley)**

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2020

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
<b>Work in Progress, beginning of year</b>	3,084,490				<b>3,084,490</b>
<b>Changes for the Year</b>					
Increase:					
Deferred Capital Revenue - Bylaw	9,098,080	127,338			<b>9,225,418</b>
Deferred Capital Revenue - Other	88,579				<b>88,579</b>
	<u>9,186,659</u>	<u>127,338</u>	<u>-</u>	<u>-</u>	<u><b>9,313,997</b></u>
Decrease:					
Transferred to Tangible Capital Assets	1,489,740				<b>1,489,740</b>
	<u>1,489,740</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u><b>1,489,740</b></u>
<b>Net Changes for the Year</b>	<u>7,696,919</u>	<u>127,338</u>	<u>-</u>	<u>-</u>	<u><b>7,824,257</b></u>
<b>Work in Progress, end of year</b>	<u><b>10,781,409</b></u>	<u><b>127,338</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>10,908,747</b></u>

# School District No. 71 (Comox Valley)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2020

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
<b>Deferred Capital Revenue, beginning of year</b>	\$ 95,013,113	\$ 4,141,649	\$	\$ 99,154,762
<b>Changes for the Year</b>				
Increase:				
Transferred from Deferred Revenue - Capital Additions	2,502,158			2,502,158
Transferred from Work in Progress	1,489,740			1,489,740
	<u>3,991,898</u>	-	-	<u>3,991,898</u>
Decrease:				
Amortization of Deferred Capital Revenue	4,012,198	136,468		4,148,666
	<u>4,012,198</u>	<u>136,468</u>	-	<u>4,148,666</u>
<b>Net Changes for the Year</b>	<u>(20,300)</u>	<u>(136,468)</u>	-	<u>(156,768)</u>
<b>Deferred Capital Revenue, end of year</b>	<u>94,992,813</u>	<u>4,005,181</u>	-	<u>98,997,994</u>
<b>Work in Progress, beginning of year</b>	3,084,490			3,084,490
<b>Changes for the Year</b>				
Increase				
Transferred from Deferred Revenue - Work in Progress	9,225,418	88,579		9,313,997
	<u>9,225,418</u>	<u>88,579</u>	-	<u>9,313,997</u>
Decrease				
Transferred to Deferred Capital Revenue	1,489,740			1,489,740
	<u>1,489,740</u>	-	-	<u>1,489,740</u>
<b>Net Changes for the Year</b>	<u>7,735,678</u>	<u>88,579</u>	-	<u>7,824,257</u>
<b>Work in Progress, end of year</b>	<u>10,820,168</u>	<u>88,579</u>	-	<u>10,908,747</u>
<b>Total Deferred Capital Revenue, end of year</b>	<u>105,812,981</u>	<u>4,093,760</u>	-	<u>109,906,741</u>

# School District No. 71 (Comox Valley)

Changes in Unspent Deferred Capital Revenue  
Year Ended June 30, 2020

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
<b>Balance, beginning of year</b>	-					-
<b>Changes for the Year</b>						
Increase:						
Provincial Grants - Ministry of Education	11,727,576					11,727,576
Provincial Grants - Other			893,268			893,268
Other					90,000	90,000
	<u>11,727,576</u>	-	<u>893,268</u>	-	<u>90,000</u>	<u>12,710,844</u>
Decrease:						
Transferred to DCR - Capital Additions	2,502,158					2,502,158
Transferred to DCR - Work in Progress	9,225,418		88,579			9,313,997
	<u>11,727,576</u>	-	<u>88,579</u>	-	-	<u>11,816,155</u>
<b>Net Changes for the Year</b>	-	-	804,689	-	90,000	894,689
<b>Balance, end of year</b>	-	-	<b>804,689</b>	-	<b>90,000</b>	<b>894,689</b>

**School District  
Statement of Financial Information (SOFI)**

**School District No.71 (Comox Valley)**

**Fiscal Year Ended June 30, 2020**

**SCHEDULE OF DEBT**

School District No. 71 (Comox Valley) does not have any long term debt as disclosed in the Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District  
Statement of Financial Information (SOFI)**

**School District No. 71 (Comox Valley)**

**Fiscal Year Ended June 30, 2020**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

School District No.71 (Comox Valley) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

<u>ELECTED OFFICIAL</u>	<u>POSITION</u>	<u>REMUNERATION</u>	<u>EXPENSES</u>
CATON, JANICE M	TRUSTEE	\$ 16,241.00	\$ 3,594.49
FRAWLEY, TONIA	VICE CHAIRPERSON, BOARD OF SCHOOL TRUSTEES	16,452.00	3,702.06
HARGREAVES, IAN G	CHAIRPERSON, BOARD OF SCHOOL TRUSTEES	16,738.00	2,709.93
HAWKSBY, KATHLEEN (KAT)	TRUSTEE	14,722.00	1,368.86
HOWE, SARAH JANE	TRUSTEE	14,722.00	1,486.19
MCDONNELL, SHEILA M	TRUSTEE	14,820.10	1,861.80
WAITE, MICHELLE	TRUSTEE	14,722.00	1,334.58
<b>TOTAL FOR ELECTED OFFICIALS</b>		<b>\$ 108,417.10</b>	<b>\$ 16,057.91</b>

Prepared as required by Financial Information Regulation , Schedule 1, Section 6

**NOTES:**

Remuneration includes taxable benefits and represents all amounts paid in that particular year, and may include one-time payments such as retirement allowances, retro pay, and vacation pay.

Employee Expenses include payments to, or on behalf of, the employee for approved school district business expenditures such as travel, professional development, and association memberships, incurred in the normal course of activities as an employee of the Board.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
ABBOTT, TANYA	TEACHER	\$	93,205.35	\$ -
ABELE, CHRISTOPHE	TEACHER		101,258.09	-
ACKERMAN, DANIEL C	TEACHER		87,475.75	40.00
AKERLEY, CATHERINE M	TEACHER		85,335.67	-
ALBERTI, GIACINTA(CINTA) J	TEACHER		85,308.86	-
ANDERSON, DAWN C.	TEACHER		93,647.94	2,357.69
ANDERSON, DENISE M	TEACHER		84,905.90	-
ANDERSON, JACQUELINE A	TEACHER		93,588.12	2,495.97
APPEL, RICK A.	TEACHER		93,587.15	278.60
ARMSTRONG, CHRISTOPHER	TEACHER		85,420.77	-
ARSENAULT, JASON C	TEACHER		84,686.33	-
ARSENAULT, KATHERINE J	TEACHER		93,432.23	278.60
ASHLEE, MOIRA	TEACHER		85,420.68	-
AYERS, JUDITH M	TEACHER		93,610.25	2,114.22
BAKER, STEPHANIE	TEACHER		81,465.53	898.28
BAKKER, WILLIAM A	TEACHER		90,594.88	-
BALL, GARY	TEACHER		78,386.42	-
BARON, LEAH C	TEACHER		91,352.53	-
BAYLES, ESTHER G	TEACHER		84,996.10	-
BENNETT, KARI L	TEACHER		75,373.73	-
BENSON, DEBBIE M	TEACHER		85,195.98	-
BENTON, DAVID M	TEACHER		75,188.08	-
BERG, DEBORAH (KATE) K. L.	TEACHER		94,133.01	-
BERRY, PAUL G.	DIRECTOR OF INSTRUCTION, HEALTH & SAFETY		123,884.18	-
BERTHELET, JORY H	TEACHER		79,191.25	-
BEYNONBROWN, SARAH H	TEACHER		93,443.08	-
BIEGLER, WARREN J	TEACHER		85,420.84	-
BIRNIE, ALYSHA L	TEACHER		85,420.46	-
BITTANTE, NICOLE L.	SECRETARY-TREASURER		173,290.86	11,903.71
BLACK, ANDREW	TEACHER		91,245.38	-
BLACK, ERICA L	PRINCIPAL		128,459.89	1,170.82
BLACK, THEA M	TEACHER		93,588.26	-
BLACKMORE, CINDY	TEACHER		93,229.02	-
BOERSMA, JACQUELIN D.	TEACHER		79,354.29	-
BOS, JONATHAN	VICE PRINCIPAL		115,231.60	-
BOWLEY, CARA L	TEACHER		91,249.52	-
BRAIDWOOD, DANIEL R	TEACHER		85,420.83	-
BRAULT, MARIE-EVE	TEACHER		84,752.71	-
BRUCKER, MARIE S	TEACHER		93,083.30	-
BUCHANAN, ANNE M	TEACHER		85,384.45	-
BURDETT, NOAH M	VICE PRINCIPAL		110,237.72	1,505.56
BURKHOLDER, SEAN P	TEACHER		93,584.62	-
BURNS, ALISON S	TEACHER		85,431.47	967.60

**NOTES:**

Remuneration includes taxable benefits and represents all amounts paid in that particular year, and may include one-time payments such as retirement allowances, retro pay, and vacation pay.

