

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

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.

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

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 November 24, 2020 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pg.3

Recommendation:

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

4. Old Business

None

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

- Personnel
- Legal
- Other

6. Board Chair's Report

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 Pg.8

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

- i. COVID-19 Update
- ii. District News Pg.24
- iii. Early Learning – Briefing Note Pg.26

B. Assistant Superintendent

None

C. Secretary-Treasurer

- i. Introduction
- ii. Trustee By-Election

D. Human Resources

- i. Retirements and Recognition Pg.28

10. Board Standing Committee Reports

- A. **Finance Committee Board Report** – November 17, 2020 Pg.29

Recommendation:

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

B. Facilities Committee Board Report - November 17, 2020

Pg.33

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.

Recommendation:

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

C. Policy Committee Board Report – November 03, 2020

Pg.43

Recommendation:

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

11. Board Business

None

12. Board Correspondence

A. Correspondence: from **Tsolum River Restoration Society** to **The Board of Education** **Pg.62**
– Towhee Creek near G.P. Vanier Secondary School
Sheila McDonnell, Board Chair

B. Correspondence: from **The Board of Education** to **Josie Osborne, MLA** – Election as **Pg.66**
MLA for the Mid Island-Pacific Rim Constituency
Sheila McDonnell, Board Chair

C. Correspondence: from **The Board of Education** to **Ronna-Rae Leonard, MLA** – **Pg.67**
Re-Election as MLA for the Courtenay-Comox Constituency
Sheila McDonnell, Board Chair

13. Public Question Period

14. Adjournment

REGULAR BOARD MEETING MINUTES
Tuesday, October 27, 2020
7:00pm

In Attendance at Mark R. Isfeld Secondary:

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
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

1. Call to Order

Board Chair, Sheila McDonnell called the meeting to order at 7:01pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Appointment of Acting Secretary-Treasurer

Recommendation:

THAT Assistant Superintendent Geoff Manning be appointed as Acting Secretary-Treasurer for the Regular Public Board meeting on October 27, 2020.

CARRIED

3. Adoption of Agenda

Recommendation:

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

CARRIED

4. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the September 22, 2020 Regular Public Board Meeting Minutes as presented.

CARRIED

Recommendation:

THAT the Board of Education adopt the September 29, 2020 Special Public Board Meeting Minutes as presented.

CARRIED

5. Old Business

None

6. Report on In-Camera Meeting – October 27, 2020

- Land/Property
- Personnel
- Other

7. Board Chair's Report

Highlights:

- As part of the District's professional development, I attended the Dr. Elin Kelsey webinar – inspire students and positive change around climate change
- Attended community based 3-day workshops - environmental actions based on local watersheds, included District staff members, around 90 participants

8. Presentations / Delegations

A. School Start Up: COVID-19 – Katy Doran, Principal (Elementary) and Sean Lamoureux, Principal (Secondary)
Board Information

9. Education Committee Meeting – October 13, 2020

Recommendation:

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

CARRIED

Next Education Committee Meeting:

TOPIC: NIDES Navigate
DATE: December 08, 2020
TIME: 6:30 pm
LOCATION: Mark R. Isfeld Secondary, Multipurpose Room

10. Strategic Direction

A. Superintendent

- i. **District News**
Board Information
- ii. **Child Care Partnership with Village of Cumberland – Briefing Note**

Recommendation:

THAT the Board of Education direct staff to work with the Village of Cumberland staff to submit a child care centre grant application.

CARRIED

- iii. **Strategic Plan Annual Report 2019-2020**
Board Information

B. Assistant Superintendent

- i. **Enrollment 1701 Report**
Board Information
- ii. **District Professional Development**
Board Information

C. Secretary-Treasurer

None

D. Human Resources

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

11. Board Standing Committee Reports

A. Finance Committee Board Report – October 19, 2020

- i. **Appointment of Auditor**

Recommendation:

THAT the Board of Education appoint KPMG as financial statement auditors for a three-year term.

CARRIED

Recommendation:

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

CARRIED

B. Facilities Committee Board Report – October 19, 2020

i. International Student Program Location – Briefing Note

Recommendation:

THAT the Board of Education approve the purchase and installation of a modular building to provide a future home for the International Student Program.

CARRIED

Recommendation:

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

CARRIED

C. Policy Committee Board Report

No meeting in October

12. Board Business

A. Trustee Report: Vancouver Island School Trustees' Association (VISTA) Fall Conference and Business Meeting

Janice Caton, Trustee (City of Courtenay)
Board Information

B. Trustee Report: British Columbia School Trustees' Association (BCSTA) Provincial Council Meeting – Verbal Report

Janice Caton, Trustee (City of Courtenay)
Board Information

13. Board Correspondence

A. Correspondence: from Deputy Minister D. Scott MacDonald to Trustee Tonia Frawley – Funding and 1701 Recommendation

Tonia Frawley, Trustee
Board Information

- 14. **Public Question Period**
- 15. **Meeting Adjourned – 8:50pm**

Certified Correct:

Geoff Manning, Assistant Superintendent
Acting Secretary-Treasurer

Sheila McDonnell
Board Chair

Proposal

Compost Pick-up for School District #71

*Encouraging the Comox Valley School
District to reduce waste by
implementing a district-wide compost
pick-up program.*

Submitted to the Board of Trustees, School District #71
June 5, 2020

by Julia Jungwirth

The key factor to the success of waste reduction and diversion initiatives at the schools studied was consistent engagement and support from teachers, administrators and board level officials.