Employee Expenses include payments to, or on behalf of, the employee for approved school district business expenditures such as travel, professional development, and association memberships, incurred in the normal course of activities as an employee of the Board.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
CAMERON, TERESA L	TEACHER	\$	93,212.96	\$ -
CARLOS, BRUCE D	DISTRICT PRINCIPAL, INDIGENOUS EDUCATION		133,611.47	4,736.79
CARMICHAEL, BRIAN D	TEACHER		93,588.48	99.33
CARMICHAEL, KIM L	TEACHER		85,195.96	-
CARR-HILTON, SUSAN	TEACHER		105,494.60	-
CHASE, LISA A	TEACHER		93,494.84	-
CHRISTENSEN, GLEN A	TEACHER		93,382.30	-
CLAASSEN, STEVEN J	TEACHER		85,308.36	1,957.49
CLARKE, ANDREW J	TEACHER		85,720.63	-
CLAVEAU, NATHALIE	TEACHER		94,183.90	-
CLAYTON, JILL E	TEACHER		93,494.83	-
COBEY, JASON E	PRINCIPAL		129,329.87	-
COCHRANE, ANDREA	TEACHER		84,111.31	-
COLBORNE, TARA J.	TEACHER		91,463.46	-
COLEGRAVE, WARREN G	VICE PRINCIPAL		109,740.63	-
COLESHILL, JONATHAN M	TEACHER		82,566.25	-
COLLINS, AMY C	TEACHER		85,921.60	-
COLLINS, CATHIE	MANAGER OF FINANCE		79,718.30	1,817.46
COLTHORPE, PAUL	TEACHER		93,583.43	-
COMEAU, CHRISTINE E	TEACHER		91,372.24	150.00
CORMAN, HEATHER Y	TEACHER		93,584.55	375.00
CORMAN, KEVIN N	TEACHER		93,363.31	375.00
COURAGE, ANDREA M	TEACHER		89,508.80	-
COURAGE, BERNADINE L	TEACHER		91,259.63	-
COX, NANCY	TEACHER		85,223.16	-
CROONEN, K. TRACEY	PRINCIPAL		125,713.71	596.20
CUDMORE, JUDITH R	TEACHER		84,996.32	-
CUNNINGHAM, COLIN J.	TEACHER		93,871.37	-
CURRIE, VIRGINIA L	TEACHER		91,372.12	-
DAKIN, SARAH E	TEACHER		93,494.77	-
DAKINIEWICH, TROY	TEACHER		84,876.04	278.60
DALGLEISH, DANIEL R	MANAGER OF OPERATIONS		98,226.61	236.00
DANE, MELANIE I	TEACHER		92,928.85	-
DANELIUK, KATHLEEN M.	TEACHER		86,373.94	-
DARLINGTON, DEANNA L	TEACHER		85,420.98	-
DARNEL, ZALE	VICE PRINCIPAL		112,774.01	2,058.13
DAVID, DOUGLAS R.J.	TEACHER		96,084.68	682.92
DAVIDGE, AMANDA E	TEACHER		85,024.21	-
DAWSON, KARA L	TEACHER		95,859.95	4,178.87
DE GOEDE, BARBARA G.	TEACHER		85,074.45	-
DE LUCA, NICOLE	TEACHER		92,726.76	-
DEMEO, THOMAS P.	SUPERINTENDENT OF SCHOOLS		192,280.04	13,479.13
DEVLIN, COLLEEN	TEACHER		84,782.46	625.90

**NOTES:**

Remuneration includes taxable benefits and represents all amounts paid in that particular year, and may include one-time payments such as retirement allowances, retro pay, and vacation pay.

Employee Expenses include payments to, or on behalf of, the employee for approved school district business expenditures such as travel, professional development, and association memberships, incurred in the normal course of activities as an employee of the Board.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
DICKSON, TONY C	TEACHER	\$	93,887.96	\$ 375.00
DIEDERICHS, SUE	TEACHER		93,588.20	-
DITTRICK, SHERRYLYN	TEACHER		85,335.66	-
DOBBS, JAMIE C	TEACHER		82,033.27	-
DORAN, KATY	PRINCIPAL		128,459.88	-
DOUGLAS, ALLAN	DIRECTOR OF INSTRUCTION		138,388.53	7,924.23
DOUGLAS, ROBERT S	TEACHER		77,304.42	-
DRIVER, DIANE P.	TEACHER		93,471.53	-
DUNCAN, LINSAY M	TEACHER		93,574.91	-
EASTERMAN, SIMON J	TEACHER		93,588.19	-
EDWARDS, FAITH	TEACHER		91,351.84	-
ELLIS, LOUISE M	TEACHER		76,176.93	-
ERIKSON, KENNETH	TEACHER		93,588.19	-
ERRICO, KEN T	TEACHER		91,238.48	-
EVANS, ROBERTA L	TEACHER		85,308.85	-
FAIRBANK, SHEILA M	TEACHER		83,679.85	56.16
FARROW, DANIEL J.	TEACHER		86,519.49	110.00
FERGUSON, J. JULIAN	TEACHER		84,913.76	-
FERNEYHOUGH, M. ANDREW	ACTING VICE-PRINCIPAL		106,753.09	563.60
FEUSTEL, ALAN C	TEACHER		93,588.05	-
FICHTER, SIETSKE R	TEACHER		85,335.66	125.00
FOLLIS, CRAIG J	TEACHER		85,667.52	160.00
FORSLAND, JENNIFER L	TEACHER		78,620.35	-
FRAIN, ANGELA I	TEACHER		83,665.51	-
FRANKLIN, ARYN L	TEACHER		77,987.19	1,746.59
FRASER, BRAD E	TEACHER		91,372.22	-
FULLERTON, DEBRA	VICE PRINCIPAL		109,862.75	-
FUSSELL, GERALD	PRINCIPAL		128,459.89	2,971.70
GAILLOUX, CORRINE N	TEACHER		84,583.27	-
GAIR, JOHN C	TEACHER		84,377.91	105.00
GARDNER, DEBRA-LYNNE M	TEACHER		91,463.76	-
GAUDRY, CRYSTAL P	TEACHER		93,588.24	-
GAUTHIER, CAROLINE M	TEACHER		94,074.83	105.00
GENGE, MICHELE M	TEACHER		93,475.63	-
GLENNON, LINDA M	PAYROLL SUPERVISOR		81,567.47	45.00
GLOVER, ADRIENNE R	TEACHER		77,530.39	-
GOODGER, ELIZABETH	TEACHER		90,968.72	-
GOODWIN, BRIAN	PRINCIPAL		131,390.37	-
GOURDE, JOANNIE E.	TEACHER		75,564.39	-
GRAHAM, DAVID M	TEACHER		96,115.25	-
GRANT, MARTHA A.	TEACHER		85,335.67	-
GRAVEL, JENNIFER L	TEACHER		80,260.75	-
GRAVEL, LOUIS	TEACHER		75,114.85	-

**NOTES:**

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**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
GREEN, J. LAURENCE	TEACHER	\$	93,588.23	\$ -
GREEN, MARCIA	TEACHER		85,421.37	-
GREENE, LOUISA (KELLY) D	VICE PRINCIPAL		109,778.28	-
GREENLAW, LAURA M.J.	TEACHER		85,420.03	-
GREENTREE, TANYA M.	TEACHER		91,238.54	564.99
GREGORY, ERRIN L	TEACHER		103,923.47	-
GROVES, KIMBERLEY A	TEACHER		85,610.06	-
GUMMER, CELINE M.	TEACHER		91,393.32	278.60
GUMMER, GEOFF	TEACHER		85,195.93	-
HAGEL, CORAL H	TEACHER		85,195.95	-
HAGEL, STACE A	TEACHER		93,588.18	-
HAMILTON, NICOLE N	TEACHER		86,051.02	1,105.19
HANDFIELD, LYNDA-MARIE	DIRECTOR OF HUMAN RESOURCES		142,218.10	1,091.60
HART, PATRICIA L	TEACHER		91,740.87	278.60
HARTIG, MARTIN	TEACHER		91,381.44	-
HARWIJNE, NORA L	TEACHER		85,696.71	-
HAUT, MEGAN	TEACHER		93,588.24	-
HEDICAN, JENNIFER	VICE PRINCIPAL		110,237.75	173.89
HESELGRAVE, IAN B	DIRECTOR OF OPERATIONS		131,170.29	2,971.30
HIBBERT, JENNIFER C	TEACHER		93,945.23	480.00
HILTON, CANDICE R	DIRECTOR OF FINANCE		119,927.03	3,726.14
HOELZLEY, STEPHEN P	TEACHER		91,351.00	-
HOLLAND, CAROL-ANNE	TEACHER		83,656.54	-
HOLLAND, SHAWN T	TEACHER		93,363.24	-
HOLTKAMP, MARIEKE P	VICE PRINCIPAL		119,291.94	10,627.20
HOOD-TANNER, CHARLOTTE	TEACHER		93,564.77	-
HORNER, TIM (TIMOTHY) E.	TEACHER		95,145.22	-
HOULGRAVE, LINDA R	TEACHER		91,463.98	-
HOWEY, LINDA J	TEACHER		85,598.08	100.00
HUTCHESON, MARGARET	TEACHER		85,223.16	-
INGRAM, J. DAVID	TEACHER		85,308.35	75.00
IRWIN, MERYL C	TEACHER		75,077.32	-
JAMIESON, ROSS	TEACHER		94,410.90	1,118.64
JANZ, MARGOT E	TEACHER		92,923.54	288.75
JANZEN, GREGORY M	TEACHER		85,195.96	-
JEROME, TAMI M	TEACHER		93,475.68	375.00
JIANG, M. (JOSIE)***	SENIOR MANAGER, ISP		81,822.50	34,052.77
JOHNSON, ALBERT E	PRINCIPAL		125,636.03	-
JOHNSON, LESLEY M	TEACHER		92,048.59	806.74
JOKANOVICH, CAROL A	TEACHER		93,476.26	-
JONES, SARAH A	TEACHER		91,350.99	-
JONES-ADEBAR, CHERYL	PRINCIPAL		113,084.59	2,396.73
JUNGWIRTH, HEIDI C	TEACHER		94,312.62	-

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**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
KAVALIUNAS, ALISON S	VICE PRINCIPAL	\$	115,741.97	\$ 5,226.67
KELLER, KEITH B	TEACHER		85,398.15	-
KERKHOFF, NICOLE D.	TEACHER		84,923.89	-
KERR, SARA N	TEACHER		83,556.12	-
KEYWORTH JANZEN, KRISTIE L.	TEACHER		91,424.26	-
KNIGHT, STEVE	DISTRICT PRINCIPAL, ISP		115,833.37	-
KOCHANUK, GREGORY M***	DISTRICT PRINCIPAL, ISP		123,092.48	46,832.36
KOTAPSKI, JILL S	TEACHER		93,596.35	-
KRAFT, ANN MARIE	TEACHER		93,480.96	-
KRUEGER, DEBORA M	TEACHER		86,190.35	196.00
KRUTZMANN, TIMOTHY	TEACHER		93,588.27	110.00
KUHNERT, WAYNE A.	VICE PRINCIPAL		115,741.81	195.98
LAFORTUNE, KRISTIE M	TEACHER		85,420.97	-
LAGRANDEUR, E. PASCAL	TEACHER		75,388.16	-
LAMBERT, MICHELLE A	TEACHER		87,342.20	-
LAMONT, CHRISTOPHER J	TEACHER		77,810.76	-
LAMOUREUX, SEAN R.	PRINCIPAL		135,323.26	1,247.94
LANG, AMY R.	TEACHER		91,415.26	-
LANGE, AMANDA M	TEACHER		92,686.50	498.05
LANOIX, RENE D	MANAGER OF CUSTODIAL SERVICES		75,967.81	624.78
LASOTA, KARLA M	TEACHER		93,475.77	-
LEBLANC, STEPHANE T	PRINCIPAL		103,166.77	817.11
LECLAIR, GERARD M	TEACHER		93,494.77	-
LEE, MARY H.	MANAGER OF COMMUNICATIONS		78,139.14	1,844.08
LEHTON, YOLANDA M	TEACHER		93,794.78	-
LEITH-MILLS, KATHERINE(KATIE M	TEACHER		93,379.80	501.71
LETOURNEAU, DARRELL R	TEACHER		75,017.32	250.00
LEWIS, WADE E	TEACHER		85,336.13	-
LINEGER, PETER J.	TEACHER		85,835.51	600.40
LINGREN, KARLA A	TEACHER		93,476.34	-
LIVINGSTONE, REGAN MARGARET	TEACHER		79,776.83	-
LLOYD, LANCE	TEACHER		91,187.17	-
LLOYD, LEAH S	TEACHER		85,696.72	-
LLOYD, SABRINA N	TEACHER		75,293.31	-
LO, DARYL S	TEACHER		93,494.77	-
LOCKQUELL, JOUSKA	TEACHER		94,515.59	-
LONG, DEBRA	TEACHER		93,588.49	-
LYLE, SHAWNA N	TEACHER		85,308.34	-
MACDONALD, I.GRACIE	PRINCIPAL		117,913.04	162.15
MACKINNON, KRISTIN A	TEACHER		77,754.25	-
MACLEAN, S. IAN	TEACHER		85,251.03	-
MACLEOD, AMBER	TEACHER		93,588.21	-
MACPHAIL, GAVIN A	TEACHER		83,728.65	-

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**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
MACPHERSON, BRENDA	TEACHER	\$	84,950.48	\$ -
MAJCHER, CHRISTINA P	TEACHER		93,327.78	569.52
MAKI, JESSICA N.	TEACHER		79,220.36	-
MANN, LAURA	TEACHER		86,878.88	196.00
MANN, WESLEY D	TEACHER		83,692.10	-
MANNING, GEOFFREY K	ASSISTANT SUPERINTENDENT		182,882.24	9,139.72
MANSON, CATHERINE J	PRINCIPAL		126,557.35	1,050.07
MARCUZZI, MICHELLE A	TEACHER		93,494.75	-
MARKS, KIMBERLEY A	TEACHER		97,231.40	150.00
MARTENS, SHERRIE A	TEACHER		103,828.73	404.88
MARTINDALE, GAIL S	TEACHER		93,372.95	1,099.67
MATHER, ALISSA C	TEACHER		80,755.09	-
MATHEW, KARI A	TEACHER		85,147.54	933.58
MAWHINNEY, BRIDGET J	TEACHER		93,581.53	673.35
MAY, PHEBE L	TEACHER		86,604.92	278.60
MAYERT, DAVID E	VICE PRINCIPAL		120,621.92	538.88
MAZEY, LORI	TEACHER		85,420.82	-
MCASKILL, BRIAN A.	VICE PRINCIPAL		121,093.89	-
MCASKILL, LEIGH-ELLEN	TEACHER		91,296.12	-
MCCALLUM, AMY V	TEACHER		93,494.76	150.00
MCCANN, MAUREEN E	TEACHER		79,699.42	-
MCDONALD, AMY L	TEACHER		80,425.04	-
MCFARLANE, JENNIFER A	TEACHER		85,223.93	-
MCKAY, SAMANTHA D	TEACHER		84,531.46	-
MCKEE, DANIEL R.	TEACHER		93,137.15	592.81
MCKILLICAN, LEE***	VICE PRINCIPAL		115,239.37	5,800.33
MCMATH, C. ROBERT J	TEACHER		93,588.24	-
MCRAE, DON	VICE PRINCIPAL		114,546.71	-
MCRAE, MURRAY	PRINCIPAL		133,068.87	886.07
MERRICK, DAVID B	TEACHER		79,852.34	878.54
MERRITT, PAMELA J	TEACHER		93,476.21	-
MEYER, PAULINE E	TEACHER		93,590.04	-
MILLER, DAVID R	TEACHER		106,155.98	-
MILLER, KATELIN E	TEACHER		75,503.36	1,495.60
MILLER, LAURA R	TEACHER		77,958.55	2,968.55
MILLS, DWAYNE R	VICE PRINCIPAL		86,749.89	3,250.38
MOLLERUP, KJERYN	TEACHER		84,750.03	-
MONITA, A. CANDIA	TEACHER		85,420.98	-
MONKS, DALE J	TEACHER		93,382.28	-
MONKS, EILEEN K	TEACHER		93,019.95	-
MOORE, GREGORY W	TEACHER		83,696.77	-
MOORE, NICHOLAS R	TEACHER		93,494.02	-
MORRIS, STEPHANIE L	TEACHER		85,195.96	-

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**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
MORRISON, W. ANTHONY	TEACHER	\$	85,308.88	\$ -
MOWBRAY, MICHELLE J.	TEACHER		93,723.22	650.00
MTAWALI, CROSBY	TEACHER		84,903.94	-
MTAWALI, PAVOLA S.	TEACHER		85,208.13	-
MUDGE, SANDRA E.	TEACHER		82,391.93	150.00
MULLIS, MELISSA B	TEACHER		85,335.80	-
MULROONEY, VICTORIA E	TEACHER		85,421.49	-
MUNRO, CHARITY A	TEACHER		93,506.97	375.00
MUNRO, DAVID J	TEACHER		92,321.27	-
MURCHESON, KIMBERLEY D	TEACHER		93,592.07	150.00
MURPHY, LISA M	TEACHER		85,196.34	-
NELSON, A. LUCY	TEACHER		91,352.74	-
NELSON, DARRYL S	TEACHER		85,335.66	1,913.39
NELSON, DEBBIE A.	TEACHER		96,083.11	-
NELSON, DERRICK S	TEACHER		89,397.75	-
NEUFER, KARLA	TEACHER		94,519.22	-
NICHOL, LINA S	TEACHER		85,308.85	-
NIJHOFF, JACQUES	TEACHER		93,104.64	-
NOLIN, SARAH J	TEACHER		79,191.52	-
NOWELL, CHRIS W	TEACHER		91,372.17	-
NOWELL, JENNIFER R	TEACHER		85,042.59	-
NYE, KARI	TEACHER		85,034.32	-
ODEGAARD, KIRSTEN A	TEACHER		75,429.80	-
OLIPHANT, HELEN M	TEACHER		89,460.67	-
OLSON, CRAIG D.	TEACHER		91,351.39	-
OLSON, RONALD L	TEACHER		94,028.53	-
ORD, SHELLEY	VICE PRINCIPAL		110,237.72	-
ORR, CORY A	TEACHER		81,035.59	150.00
OTTO, PAUL J	TEACHER		85,195.93	-
PAHL, SIMMY	TEACHER		89,961.55	-
PARE, EVA	TEACHER		93,869.96	-
PARRISH, CAROLINE F	TEACHER		85,335.66	-
PATEMAN, BRIAR N	TEACHER		77,237.42	-
PATTERSON, DEAN M	PRINCIPAL		135,323.24	-
PATTISON, SEAN M	TEACHER		80,570.63	-
PEARCE, JOAN T.	TEACHER		102,973.17	814.29
PEARSON, ANDREW J	TEACHER		84,933.82	-
PEDERSON, TRACY C	DISTRICT PRINCIPAL, STUDENT SERVICES		126,322.67	839.31
PERICH, ALLAN	TEACHER		85,124.68	-
PERRY, LISA M	TEACHER		93,587.26	278.60
PETA, LINDA G	TEACHER		85,695.02	-
PETERS, JORDAN J	TEACHER		92,037.65	-
PETTIGREW, GRAYSON E	TEACHER		76,243.71	-