Ontario schools waste audit report, 2017

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Introduction

I write this proposal on behalf of students, staff and parents of the Comox Valley School District. The time has come for a compost pick-up program in Comox Valley schools. Our research has shown that a compost pick-up program will not only have a positive environmental impact: it will save the district money. Compost pick-up is reasonable, feasible and profitable both now and in the future.

In 2019 the board identified sustainability as one of their top five goals in their 5-year strategic plan. Composting is a massive step in this direction and will showcase the Comox Valley School District as a leader in sustainability.

In 2008 the BC Ministry of Education released a document called “Sustainable Schools Best Practices Guide”

(<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/environmental-learning/sustbestpractices.pdf>) which promotes ecofriendly practices in schools and provides tips and education for a net zero emissions school. A section in this guide is waste reduction. The report suggests analyzing your school's garbage, finding out how much different waste removal systems cost, and provides strategies for waste reduction.

A waste audit is the ideal way to get all this information and was planned for Spring 2020. Due to school shut down as a result of COVID-19, we weren't able to complete this audit. As a substitute we have based this proposal on waste audits from other school districts.

Richmond school district, a larger school district than SD71 has been carbon neutral for 10 years. As a part of their ecofriendly journey, the Richmond school district implemented a composting program which serves as an excellent model for SD71.

I would like to thank Tina Willard and Mrs. Kristin MacKinnon for their help and mentorship with this project.

What's in our Garbage?

Without performing a waste audit, it is hard to create an accurate picture of what exactly is in our school garbage cans, but we have attempted to create a picture for you of what we would expect to find. We know that we have food waste entering our school's garbage but don't know exactly how much. Here are a few photos of some of our waste receptacles:



image 1



image 2



image 3



image 4

In the washrooms, the receptacles overflow with paper towel every single day. There are at least 8 garbage cans in Vanier's student washrooms, which means that the school produces at least eight full garbage cans of paper towel each day. As you can see from images 2, 3, and 4, compostable paper towels take up most of the space in the washroom garbage.

Presently there is lots of food and food preparation waste being thrown in our garbage cans: paper towels, meat, scraps from cooking classes, school lunch leftovers and more. It is safe to say that much of our current waste could be composted.

BC Ferries is a well-known example of a large institution that makes the effort to compost washroom waste/paper towels. We believe that School District 71 can do it too!

Current Composting in SD71 Schools

Currently, the only compost programs that exist in high schools are run by staff and students of Green Teams or Environment Clubs. In this section I will give examples of what is being done at each school. I have also surveyed students and staff about the current state of composting in their schools.

At Vanier, the food waste is brought to an onsite composting area which is just a Speedy Bin (less than 1 square meter for the whole school). Vanier along with other high schools do not have the capacity or facilities to compost 100% of the compostable materials produced by the school. Even if there was enough space to compost on-site, pests and wild animal problems make it difficult to compost meat and other stinky animal attracting foods.

A student at Highland describes their composting this way. “Composting is pretty well non-existent at Highland as of now. All organic waste goes into the garbage as far as I am aware. There used to be a few compost bins in a couple different classrooms where teachers felt strongly about it, but it became their own responsibility, and all have quit doing so. A compost pick-up program would help reduce the waste and amount of garbage produced by the school, and also set responsibilities for taking care of it so that it doesn't just fall on the shoulders of participating teachers. One of the main problems with the compost before was fruit flies, as well as the smell due to rotting food and not being taken out or cleaned often enough. The Environmental Action Team has definitely discussed the logistics of implementing a compost program within the school, but as of yet has not come up with a better solution to the previous way it was done.”

A teacher at Isfeld had the following to say about their composting program. “We have composters in the two courtyards that are seriously under-utilized, and our garden has a large compost enclosure for garden waste. I believe one of our foods teachers uses it, too, for the waste from the Foods classes. My Citizens for Science class was going to make and start classroom worm composters in term 4. I don't think that class is being offered next year, but I am planning on making a worm composter for my classroom with my TA.

Truthfully, though, school food waste is still a huge problem that no one seems to

really want to do anything about. At present I have a bucket with too tight of a lid, to keep smells down, that discourages people from using it. I also worry about school composters being used improperly based on how poorly students and staff use recycling bins. The contents just become waste with them, but improper composting often leads to rats. My wife and I have been composting all non-animal food waste for over twenty years, using two composters, and we have never had rats. Rats are not a given. We usually have a smell problem at this time of the year when the composters really gear up. That is easily fixed with throwing in dead leaves (carbon).”