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**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
PHILLIPS, ANDREW J	TEACHER	\$	94,840.25	\$ -
PHILLIPS, TODD	TEACHER		93,476.10	-
PILOTE, NICOLE M	TEACHER		93,588.26	278.60
POPE, ERIN D.	TEACHER		91,041.96	-
PORTER, JOSHUA W	DIRECTOR OF INFORMATION TECHNOLOGY		121,227.34	5,147.06
POWELL, SHEILA M.	MANAGER OF HUMAN RESOURCES		91,677.04	1,640.10
PRATT, ALISSA J	VICE PRINCIPAL		114,570.30	683.08
PRESCOTT, ROBERT W	TEACHER		93,363.33	288.75
QUIRING, JODY M.	TEACHER		93,475.79	62.13
RALPH, KRISTA M	TEACHER		85,335.84	-
RANDALL, DAVID	TEACHER		79,345.18	-
REA, SUZANNE P	TEACHER		92,747.25	-
REBITT, PAUL R	TEACHER		91,363.43	28.00
REHNBY, KIRSTEN R	TEACHER		91,372.07	-
REINTGEN, CLAUDIA K	TEACHER		85,308.80	-
RICHARDS, TRACY M	TEACHER		93,588.23	-
RICKSON, MARY	TEACHER		81,976.05	-
RIEDLE, HEATHER A.	TEACHER		93,884.82	2,500.00
RILEY, JENNIFER C.	TEACHER		87,917.53	314.08
RIPPEL, NICOLE J	TEACHER		83,581.19	-
ROBERTSON, BARBARA E	PRINCIPAL		129,795.94	-
ROBERTSON, GAIL	TEACHER		85,734.24	-
ROBERTSON, HEATHER A	PHYSIOTHERAPIST		90,436.66	1,456.80
RONDOW, JANE E.	TEACHER		75,694.49	848.73
ROSE, ANGELA O	TEACHER		76,638.72	-
ROY, RUSSEL G.	MANAGER OF HEALTH & SAFETY		86,877.28	2,655.62
ROY, STEPHANE J	TEACHER		85,223.16	-
RUDOLPH, ELIZABETH M	TEACHER		85,420.84	-
RUSSELL-ATKINSON, ROBERT H	TEACHER		76,121.43	-
RYAN, NANCY J	TEACHER		85,332.96	-
RYAN, TARA	TEACHER		92,574.77	2,110.30
SCHECK, LISA	PRINCIPAL		130,929.17	-
SCHILLING, CHARLES A.	PRINCIPAL		126,297.73	1,475.42
SCHULTZ, JOCELYN M	TEACHER		93,476.25	-
SEQUEIRA, FELIPE A	TEACHER		93,619.47	-
SHATZ, ESTHER	DIRECTOR OF INSTRUCTION STUDENT SERVICES		158,859.79	12,531.58
SHELLY, JOANNA	TEACHER		81,521.35	-
SHIELDS, JULIE C	PRINCIPAL		131,144.62	142.32
SIEBER, LEISA C	TEACHER		78,320.52	-
SIRRS, KATHERINE E	TEACHER		93,313.48	-
SMITH, BRADLEY	TEACHER		91,959.64	-
SMITH, MELANIE C	TEACHER		85,308.34	-
SPRUIT, JAMES A	TEACHER		85,238.21	-

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**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>		<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
STANLEY, STEVEN B	TEACHER	\$	93,514.98	\$ -
STEVENS, BRIAN	TEACHER		94,018.01	-
STIRRETT, LINDA M	TEACHER		85,313.45	667.53
STRIDE, DOREEN R	TEACHER		85,836.32	-
SULEK, REBECCA(BECKY) A	TEACHER		97,795.28	-
SWANSON, RICHARD A	TEACHER		95,915.48	-
SWIFT, LYNN S	TEACHER		93,073.03	1,326.62
TAIJI, KARMA	VICE PRINCIPAL		115,244.14	1,722.79
TATTRIE, JAMES(JIM) A	TEACHER		93,588.19	-
TAYLOR, GRANT	TEACHER		85,153.98	-
TAYLOR, JEFF D	PRINCIPAL		135,323.27	3,332.46
TAYLOR, JINA L	TEACHER		85,423.90	-
TAYLOR, MARK S	TEACHER		85,223.16	-
TERREY, ELISSA J	TEACHER		76,250.63	485.00
THORSON, DAWNN R	TEACHER		84,157.08	-
TIMMS, KYLE S.	PRINCIPAL		129,516.99	453.53
TINGA, COLIN	TEACHER		91,487.49	-
TOBACCA, BLAKE G	TEACHER		79,278.06	-
TRAN, SHANNON M	TEACHER		85,418.34	-
TURNER, TORIL E	TEACHER		91,181.14	-
VAN DER REE, CHRISTINE	PRINCIPAL		126,771.61	25.85
VAN HOLDERBEKE, CHRISTINE R	TEACHER		93,462.71	-
VAN HOLDERBEKE, ROBIN L	TEACHER		88,646.77	-
VATON, PAULETTE M	TEACHER		93,182.45	-
VEARY, LAURA F	TEACHER		93,666.42	-
VERKLEY, JEFFREY T	TEACHER		93,588.25	-
VERNON, ROGER J	TEACHER		79,208.66	105.00
VON WARTBURG, JEFFERY (JEFF) C	TEACHER		78,514.07	-
WALKLEY, ALISON	TEACHER		93,397.76	-
WALTERS, CAROL	TEACHER		95,988.92	2,199.12
WATT, CHRISTINE E	TEACHER		80,549.65	732.02
WEBSTER BRENNER, LEANNE C.	TEACHER		78,645.71	288.75
WEISS, DAVID C	TEACHER		91,463.43	-
WELBOURN, RACHEL H	TEACHER		93,588.25	824.28
WIEST, MICHELLE L	TEACHER		90,805.39	-
WILLANS, DEIRDRE D	TEACHER		92,658.44	-
WILLIAMS, GEOFF G	TEACHER		85,419.07	-
WILLIAMS, LISA S	TEACHER		93,190.56	-
WILLIAMS, NICHOLAS F	TEACHER		84,436.08	-
WILSON, ANDREA L	OCCUPATIONAL THERAPIST		90,214.33	2,088.80
WILSON, MYRA L	TEACHER		76,385.61	-
WINDECKER, ALISON J	TEACHER		85,915.92	-
WOLTERS, LUCINDA G	PRINCIPAL		112,731.61	1,100.00

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Remuneration includes taxable benefits and represents all amounts paid in that particular year, and may include one-time payments such as retirement allowances, retro pay, and vacation pay.

Employee Expenses include payments to, or on behalf of, the employee for approved school district business expenditures such as travel, professional development, and association memberships, incurred in the normal course of activities as an employee of the Board.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**DETAILED EMPLOYEES > \$75,000**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REMUNERATION</u></b>	<b><u>EXPENSES</u></b>
WOODS, COREY E	TEACHER	\$ 75,075.60	\$ -
WRIGHT, JUDITH C	TEACHER	91,311.57	-
WULFF, CHRIS J	TEACHER	85,421.19	-
YOUNG, ANDREW	TEACHER	93,625.59	205.00
ZADVORNY, MATHEW M	TEACHER	91,792.76	-
ZIMMER, MELANIE	TEACHER	93,476.28	-
ZIRKL, HEIDI E	TEACHER	89,472.34	-
ZSOLDOS, LILI A	TEACHER	93,327.83	1,146.43

**TOTAL FOR EMPLOYEES WHOSE TOTAL REMUNERATION >= \$75,000** **\$ 36,882,086.23 \$ 274,806.41**

**TOTAL FOR EMPLOYEES < \$75,000.00** **\$ 32,491,712.25 \$ 133,565.40**

**TOTAL EMPLOYEE REMUNERATION** **\$ 69,373,798.48 \$ 408,371.81**

**EMPLOYERS PORTION OF EI AND CPP** **\$ 3,689,257.17**

*\*\*\*Includes travel expenses for International Student Recruitment*

Prepared as required by Financial Information Regulation , Schedule 1, Section 6

**NOTES:**  
 Remuneration includes taxable benefits and represents all amounts paid in that particular year, and may include one-time payments such as retirement allowances, retro pay, and vacation pay.

Employee Expenses include payments to, or on behalf of, the employee for approved school district business expenditures such as travel, professional development, and association memberships, incurred in the normal course of activities as an employee of the Board.

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**School District  
Statement of Financial Information (SOFI)**

**School District No.71 (Comox Valley)**

**Fiscal Year Ended June 30, 2020**

**STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements made between School District No.71 (Comox Valley) and its non-unionized employees during fiscal year 2020.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES**  
**YEAR ENDED JUNE 30, 2020**

<b><u>SUPPLIERS WITH PAYMENTS &gt;= \$25,000</u></b>	<b><u>AMOUNT PAID</u></b>
	<b><u>DURING FISCAL</u></b>
	<b><u>YEAR</u></b>
ACME SUPPLIES LTD	\$ 231,046.09
ADAMS THE TARP & TOOL CO LTD	25,736.48
AFC INDUSTRIES LTD	265,314.74
AMAZON.COM/ AMAZON.CA	222,381.74
ANDREW SHERET LIMITED	35,068.72
APPLE CANADA INC.	110,760.82
ARCADIA ELEVATOR SERVICES LTD	26,802.75
ARTSTARTS IN SCHOOLS	27,571.45
B.C. HARDWOOD FLOOR CO. LTD.	97,308.80
B.C. HYDRO & POWER AUTHORITY	758,754.70
B.C. TEACHERS FEDERATION (SIP)	818,675.70
B.C. TEACHERS FEDERATION(DUES)	785,294.28
BARAGAR ENTERPRISES LTD	30,336.70
BARTLE & GIBSON CO LTD	93,227.94
BC PRINCIPALS & VICE PRINCIPALS ASSOCIATION	59,463.92
BC FERRIES INCORPORATED	30,010.37
BC SCHOOL TRUSTEES ASSOCIATION	45,635.82
BRADLEY SHUYA ARCHITECT INC	328,801.70
BRIAN MCLEAN CHEVROLET LTD.	183,139.28
CANWEST MECHANICAL INC	752,770.37
CDI COMPUTER DEALERS INC.	41,315.96
CDTA - TEACHER - PRO-D	228,918.32
CENTRAL BUILDERS - HOME HARDWARE	30,795.89
CITY ELECTRIC SUPPLY	49,150.49
COASTAL INSTALLATIONS (PREFAB)	417,549.00
COHO COMMUNICATIONS	26,325.60
COMMUNITEK INC	493,894.24
COMOX DISTRICT TEACHERS ASSOCIATION	308,591.39
COMOX VALLEY GLASS & MIRROR	25,588.73
COMOX VALLEY REGIONAL DISTRICT	40,712.49
COSTCO WHOLESALE #1092	81,286.50
COURTENAY, CITY OF	424,833.99
CUMBERLAND COMMUNITY SCHOOLS S	29,169.96
CUPE NATIONAL	374,817.12
CV PRINCIPALS & VICE-PRINCIPALS ASSOCIATION	43,060.81
DENMAN IS. COMMUNITY EDUC SOCIETY	31,000.00
DYNAMIC SPECIALTY VEHICLES	112,543.20
E.B. HORSMAN & SON LIMITED	76,852.65
E.S. WILLIAMS & ASSOCIATES INC	31,520.04
EECOL ELECTRIC (SASK.) LTD.	125,201.27
EMTERRA ENVIRONMENTAL	65,079.60
ESC AUTOMATION	490,933.78
FIRSTCANADA ULC	1,949,711.69
FOLLETT SCHOOL SOLUTIONS, INC.	69,789.72
FORTISBC ENERGY (VANCOUVER ISLAND) INC	310,721.03
GUARD.ME INTERNATIONAL INSURANCE	134,333.15
HABITAT SYSTEMS INC.	90,968.64
HEATHERBRAE BUILDERS CO LTD	5,620,021.51
HITEC PRINTING/BRAZEN	29,524.78
HOMWOOD HEALTH INC.	116,066.93

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES**  
**YEAR ENDED JUNE 30, 2020**

<b><u>SUPPLIERS WITH PAYMENTS &gt;= \$25,000</u></b>	<b><u>AMOUNT PAID</u></b> <b><u>DURING FISCAL</u></b> <b><u>YEAR</u></b>
HORNBY ISLAND EDUCATIONAL SOCIETY	\$ 31,000.00
IBM CANADA LTD	149,038.85
ICBC	35,289.00
IDESIGN SOLUTIONS INC	27,643.12
INNOV8 DIGITAL SOLUTIONS	63,447.28
INSIGHT CANADA INC	51,802.31
INTEGRAL GROUP CONSULTING (BC)	141,890.02
INTRADO CANADA INC	28,560.00
IREDALE ARCHITECTURE	391,571.20
ISLAND CLEANING SUPPLIES	82,616.38
ISLAND EHS	105,096.20
JONATHAN MORGAN & COMPANY LTD	84,685.21
KANADAPLUS STUDENT SERVICES INC	32,045.00
KONICA MINOLTA BUSINESS SOLUTIONS	101,341.23
LEIGHTON CONTRACTING (2009) LTD	152,878.58
LUSH VALLEY FOOD ACTION SOCIETY	51,329.46
MACDONALD HAGARTY ARCHITECTS LTD	58,078.48
MARK & CUT SALES	31,920.00
MCELHANNEY LTD	30,683.31
MCGREGOR HARDWARE DISTRIBUTION	26,031.96
MIDLAND TOOLS (COURTENAY)	26,015.57
MINISTER OF FINANCE	58,785.48
MINISTER OF FINANCE (CLIMATE ACTION)	51,345.00
MINISTER OF FINANCE (HEALTH FEE)	58,987.50
MINISTER OF FINANCE (TEACHER REGULATION)	50,560.00
MINISTRY OF FINANCE (EHT)	1,332,296.65
MODERN ALUMINUM & VINYL PRODUCTS LTD	28,572.01
MONK OFFICE SUPPLY LTD (VICTORIA)	42,735.12
MORNEAU SHEPELL LTD	116,824.86
MOUNTAIN VALLEY PAVING	61,661.25
MSP - MINISTER OF FINANCE	262,524.50
MUCHALAT MODULARS 2018 LTD	331,804.20
NELSON ROOFING & SHEET METAL LTD	522,179.20
NORTH ISLAND COLLEGE (COURTENAY)	93,163.76
NORTH ISLAND TRACTOR (KUBOTA)	34,895.65
NORTHERN COMPUTER	552,486.63
NUKO	290,400.00
OAKCREEK GOLF & TURF INC.	121,449.75
OUT OF SCHOOL CARE SERVICE	48,750.00
PACIFIC BLUE CROSS	2,758,970.72
PBX DATA TECH INC.	134,556.82
PENINSULA CO-OP	97,630.89
PENTICTON EXCEL	258,500.00
PHILLIPA ATWOOD ARCHITECT	53,192.99
PMH INSIGHTS INC	74,319.00
POWERSCHOOL CANADA LTD	228,543.11
PRICES LOCK & SAFE	33,270.16
PUBLIC EDUCATION BENEFITS	954,984.36
REAL CDN SUPERSTORE #1	49,723.70
RICHELIEU HARDWARE LTD	45,241.08

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES**  
**YEAR ENDED JUNE 30, 2020**

<b><u>SUPPLIERS WITH PAYMENTS &gt;= \$25,000</u></b>	<b><u>AMOUNT PAID</u></b> <b><u>DURING FISCAL</u></b> <b><u>YEAR</u></b>
RIDGELINE MECHANICAL LTD	\$ 352,747.03
ROBOTIX EDUCATION	62,704.05
ROCKY POINT ENGINEERING LTD	49,455.01
ROSETTA STONE LTD.	114,180.91
RUSSELL HENDRIX FOODSERVICE EQUIPMENT	27,978.30
SCHOLANTIS LEARNING SYSTEMS INC	57,890.35
SEVEN SUMMITS CENTRE FOR LEARNING	26,205.39
SIGNATURE WEST FLOOR & WINDOW FASHION INC	125,243.93
SLEGG BUILDING MATERIALS	31,115.83
SOFT CHOICE CORPORATION	43,031.20
SPRUNG INSTANT STRUCTURES LTD	98,973.98
STAPLES ADVANTAGE CAN (CORPORATE EXPRESS)	36,279.99
STURDI CONSTRUCTION	52,080.00
SUEZ WATER TECHNOLOGIES & SOLUTIONS	42,208.32
SUPERIOR PROPANE INC	28,289.85
SWING TIME DISTRIBUTORS LTD.	73,091.20
SYSCO FOOD SERVICES	75,728.43
TAYCO PAVING COMPANY	235,452.00
TEACHERS FILE	106,947.06
TELUS COMMUNICATIONS (BC) INC.	86,362.37
TELUS MOBILITY CELLULAR INC.	40,548.03
TEMPRITE CLIMATE SOLUTIONS LTD	26,603.06
THE HOME DEPOT #7177	58,823.67
THRIFTY FOODS #9481	30,075.39
TOWER FENCE PRODUCTS LTD.	33,065.22
TOWN OF COMOX	49,985.21
TRIBUNE BAY OUTDOOR EDUCATION SOCIETY	94,794.35
UNI SELECT CANADA INC	25,282.28
UNITED FLOORS	105,672.51
VALLEY SEPTIC SERVICES	26,429.35
VANCOUVER PUBLIC EDUCATION ALLIANCE CORP	52,247.50
VIKING FIRE PROTECTION	35,899.44
WESTERN CAMPUS RESOURCES	51,768.22
WORKSAFEBBC	537,568.84
<b>TOTAL FOR SUPPLIERS WITH PAYMENTS &gt;= \$25,000</b>	<b><u>\$ 30,144,426.67</u></b>
<b>TOTAL FOR SUPPLIERS WITH PAYMENTS &lt; \$25,000</b>	<b><u>\$ 5,795,732.63</u></b>
<b>TOTAL PAYMENTS FOR GOODS AND SERVICES</b>	<b><u><u>\$ 35,940,159.30</u></u></b>

Prepared as required by Financial Information Regulation , Schedule 1, Section 7

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**RECONCILIATION AND EXPLANATION OF DIFFERENCES TO THE AUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**SCHEDULED PAYMENTS**

Schedule of Remuneration and Expenses:	
Remuneration	\$ 69,373,798.48
Employee Expenses	408,371.81
Employer Portion of EI and CPP	3,689,257.17
Total Schedule of Remuneration and Expenses	73,471,427.46
Schedule of Payments for Goods and Services	35,940,159.30
<b>CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS</b>	<b>\$ 109,411,586.76</b>

**FINANCIAL STATEMENT EXPENDITURES**

Operating Fund Expenditures	\$ 85,444,759.00
Trust Fund Expenditures	13,474,083.00
Capital Fund Expenditures	5,736,558.00
<b>CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES</b>	<b>\$ 104,655,400.00</b>
<b>DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES</b>	<b>- 4,756,186.76</b>

**EXPLANATION OF DIFFERENCES**

The schedule of payments for the provision of goods and services differs from the financial statements in the following ways:

- 100% of GST paid to suppliers is included, whereas the financial statement expenditures are net of the GST rebate
- Third party recoveries of expenses from PAC and school fundraising activities may not all be adjusted for in the schedules
- Employee benefits may be duplicated in the schedule of payments where also reported in employee remuneration
- Travel expenses that are paid directly to suppliers may be duplicated in employee expenses
- List of payments to suppliers does not include foreign currency payments to US suppliers while the expenditures in the financial statements reflect the costs of any foreign currency payment.
- Other miscellaneous cost recoveries that may not have been deducted from scheduled payments
- Holdbacks relating to Capital Projects may be accrued, however, not included in the schedule of payments for goods and services and holdbacks recorded in a prior year may be included in the schedule of payments for goods and services.

The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the schedule of remuneration and expenses, and accounts payable balances that are not reflected in the schedule of payment for goods and services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.

**POLICY COMMITTEE**  
**Board Report**

**Date:** Tuesday, December 8, 2020  
**Time:** 3:00 – 4:00 pm  
**Venue:** Zoom Meeting

**Committee Members:**

Michelle Waite, Chairperson  
Kat Hawksby, Trustee  
Tom Demeo, Superintendent

**Regrets:** Janice Caton, Trustee

**Guest:** Brenda Hooker, Secretary Treasurer

**Recording Secretary:** Heidi Bell, Senior Executive Assistant

**A. Items for Discussion**

1. AP 408-1 (Form) – Repair of Privately Owned Assets Waiver
  - a. Updated to reflect new language and sent to the Board for information only
2. Policy 12 – Superintendent Evaluation & Policy 12 Appendix A – Monitoring Superintendent Performance
  - a. Discussed and sent to the Board for recommendation

**Recommendation:**

***THAT the Board of Education accept the updated Policy 12 and Policy 12 Appendix A to reflect the current context***

3. AP 170 – Non-Discrimination (Draft Changes)
  - a. Discussed and sent to the Board for information only
    - i. As a starting point AP 170 has been split into 2, a revised AP 170 and a new draft Policy 24
4. Draft Policy 24 – Non-Discrimination
  - a. Discussed and sent to the Board for recommendation

**Recommendation:**

***THAT the Board of Education create an ad hoc committee to review Policy 24***

5. Policy 4.15 Regular Board Meetings – voting requirements for extending the length of time for a Board meeting – Ongoing

**B. Next Meeting**

Next meeting – January 12, 2021, 3:00 – 4:00 pm

**C. Adjournment**

Meeting was adjourned at 4:00 pm

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## ADMINISTRATIVE PROCEDURES MANUAL

A/P:	408-1 (Form)
Date:	November 9, 1970
Revision:	December 4, 2020

### Repair of Privately Owned Assets

Privately owned assets are not to be repaired in buildings or on property owned by the School District without the prior approval of the school Principal, or Supervisor concerned, who shall require that the following waiver be completed prior to granting the approval. The waiver form witnessed and approved by the Principal/Supervisor, shall be kept on file by the Principal/Supervisor in a secure place.