Here is some further data from my survey:

Teacher:

- *What does composting look like at your school?* Small compost buckets in teacher rooms (voluntary program).
- *How much are you composting now?* Minimal (only diverting a small portion of waste as much of the food waste is produced in the cafeteria and is not collected).
- *What can/can't be composted?* Currently fruit/veggie waste (no paper towel/product composting/or other biological materials meats/bones)
- *Do you have the facilities to compost all the compostable material your school produces?* No, we have minimal composting facilities onsite.
- *How/would a general compost pick-up program benefit your school?* It would reduce amount of waste sent to the landfill – helping to create a more ecologically sustainable society.
- *Any issues you have with composting at your school-pests, hygiene etc?* Teacher/Staff buy in – custodial staff would have to be willing to participate-Anything else you'd like to say about composting at your school? WE NEED MORE! Stop the linear model of production and consumption.

Student:

- *What does composting look like at your school?* Many classes have compost buckets, and there are a few compost buckets in well-trafficked areas of the school. All of these buckets, when full, are taken to larger compost bins (of

which there are 3 in the school), which take a while to fill up. Finally, when any of those larger bins are full, they are taken to a speedy bin behind the school, which is slowly filling up, though we don't have a definite plan on how to empty that.

- *What can/can't be composted?* At Vanier, basically anything can be composted (within reason) other than meat products, because meat can attract animals.
- *Do you have the facilities to compost all the compostable material your school produces?* Our composting system is, in all honesty, a bit weak, seeing as it was organized by 2 teachers and a few students. Because of this, we can only compost non-meat food. We could theoretically also compost paper, but it certainly wouldn't work very well with our limited facilities.
- *How/would a general compost pick-up program for your school, when properly implemented, help your school?* General compost pickup would allow for us to more easily deal with the aforementioned larger compost bins, as that bin outside is likely to fill up soon. What would be more helpful would be if the program allowed for us to compost meat products.
- *Any issues you have with composting at your school-pests, hygiene etc?* Personally, I don't mind getting my hands dirty, as washing them is always an option, but I can *sort of* see why other people might have hygiene concerns. Pests could probably be the biggest problem, but that can be mitigated with a well-routined compost system.
- *Anything else you'd like to say about composting at your school?* The biggest source of compost would usually be the cafeteria, but they don't compost. I'm sure there's a lot of non-meat food that isn't composted on an average day.

Our local high schools produce dozens of garbage bins full of compostable waste every week. If we had the proper facilities, high schools could divert many bins of garbage from the landfill every week. Any composting program that has been tried in the past has been successful for only as long as the teacher or group of students were at the school. If composting is to become a part of School District 71 culture, it is imperative that there is a system change. This proposal is a plan for that change.

Successful Examples of Composting

Trailblazing a compost program for high schools sounds extremely intimidating and taxing, so it's lucky we aren't the first to do it!



Receptacles that Richmond school district uses for their composting.

https://www.sd38.bc.ca/sites/default/files/2020-05/2019%20CNAR_Richmond%20School%20District.pdf

Seattle Public schools composting program

<https://m.youtube.com/watch?v=yUyQ6XjQWJ4>

Uvic, an exponentially larger institution than Comox Valley secondary schools, has an advanced waste management program. Waste gets sorted out into 5 different receptacles at sorting stations. Containers are properly labeled and easy to use.

<https://www.uvic.ca/sustainability/topics/waste/sort-it-out-stations/index.php>

Benefits of Composting

In North America alone food waste takes up 39 million cubic meters of landfill space annually which is equivalent to 13 football stadiums. Our new regional landfill cost 25 million dollars to build, and at the current rate of disposal, predictions are that the first cell (11 football fields in areas, 10 stories high) could fill completely within 5 years. At this rate this new cell will reach capacity in 2023 and another new cell will need to be built. These numbers are shocking.

Cost Benefits: 2.6 billion dollars (Cdn) are wasted in tipping fees annually. Locally, the tipping fees for a dumpster of **recycling is \$26**, and **garbage is \$46**. We contacted Dave Ross from Emterra and he estimated the tipping fee for compost to be around **\$35/bin**. By diverting waste from the garbage, we can save a large sum of money. Any money that will be invested into a composting system (bins, receptacles) will quickly be recovered with the money saved on compost pick-up. A cost-benefit analysis worksheet was created by BC Ministry of Education for this purpose and can be found in Appendix A.

Environmental Benefits: There are many reasons compostable material should not get sent to the landfill. When organic matter decomposes in landfills anaerobically (without oxygen), it produces methane gas. Methane gas is 28-36 times more potent than carbon dioxide. Organic waste in the landfill can increase the risk of fires because it generates heat as it breaks down. Organic matter in landfills gets contaminated by plastics, chemicals and other wastes which means it turns into contaminated soil. When organic matter gets composted it decomposes to produce beautiful soil which can be used to grow new life!