#### **WAIVER**

(Strike out non-applicable scope of work)

To be signed by the owner if not a minor.

To be signed by the owner and their parent or guardian if the owner is a minor.

In recognition of being allowed to carry out repair work or having repair work performed by staff/students on the premises of the School,

\_\_\_\_\_  
(Name of School)

to the asset owned by me, I INDEMNIFY AND HOLD HARMLESS

\_\_\_\_\_  
(Description of Property)

The Board of Education, its pupils, and its employees harmless from any and all causes of action, claims, demands, costs and losses that may occur to that article of property/asset, whether by fire, theft, accidental damage, poor workmanship or any other reason.

I recognize that it is my responsibility to provide insurance coverage for my own property if I deem such coverage to be necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if owner is a minor) \_\_\_\_\_

Witnessed and Approved: \_\_\_\_\_ Date: \_\_\_\_\_

# ROLE OF THE SUPERINTENDENT

## Background

The Superintendent of Schools is the Chief Executive Officer of the district. The Superintendent reports directly to the Board and is accountable to the Board of Education for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

## Specific Areas of Responsibility

1. **Student Learning**
  - 1.1 Provides leadership in all matters relating to education in the District.
  - 1.2 Implements directions established by the Minister.
  - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
  - 1.4 Reports annually on student results achieved.
2. **Student Well-Being**
  - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
3. **Fiscal Responsibility**
  - 3.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the board under the *School Act* or any other Act or regulation.
  - 3.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
  - 3.3 Prepares and presents the budget which reflects board priorities including strategic plan priorities.
  - 3.4 Ensures the board has current and relevant financial information.
4. **Personnel Management**
  - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

## **5. Policy/Administrative Procedures**

- 5.1 Provides support to the board regarding the planning, development, implementation, and evaluation of Board policies.
- 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.

## **6. Superintendent/Board Relations**

- 6.1 Respects and honours the board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 6.2 Provides the information and counsel which the board requires to perform its role.
- 6.3 Attends all Board meetings and makes recommendations on matters requiring board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

## **7. Strategic Planning and Reporting**

- 7.1 Leads the development and implementation of the strategic planning process.
- 7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (board identification of priorities and key results, and final board approval of the plan).
- 7.3 Reports at least annually on results achieved.

Legal Reference: Section 22, 85 *School Act*

Updated: December 8, 2020

## **MONITORING SUPERINTENDENT PERFORMANCE**

The purpose of the Annual Performance Review is to monitor the Superintendents performance relating to the Districts strategic priorities, organizational leadership, and Board support during the year and on the basis draw reasonable summative conclusions. In addition, the Board may assess the Superintendents performance related to the specific areas of responsibility as noted in Policy 12 and other criteria established jointly with and agreed to by the Board and the Superintendent.

The Board shall adhere to the following schedule and methods for the Superintendent Performance Review.

### **1. Schedule**

- 1.1 The performance of the Superintendent is a formative ongoing process that correlates to the Strategic Plan.
- 1.2 A formal review evaluation shall occur at least once during the term of the Board (or length of the contract)

### **2. Method**

- 2.1 The Superintendent shall provide the Board with a yearly report regarding the Districts progress on the Strategic Plan.
- 2.2 The Superintendent and the Board shall agree in writing on the Superintendents Review procedures and criteria based on Policy 12.
- 2.3 The Superintendents performance review process shall involve all Board members and the Superintendent, other individuals or stakeholders may be included in the performance review process as agreed to by the Board and the Superintendent.
- 2.4 Mutually agreed upon external facilitators may be used to conduct the performance review.
- 2.5 The purpose and methods of the performance review are intended to be growth orientated, promoting both ongoing learning and improved performance.
- 2.6 Notwithstanding the above schedule and methods, the Board and Superintendent shall continuously monitor the Superintendents performance and Board-Superintendent relations through private briefings and other methods as determined by the Board Chair and Superintendent.

Updated: December 8, 2020

## NON-DISCRIMINATION

### Procedures

#### 1. Building and Maintaining Community

- 1.1. The District values dialogue with all parent, student and community groups. The collaboration is important for the creation of effective educational procedures, programs and services. The District recognizes that special efforts may be needed to involve parents because of differing cultural assumptions and histories related to education. Additionally, the District recognizes the need to create an inclusive environment in which all parents and students from various linguistic and cultural backgrounds feel welcome and can contribute.
- 1.2. The District is committed to providing opportunities for diverse communities in order to develop equity in education and create an environment free from discrimination and shall:
  - 1.2.1. Facilitate discussions with diverse communities and provide translation and interpretation as needed to facilitate these discussions;
  - 1.2.2. Provide opportunities for all communities to enhance their awareness, knowledge and understanding of discrimination;
  - 1.2.3. Ensure that specialized staff, such as Indigenous Education Staff, work collaboratively with all members of the school community to provide services according to community needs;

#### 2. Honouring Language

- 2.1. The District recognizes the role of language in learning. The District values language learning opportunities and affirms the importance of the learner's first language. The District also recognizes the power of language to create inclusion or exclusion.
- 2.2. The District is committed to creating a climate of respect for the linguistic diversity of the community and language that honours and creates inclusion of all and shall:
  - 2.2.1. Continue to recognize and value the importance of first language(s) and prior educational experiences of students;
  - 2.2.2. Support the development and implementation of additional language programs;
  - 2.2.3. Develop communication strategies that will assist and inform parents in their first language about their children's progress;
  - 2.2.4. Ensure that all efforts are made to use inclusive and welcoming language that respects the diversity of its communities.

#### 3. Inclusive and Multi-Centric Curriculum

- 3.1. The District recognizes that curriculum must present a global view of society from diverse perspectives that include the experiences and achievements of culturally

diverse groups. The perspectives of all cultural groups must be included to encourage all students to develop pride in their own identity and to value the cultural identities and ancestries of others.

- 3.2. Examination and modification of existing curricula are required to eliminate gender, racial, ethno- cultural and religious discrimination. An effective curriculum development process is one that is collaborative and supportive of educational equity.
- 3.3. The District is committed to developing and implementing bias-free curricula and shall:
  - 3.3.1. Support equitable access to quality programs for all learners;
  - 3.3.2. Develop and implement new inclusive curricula designed to eliminate discrimination;
  - 3.3.3. Develop and implement multi-centric approaches to curriculum and delivery;
  - 3.3.4. Select learning resources to eliminate negative cultural biases;
  - 3.3.5. Select learning resources that reflect the experiences and contributions of our diverse society.

#### 4. Equitable Assessment, Evaluation and Placement

- 4.1. The District recognizes that the assessment and evaluation process must be multi-faceted in order to provide a comprehensive understanding of what students are capable of achieving. The previous experiences, knowledge and cultural and linguistic background of all students must be considered.
- 4.2. All staff members share the responsibility for creating a welcoming and inclusive environment which honours and respects the diversity of all students. The District and school-based reception process needs to support assessment and evaluation procedures that are appropriate for each student.
- 4.3. The District is committed to developing, implementing and evaluating processes for assessment, evaluation and placement that accommodate cultural differences and shall:
  - 4.3.1. Examine and monitor practices in assessment, evaluation, placement, engagement and tracking of students to support the principles of Inclusive, Multicultural and Anti-Racism Education;
  - 4.3.2. Ensure that parents are adequately informed about assessment and evaluation procedures and involved in placement decisions.

#### 5. Implementing Staff Development

- 5.1. The District recognizes that general staff development on Gender Equity, Multiculturalism, Diversity and Anti-Racism is fundamental to creating organizational change. All staff members need the knowledge, skills and attitudes to understand and accommodate diversity and difference. Additionally, specific staff development is crucial to understand and accommodate diverse learning and communication styles. An effective staff development program on Gender Equity, Multicultural and Anti-Racism Education will promote the academic, social and emotional growth of all students.
- 5.2. The District is committed to providing in-service training opportunities for all employees to enhance their awareness and competence in working effectively with people of diverse backgrounds.

## 6. Equitable and Inclusive Employment Practices

- 6.1. The District recognizes that effective employment practices remove barriers to fair and equitable hiring, promotion and training opportunities. Furthermore, the District recognizes that in removing barriers and practicing equitable and inclusive employment practices it would ensure that the organization is reflective of the communities it serves.
- 6.2. The District is committed to developing employment practices that are consistent with the principles of diversity and shall:
  - 6.2.1. Provide equitable access to employment opportunities and fair treatment in the workplace;
  - 6.2.2. Develop recruitment, interview, selection, training and promotion practices and procedures that identify and remove barriers;
  - 6.2.3. Monitor and examine applications, selections processes, recruitment, retention and progression of all employees.

Reference: Sections 8, 8.4, 8.5, 20, 22, 65, 85, 177 School Act  
Human Rights Code  
Multiculturalism Act  
Canadian Charter of Rights and Freedoms  
Canadian Human Rights Act  
Criminal Code of Canada  
Collective Agreements

Adopted: January 30, 2007  
Revised: June 25, 2019

### NON-DISCRIMINATION

#### Background

The District believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender, sexual orientation, physical or mental ability, or political beliefs. The letter and spirit of the *Canadian Human Rights Act* and the *B. C. Human Rights Code* shall be carefully observed, enforced, and supported, so that all members of the school community may work together in an atmosphere of respect and tolerance for individual differences.

This practice of non-discrimination shall prevail in all matters of instruction and course selection: in employment, promotion, and assignment of staff; in providing access to facilities; in the choice of instructional materials and the provision of career guidance and counselling; and in all matters pertaining to community relations. Specifically, the District will not tolerate hate crimes and propaganda, and will vigorously enforce administrative procedures dealing with such matters.

The District acknowledges the racial, gender and cultural diversity of the communities that it serves. Under Canadian laws, all people have the right to their fundamental freedoms and protection from discrimination, sexism and racism.

The District supports the elimination of direct and systemic discrimination, sexism and racism. The District recognizes sexism and racism as are a form of discrimination that robs society of the full participation of its members.

The District reaffirms its commitment to promote gender equality, the elimination of discrimination and the support of educational and employment equity. Furthermore, the District supports the development, implementation and evaluation of procedures, programs and services that promote and support the principles of Inclusion, Diversity, Multicultural and Anti-Racism Education.

The District also acknowledges that all members of the school community; staff; students, parents and other stakeholders, share the responsibility for creating a welcoming and inclusive environment which honours and respects everyone. It is the District's responsibility to support all members in their efforts to create a welcoming and inclusive environment for all.

In recognition of the *Canadian Charter of Rights and Freedoms*, the *B.C. Human Rights Code* and the *B.C. Multiculturalism Act*, the District accepts its responsibilities in promoting the spirit of the legislation. Additionally, the District recognizes that the principles of Multicultural and Anti-Racism Education are also embedded in the *Indigenous Education Enhancement Agreement* to which it is committed.

The District is committed to:

- Providing human, material and financial resources to support Inclusive, Multicultural and Anti-Racism procedures;
- Eliminating ethnocentrism, prejudice, stereotyping, discrimination, sexism and racism in any form;

- Ensuring that all schools' Codes of Conducts make explicit reference to the prohibited grounds of discrimination in the BC Human Rights Code;
- Developing and supporting an environment that affirms, respects, reflects and celebrates the gender, racial, ethno-cultural and religious diversity of our society;
- Supporting employment equity, through the provision of effective processes to recruit, retain and develop all staff regardless of the gender, sexual orientation, race, colour, ancestry, national or ethno-cultural origin or religion;
- Supporting educational equity\* through the provision of quality programs for all learners regardless of their gender identity, race, colour, ancestry, national or ethno-cultural origin or religion;
- Creating a workplace environment that values and welcomes diversity.

## Definitions

Discrimination is unfair, unequal and differential treatment of individuals and/or groups often based in prejudice; in particular prejudice based on race, gender, class, religion, age, ability, sexual orientation or ethnicity. Discrimination can include overt differential treatment and create barriers to prevent access or opportunity such as through procedures and practices that exclude and/or limit people or groups.

*Prejudice/Bias + Action = Discrimination.*

Inclusion/Inclusive describes any effort to include people and value the diversity of their differences, so that they are able to participate as valued, respected and contributing members of society/community/organisation. In education, inclusion means all members of a school community (students, staff and parents) have equal access to the resources of their community and the opportunity to participate in all areas, regardless of their race, gender, social class, religion, sexual identity, sexual orientation or other dimension of diversity. An Inclusive organization will reflect their communities' diversity.

Systemic Discrimination occurs when the procedures and practices of the organization/community/society overtly or covertly prevent access, limit or exclude specific individuals and groups for full participation in the organization/community/society.

## Procedures

### 1. Building and Maintaining Community

- 1.1. The District values dialogue with all parent, student and community groups. The collaboration is important for the creation of effective educational procedures, programs and services. The District recognizes that special efforts may be needed to involve parents because of differing cultural assumptions and histories related to education. Additionally, the District recognizes the need to create an inclusive environment in which all parents and students from various linguistic and cultural backgrounds feel welcome and can contribute.
- 1.2. The District is committed to providing opportunities for diverse communities in order to develop equity in education and create an environment free from discrimination and shall:
  - 1.2.1. Facilitate discussions with diverse communities and provide translation and interpretation as needed to facilitate these discussions;
  - 1.2.2. Provide opportunities for all communities to enhance their awareness, knowledge and understanding of discrimination;

- 1.2.3. Ensure that specialized staff, such as Indigenous Education Staff, work collaboratively with all members of the school community to provide services according to community needs;

## 2. Honouring Language

- 2.1. The District recognizes the role of language in learning. The District values language learning opportunities and affirms the importance of the learner's first language. The District also recognizes the power of language to create inclusion or exclusion.
- 2.2. The District is committed to creating a climate of respect for the linguistic diversity of the community and language that honours and creates inclusion of all and shall:
  - 2.2.1. Continue to recognize and value the importance of first language(s) and prior educational experiences of students;
  - 2.2.2. Support the development and implementation of additional language programs;
  - 2.2.3. Develop communication strategies that will assist and inform parents in their first language about their children's progress;
  - 2.2.4. Ensure that all efforts are made to use inclusive and welcoming language that respects the diversity of its communities.

## 3. Inclusive and Multi-Centric Curriculum

- 3.1. The District recognizes that curriculum must present a global view of society from diverse perspectives that include the experiences and achievements of culturally diverse groups. The perspectives of all cultural groups must be included to encourage all students to develop pride in their own identity and to value the cultural identities and ancestries of others.
- 3.2. Examination and modification of existing curricula are required to eliminate gender, racial, ethno-cultural and religious discrimination. An effective curriculum development process is one that is collaborative and supportive of educational equity.
- 3.3. The District is committed to developing and implementing bias-free curricula and shall:
  - 3.3.1. Support equitable access to quality programs for all learners;
  - 3.3.2. Develop and implement new inclusive curricula designed to eliminate discrimination;
  - 3.3.3. Develop and implement multi-centric approaches to curriculum and delivery;
  - 3.3.4. Select learning resources to eliminate negative cultural biases;
  - 3.3.5. Select learning resources that reflect the experiences and contributions of our diverse society.

## 4. Equitable Assessment, Evaluation and Placement

- 4.1. The District recognizes that the assessment and evaluation process must be multi-faceted in order to provide a comprehensive understanding of what students are capable of achieving. The previous experiences, knowledge and cultural and linguistic background of all students must be considered.
- 4.2. All staff members share the responsibility for creating a welcoming and inclusive environment which honours and respects the diversity of all students. The District and

school-based reception process needs to support assessment and evaluation procedures that are appropriate for each student.

- 4.3. The District is committed to developing, implementing and evaluating processes for assessment, evaluation and placement that accommodate cultural differences and shall:
  - 4.3.1. Examine and monitor practices in assessment, evaluation, placement, engagement and tracking of students to support the principles of Inclusive, Multicultural and Anti-Racism Education;
  - 4.3.2. Ensure that parents are adequately informed about assessment and evaluation procedures and involved in placement decisions.

## 5. Implementing Staff Development

- 5.1. The District recognizes that general staff development on Gender Equity, Multiculturalism, Diversity and Anti-Racism is fundamental to creating organizational change. All staff members need the knowledge, skills and attitudes to understand and accommodate diversity and difference. Additionally, specific staff development is crucial to understand and accommodate diverse learning and communication styles. An effective staff development program on Gender Equity, Multicultural and Anti-Racism Education will promote the academic, social and emotional growth of all students.
- 5.2. The District is committed to providing in-service training opportunities for all employees to enhance their awareness and competence in working effectively with people of diverse backgrounds.

## 6. Equitable and Inclusive Employment Practices

- 6.1. The District recognizes that effective employment practices remove barriers to fair and equitable hiring, promotion and training opportunities. Furthermore, the District recognizes that in removing barriers and practicing equitable and inclusive employment practices it would ensure that the organization is reflective of the communities it serves.
- 6.2. The District is committed to developing employment practices that are consistent with the principles of diversity and shall:
  - 6.2.1. Provide equitable access to employment opportunities and fair treatment in the workplace;
  - 6.2.2. Develop recruitment, interview, selection, training and promotion practices and procedures that identify and remove barriers;
  - 6.2.3. Monitor and examine applications, selections processes, recruitment, retention and progression of all employees.

Reference: Sections 8, 8.4, 8.5, 20, 22, 65, 85, 177 School Act  
Human Rights Code  
Multiculturalism Act  
Canadian Charter of Rights and Freedoms  
Canadian Human Rights Act  
Criminal Code of Canada  
Collective Agreements

Adopted: January 30, 2007  
Revised: June 25, 2019

**TO:** Board of Education **DATE:** December 15, 2020

**FROM:** Sheila McDonnell, Trustee

**RE:** **BC School Trustee Association (BCSTA) Trustee Academy**

2020 created the need for a reworking of the annual BC School Trustee Association (BCSTA) winter Trustee Academy that brings trustees and staff from around the province to engage in learning with keynote educational speakers, panelists, presentations and government updates. This year’s Zoom format enabled us to participate in an academy that offered inspiring content, but without the face to face contact and social interactions with other trustees that has added to past events. Naturally, most of the sessions focused on the challenges of responding to COVID-19, including our Vancouver Island breakout session.

Our **keynote** speaker was eminent educator Michael Fullan, Co-Leader of a project called *New Pedagogies for Deep Learning*. Fullan stressed the essential work of governance, to run a good system for all and support the creation of impacts for equity and wellbeing. This requires trustees to focus on developing a unity of purpose and joint determination among all partners, including parents and community. Relationship building is crucial, and his key take away statement was, “It is more important to be right at the end of the meeting - by listening, understanding and building consensus – than at the start.” Fullan’s work will be useful to us as we continue our trustee professional learning work in the new year.

**Plenary 1: Provincial Health Office - COVID-19 Response in the K-12 Sector**, Dr. Réka Gustafson, Vice President, Public Health and Wellness and Deputy Provincial Health Officer

Dr. Gustafson has provided the BCSTA with regular briefings and updates throughout this crisis and gave a valuable and reassuring update to help us understand the current scientific evidence that guides the education system protocols. Concerns continue to be expressed by some about the differences in mask policy, distancing and other factors, and we watch the occurrences of school events especially in the lower mainland with alarm, but we can trust that Public Health does have the details of risk factors and spread from analyzing contact tracing and virus behaviour to really understand the transmission trends. Community spread at home, workplaces, and recreation sites, continues to be the source of COVID-19 cases. We need to be vigilant about the implementation of protocols and remind education sector participants and the public at large to be cautious about their own contacts away from school.