Educational Benefits: School is all about learning how to live and interact with the world around you. How fitting would it be for students to learn about the importance of composting in school? The good habits students will create by growing up with composting will impact them for the rest of their lives. At first it may seem like a grandiose task to get a whole high school on board with composting, but didn't it feel the same when the recycling program began in schools?

Findings from the Waste Audit

Initially we planned on doing a waste audit to assess exactly what is in our school waste. Due to COVID-19 we had to cancel the waste audit and won't be able to reschedule any time soon.

Anecdotally, after auditing classroom waste with 100's of students in SD71 over the past 2 years, CVRD Environmental Educator Tina Willard-Stepan, agrees that the numbers below provided by other districts are very similar in our community. It is possible that we do not have to do a full waste audit to move forward with this initiative, as relevant information is already available to us here in other school's waste audit data.

Rutland Secondary School (Kelowna) 24 Hour Waste Audit Results:

34%compost, 8% depot items, 26% recyclables, 2% reusable items, 25% true garbage

A copy of Rutland report

https://www.operationtaketwo.com/uploads/1/1/7/8/117889621/report_-_waste_audit_2018_rss.pdf

Ontario Multi District 24 Hour Waste Audit involving 49 schools both elementary and high school of varying stages in waste management and reduction. Results (average of results on page 17 of report):

65.6% compost, 7.0% recyclables, 27.35% non-divertible

Copy of Ontario report

<https://www.ontarioecoschools.org/wp-content/uploads/2017/02/EcoSchools-Waste-Comparison-Study-FINAL.pdf>

Queens University Waste Audit From One Year Long Audit

Compost 52.1%, 18.2% paper, 15.7% plastics, 11.2% other, 1.3% metals, 1.2% glass

Copy of Queens report

[WASTE AUDIT REPORT 2016 \(QUEENS UNIVERSITY\).pdf](#)

Call to Action

What we propose: Writing this proposal has reinforced our conviction that moving forward with a composting program at our local high schools is the only responsible way forward.

We propose you strike a steering committee composed of trustees, school district staff, students and community members.

There still are many logistical questions which we will address here along with a proposed pilot plan.

One-year pilot project (2021/22)

We propose a one-year pilot composting program at the three high schools. At the end of the pilot year, a comprehensive review would take place. Challenges would be addressed, and after the necessary improvements have been made, the program would be expanded into the elementary schools.

This project will require:

- Investing in quality waste-sorting receptacles (see resources section for examples)
- Educating staff and students about how to properly compost (environment clubs are willing to play a part in this)
- Instructing the janitorial staff on how to manage the compost program, so that they understand they are not doing more work, rather different work.
- Work with the regional district to make it possible for school district organic waste to be processed at the new organics facility.
- Secure a contract with compost pick-up company.

“The key factor to the success of waste reduction and diversion initiatives at the schools studied was consistent engagement and support from teachers, administrators and board level officials.”

-From the Ontario schools waste audit report

Possible Composting Partners:

- *Emterra (250)-336-8066 (currently hold contract for waste and recycling pickup with SD71)*
- *Earth Warriors Composting
Courtenay, BC
(250)-650-7489
earthwarriorscomposting@gmail.com*
- *Strathcona recycling and disposal (250)-207-6500*

Resources

Ordering compost/recycling bins:

<https://cleanriver.com/>

Instructions for a waste audit:

https://ecoschools.ca/wp-content/uploads/2019/07/Waste_Audit_Instructions.pdf

Resources, statistics and facts about saving food and keeping it from entering the landfill:

<https://lovefoodhatewaste.ca/>

Conducting a high school waste audit:

https://www.tdsb.on.ca/Portals/ecoschools/docs/Waste%20Audit%20Guide_Final_Sept%2023%20-%20EW.pdf

Comprehensive site about composting:

<http://www.compost.org>

Appendix A



Cost Benefit Analysis Worksheet

1. Current waste disposal costs \$_____/month \$_____/year #_____/kg
2. Current recycling costs \$_____/month \$_____/year #_____/kg
3. Estimated weight that can be diverted from garbage going to landfill #____kg/
year (includes items that can be recycled and composted)
4. Amount saved through reduced disposal costs \$_____/year
5. Revenue generated by selling soil made by composting \$_____/year
6. Financial benefit of waste reduction programs (#4 + #5) \$_____/year
7. Cost of implementing waste reduction programs \$_____/year
8. Total benefit or cost of waste reduction program (#6 – #7) \$_____/year

Appendix B



Waste Audit Data Sheet

	Paper	Glass/ Metal/Tin	Hard Plastics	Soft Plastics	Organics	Other	Landfill
Weight (kg)							
Percentage							
Comments							

Date of Audit _____

Total weight of garbage going to landfill each day: _____ kg.

Total weight of items that can be diverted from landfill each day: _____ kg.

Garbage going to landfill after first audit: _____ kg.

Garbage going to landfill after basic diversion: _____ kg.

Garbage going to landfill after additional waste-reduction action: _____ kg.

DISTRICT NEWS



REMEMBRANCE DAY CEREMONIES

COVID restrictions may have prohibited the possibility of holding live, in-person school assemblies but didn't interfere with recording a ceremony in advance of November 11th. Six District schools shared their video production, which are available for viewing on the website https://bit.ly/SD71_RemembranceDay2020 ◀



UNIQUE WAYS TO REMEMBER

Ecole Puntledge Park created a clever display to engage students in remembering. Colleen Devlin, Indigenous Educator K/1, turned the book, *A Poppy is to Remember* by Heather Patterson, into a story walk along the forest adjacent the school and displaying select pages of the book to explain the importance of November 11th.



In addition, the Courtenay school was one of only two schools in Canada to be granted permission from the Canadian Armed Forces to allow military personnel to participate in Remembrance Day activities. On Nov 9 & 10, members of 19 Wing Comox visited with students at the school's outdoor classroom, an event successfully arranged by outdoor education teacher Taylor Gowie.

Students give back to #dosomething

Mark R Isfeld's Interact Club, International Student Program and the Life Skills students teamed up with teacher Victoria Mulrooney to host a hugely successful COVID-SAFE food drive campaign collecting close to 2,000 lbs of non-perishable food items – a project made possible by the support of the community, including the Comox Rotary Club. It was also an initiative with Indigenous Education to #dosomething as part of their commitment to being a #DWF Legacy School.

➤ Check out the video story on our YouTube Channel

G.P. Vanier's Interact Club students hosted their similar and equally successful drive-up 'n' drop-off food drive for our local Food Bank with many community supporters pitching in, including Thriftys Foods as well as their sponsor, the Courtenay Rotary Club.



DISTRICT NEWS

Early Learning Ed-ventures

StrongStart | Kindergarten | Community Collaborative



EL NEWSLETTER

Jacquie Anderson, Early Learning (EL) Support Teacher, launched the first EL newsletter to give families and staff a quick snapshot of their unique program and initiatives. Each issue will be shared on the District website, linked under Programs and Services / Early Learning.

Featured in the newsletter is a highlight of the fall activities that has seen the creativity of our educators as they adjust their outdoor learning spaces to accommodate COVID 19 limitations. The Courtenay Elementary Pumpkin Patch was one such event for early learners and younger grade students, a Strengthening Early Years to Kindergarten Transitions (SEY2KT) project currently underway at Courtenay and Cumberland Community School. SEY2KT is a Ministry of Education initiative to help community partners and childcare providers collaborate to support early learners. Sieffert's Farm Market collaborated by generously donating 150 pumpkins to Courtenay El.

[Take a look at the video story on YouTube!](#) ◀

Pumpkin Creativity at all grades

Ecole Robb Road used their own version of creativity and imagination to transform their collection of pumpkins. Students carved their "citrouilles" into a colourful depiction of a favourite book - scene or character. Emily Pontus, Teacher Librarian, used a creative Halloween activity as a creative learning experience to enhance the students' love for reading. ➤ [Check it out in this YouTube video!](#)

EDAS SEASON 17 COVID-STYLE

EDAS Project will be a unique season with 17 schools signed up and another two being finalized. This year's goal is to create *envelopes of love* to those in need throughout the Comox Valley, Victoria and East Hastings, Vancouver. Project founder and leader Chantal Stefan and the Ecole Puntledge Park G7 EDAS students will work within their cohorts to complete all the packaging on Dec 11th, while the EDAS Adult Team will carry out delivery.

TO: Board of Education
FROM: Allan Douglas
RE: Early Learning Programs

DATE: November 24, 2020

Purpose

To provide the Board of Education with an update on some of the Early Learning Programs in our district.

Strong Start

Strong Start is an early learning program that operates in some of our elementary schools. It is a program for children 0-5 (before they come to kindergarten), it is free, and a guardian must accompany the child to the program.

- We have 4 permanent Strong Start centres and 1 rotating centre.
- Our 4 permanent centres are located at Courtenay Elementary, Queneesh Elementary, Brooklyn Elementary, and Cumberland Elementary.
- Our rotating centre operates at Royston (2 days a week), Aspen (2 days a week) and Ecole Puntledge Park (1 day a week).
- All of our centres are staffed with qualified ECE (Early Childhood Educators).
- Prior to COVID, our centres were busy places with many families accessing services... all of this came to an abrupt halt when COVID hit and we had to rethink how we would support our families. Strong Start facilitators have been doing outreach where they are meeting families in the community (parks and outdoor play areas).
- We are just starting with our face to face work and inviting families back to our centres. We are limiting each centre to 4 adults and their children and families must go online and sign up for a session. Friday is still reserved as an outdoor day and many families can attend.

CR4YC (Changing Results for Young Children)

CR4YC is a provincial program involving 2 schools in our district (Cumberland and Courtenay Elementary), K teachers, Strong Start and community ECEs. The program has a social emotional learning theme focusing on a child in each K room as well as a child in a community program. We work with our neighbouring districts Parksville/Qualicum and Powell River. Alison Bledsoe is our provincial facilitator.