**Plenary 2: Addressing Racism in an Inclusive Education Model**, Irvine Carvery, Director, YMCA of Greater Halifax/Dartmouth and President of Africville Genealogy Society

Mr. Carvery spoke about the importance of addressing racism of all kinds, something often overlooked in our area. We have now raised equity for our Indigenous students to a key priority, but especially where there is such a small percentage of black and people of colour, we have not given much attention to this issue. The Comox Valley has a BIPOC (black, Indigenous, and people of colour) heritage to explore. Ensuring that every child in our district is supported and recognizes their experience in learning will become an increasingly important challenge in the next few years.

**Plenary 3: The Future of Education is Each One Teach One**, Jesse Hirsh, Futurist & Digital Strategist, Metaviews Media Management Ltd.

Trustee Sarah Jane Howe covers this plenary in her trustee report.

### **Minister of Education Address**

Jennifer Whiteside, Minister of Education, delivered a warm and positive message to us on her second day as Minister. It was clear that she understands the complexity of the portfolio and is committed to working with us according to our co-governance model. Her mandate letter includes ambitious challenges such as bringing the early childhood care system into the Ministry of Education and seeing greater collaboration between ministries on youth mental health and other “wicked problems”.

The Academy also included three other plenaries on the topics of **Enhancing Student Learning** (Keith Godin Assistant Deputy Minister, Governance and Analytics Division, Ministry of Education), **Mental Health in School Strategy** (Jennifer McCrea, Assistant Deputy Minister, Ministry of Education), and a **Panel Discussion on Mental Health Literacy** (Wendy Carr, Professor of Teaching, UBC Faculty of Education and Andrew Baxter, Alberta Mental Health Literacy Project Lead, Alberta Health Services).

The keynote and plenary addresses are available on the BCSTA HUB site, so that trustees who were not able to attend can watch them. I look forward to discussing the messages and work targeted in the coming months.

Respectfully submitted,

*Sheila McDonnell*

Sheila McDonnell  
Trustee

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**TO:** Board of Education **DATE:** December 15, 2020

**FROM:** Sarah Jane Howe, Trustee

**RE:** **BC School Trustee Association (BCSTA) Trustee Academy**

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I attended the recent BCSTA Trustee Academy and was thrilled to see so many people in attendance. This was the first time we have attended an academy in an online format. I want to take the time to congratulate everyone involved in the organization of an event of this nature. I felt completely engaged and there were many different opportunities to reach out to other boards and get into groups to discuss topics in more detail. The direct IT support provided by the BCSTA was exceptional as I did need assistance at one point and received instant responses from their IT department. We have also been provided with access to recordings of these sessions, which is unique, as usually if you are not taking notes or are unable to make the event, you miss out on these educational opportunities that impact us so greatly in our positions as trustees.

There were a few recorded sessions that I went back to revisit for some information after having some time to digest it. There were multiple plenaries with important topics that I felt were extremely timely and appreciated. I believe Trustee McDonnell speaks to some of these in her trustee report as well. We had the opportunity to hear from our new Minister of Education, Jennifer Whiteside. Michael Fullan was a speaker who focussed on the difference between traditional learning and deep learning. He gave a lot of opportunity for reflection on how much or how little districts needed to focus on where we stood in this spectrum. Celebrating student success by way of creativity was a great ending to this session.

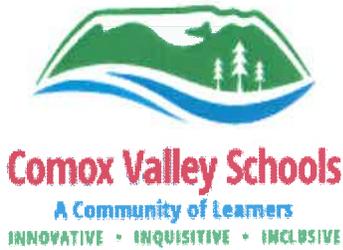
It was extremely exciting to see the learning change that is occurring throughout the province. I personally found Jesse Hirsch to be particularly interesting and engaging. He is the co-founder of the *Academy of the Impossible*, a peer-to-peer lifelong learning facility. In his plenary called *Future of Authority and the Role of Education*, he discussed different ways of knowledge and how it applies to individual students. He stated, "The future of education is people engaged in a knowledge economy and a global village where they are learning everyday from everyone around them." Jesse asked what role does public education play and answered many thoughtful questions from trustees all over BC. He talked about trustee roles and how engaging with our communities in a more intimate way that allows parents and our students to trust us in our roles so we can update and educate authentically on things happening in our district to support students and foster critical thinkers. This excited me for our district as we have many things in place already that help us do this in a meaningful way.

I am proud of our District newsletter and other social media avenues and opportunities that we use to lessen gaps between the Board and our community members (thank you Mary Lee). Jesse also talked about the “flipped classroom” inclusivity, the importance of informational literacy and artificial intelligence (AI). We use this as such an important part of our education, and he spoke to how crucial these skills can be going forward, specifically algorithm education. That being said, he pointed out the importance of using your natural surroundings as a constant opportunity for growth and education. I look forward to discussing this further with my fellow trustees as it was an impactful session.

Respectfully submitted,

*Sarah Jane Howe*

Sarah Jane Howe  
Trustee



School District No. 71 (Comox Valley)  
Board of Education of School District No. 71

607 Cumberland Road  
Courtenay, B.C. V9N 7G5  
Fax (250) 334 5552  
Telephone (250) 334 5500

November 27, 2020

Ella Oldaker  
c/o Mark R. Isfeld Secondary  
1551 Lerwick Road  
Courtenay, BC V9N 9B5

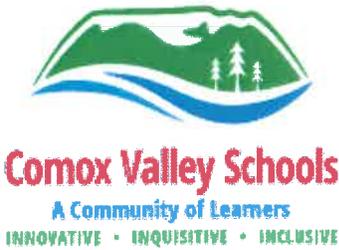
Dear Ms. <sup>Ella</sup>Oldaker,

On behalf of School District No. 71 (Comox Valley), the Board of Education thanks you and Nalan Gossen for your Compost Pick-Up Proposal video presentation that was shared at the November 24, 2020 Regular Public Board meeting conducted online. Due to the recent situation with COVID-19, the meeting was shifted from a public in-person meeting to a virtual meeting. We commend you on the ability to quickly prepare an informative video on such short notice. Well done! The Board will be having further discussions on this topic in the very near future. Thank you.

Respectfully,

Sheila McDonnell  
Board Chair  
The Board of Education of School District No. 71 (Comox Valley)

SM:ml



School District No. 71 (Comox Valley)  
Board of Education of School District No. 71

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November 27, 2020

Nalan Gossen  
c/o Mark R. Isfeld Secondary  
1551 Lerwick Road  
Courtenay, BC V9N 9B5

Dear Mr.  Gossen,

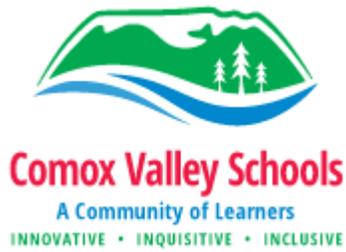
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Respectfully,



Sheila McDonnell  
Board Chair  
The Board of Education of School District No. 71 (Comox Valley)

SM:ml



School District No. 71 (Comox Valley)  
Board of Education of School District No. 71

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**VIA E-MAIL ONLY:** [rob.fleming.mla@leg.bc.ca](mailto:rob.fleming.mla@leg.bc.ca)

November 30, 2020

Rob Fleming, MLA  
1020 Hillside Avenue  
Victoria, B.C.  
V8T 2A3

Dear Mr. Fleming,

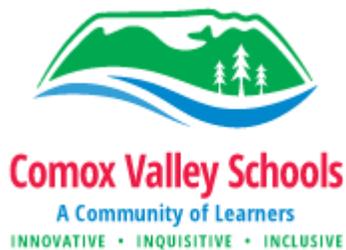
On behalf of the Board of Education of School District No. 71 (Comox Valley), we wish to thank you for your years of service to public education as Minister of Education, and previously as NDP's education critic. We have appreciated your passion for, and commitment to, public education and for the open and respectful way you have worked with Boards of Education on the many challenges we face in this sector. Your calm, collaborative leadership throughout the COVID-19 crisis has helped our district respond to rapidly changing situations with flexible solutions to our particular circumstances.

We very much appreciate your support for our major capital projects, the G.P. Vanier Secondary and Lake Trail Middle School seismic upgrades and, in particular, the response and replacement of the Hornby Community School. Your advocacy on behalf of the district and Hornby Island community is manifested as the walls of a beautiful new learning centre rise; we are hoping for an opening this fall.

Congratulations on your new appointment as Minister of Transportation and Infrastructure. We wish you the very best with that position and portfolio.

Respectfully,

Sheila McDonnell  
Board Chair  
The Board of Education of School District No. 71 (Comox Valley)  
SM:ml



School District No. 71 (Comox Valley)  
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**VIA E-MAIL ONLY:** [jennifer.whiteside@bcndp.ca](mailto:jennifer.whiteside@bcndp.ca)

November 30, 2020

Jennifer Whiteside, MLA  
833 Carnarvon Street  
New Westminster, B.C.  
V3M 1G2

Dear Ms. Whiteside,

On behalf of the Board of Education of School District No. 71 (Comox Valley), we congratulate you on your appointment as B.C.'s Minister of Education. You have accepted a very challenging portfolio, especially in these difficult times when managing the impact of COVID-19 on our school system is critical. Children, our future citizens, are the central heart and focus of parents and communities. In addition to the safety and wellbeing of our students and all our staff at this time, the Ministry also manages challenges to deliver relevant, engaged education that adapts to changing times, to address significant infrastructure needs, and to play a key role in delivery of services to vulnerable children and families. Integration of childcare, food security and mental health services with education programs is exciting, collaborative work. We look forward to working with you, with respect and common focus, on this rewarding mandate. We extend an invitation to come and visit our school district anytime, at your convenience.

Respectfully,

Sheila McDonnell  
Board Chair  
The Board of Education of School District No. 71 (Comox Valley)

SM:ml