SEY2K (Strengthening Early Years to Kindergarten Transitions)

SEY2K is a provincial program involving 2 schools (Cumberland and Courtenay Elementary), K teachers, Strong Start, and community ECEs looking at strengthening transitions for children coming to K. There are a variety of activities happening in these two parts of our community as they explore ways to connect with children and programs before the children come to school.

Connections Project

The school district is part of the early learning community collaborative that is working on increasing early learning experiences in the North end of our district. The collaborative has received funding from the Community Foundation for this work. Community consultations, survey work and planning have been the focus of this work so far. The Foundation has provided additional 3-year funding for this work to take place throughout our whole community.

Respectfully submitted,

Allan Douglas

Allan Douglas
Director of Instructional Services (K-12)

BRIEFING NOTE

TO: Board of Education

DATE: November 24, 2020

RE: Human Resources - Retirements and Recognition

Retirements

Louise Ellis, Teacher, Cumberland Community School, will retire effective December 31, 2020 after 40 years of service with the district.

**FINANCE COMMITTEE
BOARD REPORT**

Date: Monday, October 19, 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
Geoff Manning, Assistant Superintendent
Ian Heselgrave, Director of Operations

Regrets: Tom Demeo, Superintendent

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

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

B. ITEMS FOR DISCUSSION

None

C. ITEMS FOR INFORMATION

1. Financial Update

- a. Capital Fund Update – October 31st

Received for information.

2. 2019-20 Audited Financial Statements, Update to Note 20 – Briefing Note

Received for information.

D. FUTURE MEETINGS/AGENDA ITEMS

Next meeting: December 08, 2020 at 2:00pm – Statement of Financial Information and Budget Committee information

E. ADJOURNMENT

The meeting was adjourned at 2:15pm.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - October 31st

CAPITAL FUND		BUDGET	EXPENDITURES to Oct 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 8,090,257	\$ 1,105,291	\$ 6,984,966	14%
	Bylaw Capital	\$ 34,171,067	\$ 17,050,294	\$ 17,120,773	50%

LOCAL CAPITAL	BUDGET	EXPENDITURES to Oct 31st	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution	1,000,000	-	1,000,000	0%	Reserve
Modulars	698,014	603,028	94,986	86%	2019/20 Board Surplus Spending Plan
Modulars	200,000	-	200,000	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	0%	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	229,117	1,166,231	16%	Ongoing
VOIP Systems	50,000	-	50,000	0%	Ongoing
ST Contingency Reserve Fund	715,669	11,680	703,989	2%	Reserve
TOTALS	\$ 8,090,257	\$ 1,105,291	\$ 6,984,966		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to Oct 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,372,146	950,176	421,970	69%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	13,569,845	11,027,536	55%	Ongoing
Hornby Island Replacement	5,799,020	1,915,572	3,883,448	33%	Ongoing
Mark Isfeld Mechanical Upgrades	420,000	212,413	207,587	51%	Ongoing
Cumberland Community School Mechanical Upgrades	990,000	272,176	717,824	27%	Ongoing
Denman Preschool	992,520	130,112	862,408	13%	Ongoing
TOTALS	\$ 34,171,067	\$ 17,050,294	\$ 17,120,773		

BRIEFING NOTE

TO: Finance Committee

DATE: November 17, 2020

RE: 2019-20 Audited Financial Statements – Update to Note 20

Purpose

To inform the Board of Education of a recent update to Note 20 of the 2019-20 Audited Financial Statements.

Background

At the September Board meeting the Board of Education approved the 2019-20 Audited Financial Statements which were subsequently forwarded to the Ministry of Education.

After approval and submission of the financial statements the Office of the Auditor General of BC conducted a review of the audit file for quality purposes. The reviewers noted that the Note 20 accumulated surplus balance did not match the surplus balance on the statement of financial position.

The note has been updated to match and the financial statements on our District website have been refreshed. We have also submitted another copy to the Ministry. There is no requirement for the Board of Education to reapprove the statements or for the auditors to reissue an opinion.

Recommendation

It is recommended that the Board of Education receive this report as information.

Respectfully submitted,

Candice Hilton

Candice Hilton
Director of Finance

Note 20 Accumulated Surplus – Prior to Update

NOTE 20 ACCUMULATED SURPLUS (Continued)

	2020	2019
Operating Fund		
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
Total available for future operations	\$ 4,080,530	\$ 5,330,580
Capital Fund		
Invested in tangible capital assets	\$ 33,032,630	\$ 30,735,674
Local Capital	6,530,257	4,039,138
	\$ 39,562,887	\$ 34,774,812
Total Accumulated Surplus	\$ 43,643,417	\$ 40,105,392

Note 20 Accumulated Surplus – after Update

NOTE 20 ACCUMULATED SURPLUS (Continued)

	2020	2019
Operating Fund		
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
Total available for future operations	\$ 4,080,530	\$ 5,330,580
Capital Fund		
Invested in tangible capital assets	\$ 33,114,615	\$ 30,735,674
Local Capital	6,530,257	4,039,138
	\$ 39,644,872	\$ 34,774,812
Total Accumulated Surplus	\$ 43,725,402	\$ 40,105,392

FACILITIES COMMITTEE
BOARD REPORT

Date: Tuesday, November 17, 2020
Time: 3:00pm – 3:30pm
Venue: School Board Office, Board Room

Committee Members:

Michelle Waite: Chair
Tonia Frawley: Trustee
Brenda Hooker, Secretary-Treasurer

Ian Heselgrave, Director of Operations
Geoff Manning, Assistant Superintendent

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The Chair welcomed the committee and called the meeting to order at 3:05pm.

B. ITEMS DISCUSSED

1. SD71 Partnership with the Town of Comox for a Dog Park at Comox Elementary

Director of Operations, Ian Heselgrave, provided an overview of the briefing note.

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.

C. ITEMS FOR INFORMATION

1. 2020 Outdoor Classroom Project Update

Received for information.

2. Capital Projects Update

Received for information.

D. FUTURE MEETINGS/AGENDA ITEMS

Next Meeting - TBA

E. ADJOURNMENT

The meeting was adjourned at 3:50pm.

BRIEFING NOTE

TO: Board of Education **DATE:** Nov 24th, 2020
FROM: Ian Heselgrave, Director of Operations
RE: SD 71 partnership with the Town of Comox for a dog park at Comox Elementary

Purpose

To update the Board of Education on recent discussions with the Town of Comox staff around a potential partnership for a dog park at Comox Elementary.

Background

Over the past few years School District 71 has partnered with the Town of Comox on several initiatives. These include the Pickleball courts at Highland Secondary, sidewalk and roadway reconfigurations at Ecole Robb Road to facilitate safer student travel and an outdoor classroom at Brooklyn on adjacent Town of Comox property.

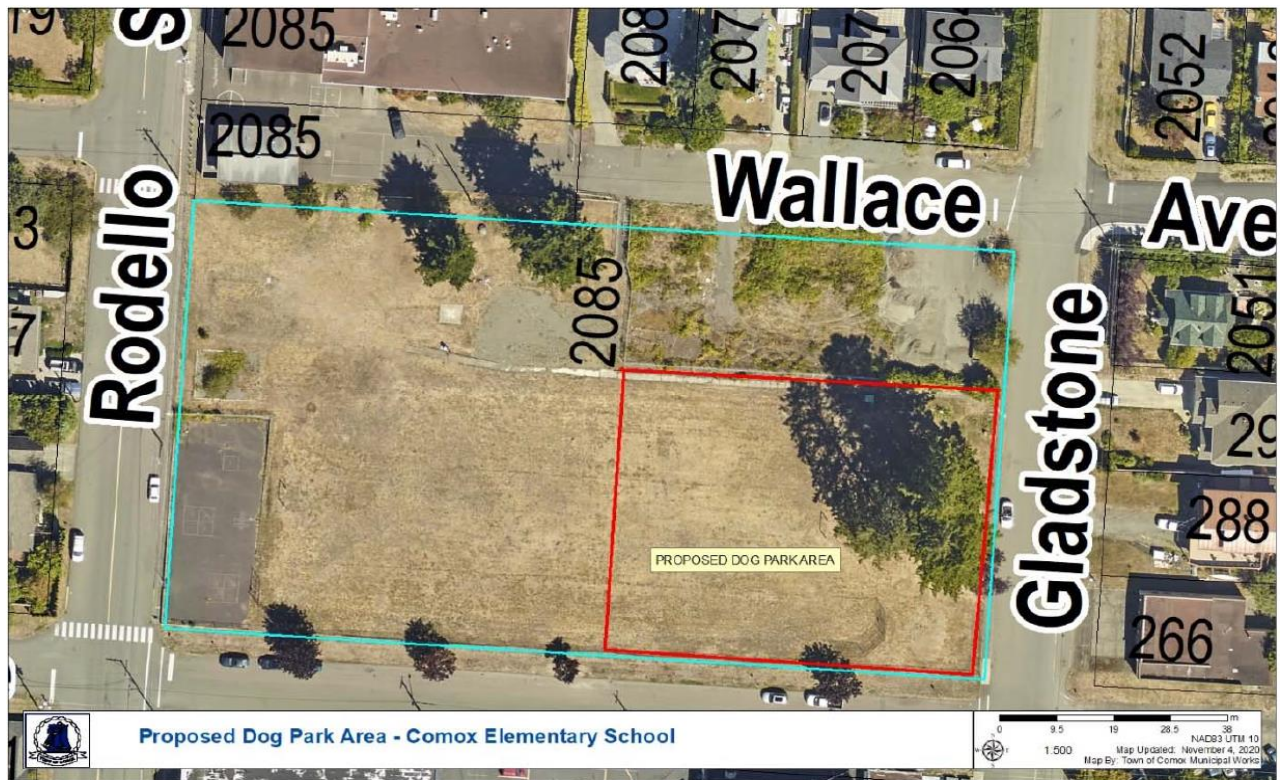
SD 71 and Town of Comox staff have a strong and effective working relationship.

Discussion

On November 4th the Director of Operations received a letter (attached) from the Town of Comox requesting formal permission to establish a dog park on the lower Comox Elementary school field. The vision of the dog park is to create a recreational space that sits within a network of local neighborhoods. The park would be completely fenced, benched with the proper garbage cans and doggy disposal bags. The proposed area at Comox Elementary School makes it an ideal location for the interim as the site is currently not being used by SD 71, the area is partially fenced, has unofficially been used by many members of the community as a dog park, and the ground surfacing material makes it ideal for a dog park.

The School District and Town of Comox will enter into a legal agreement where the Town will indemnify SD 71, provide clarity on the purpose of the land and include standard clauses such as cancellation options for either party and compensation terms. All costs associated with the use of the land will be borne by the Town including operation and maintenance of the area.

The Town would like to use the lower south western portion of the property as highlighted below in red for an interim community dog park.



Recommendation

It is recommended 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.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

BRIEFING NOTE

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: **2020 Outdoor Classroom Project Update**

DATE: Nov 24th, 2020

Purpose

To update the Board of Education on the 2020 Outdoor Classroom Project.

Background

In October 2020 the Superintendent of Schools allocated \$300,000 towards the creation of outdoor learning spaces on SD 71 school grounds. This project was deemed essential and of the highest priority as it is another means to enhance student learning and safety during the COVID-19 pandemic. Covered structures will be particularly important when the Fall weather worsens.

At present there are covered outdoor classrooms located at Arden Elementary and Huband Elementary and many lessons were learned from the planning and construction of these structures.

Discussion

The first outdoor classroom (Arden Elementary) included a lengthy process of design, consultation with parents, school administration and CUPE. A building designer helped create construction plans for an outdoor structure that satisfied the following criteria:

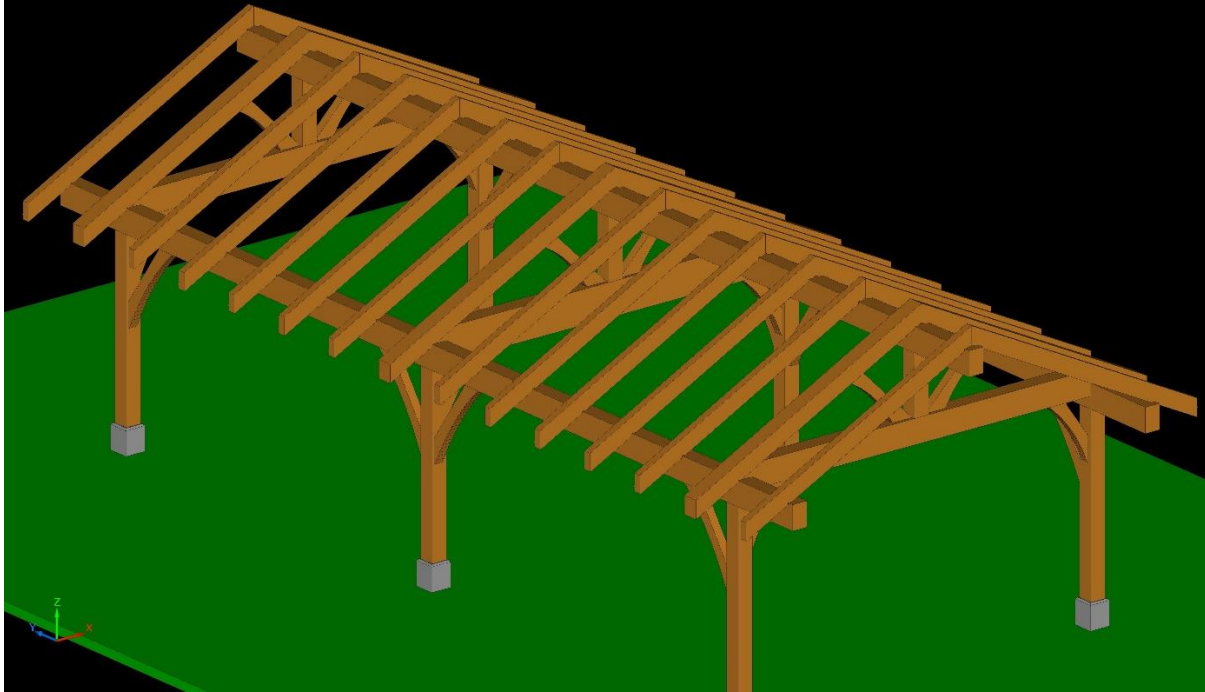
1. A standardized plan that complies with all relevant building codes;
2. Visually pleasing;
3. Adequate space for a large class of kids;
4. Long lasting (> 30 years); and
5. Low maintenance.

These guiding principles were reviewed and remain valid for future outdoor learning spaces. The plans for the outdoor structure have been reviewed and revised by a local architect to ensure compliance with the BC building code and to capture the lessons learned from the construction at Arden and Huband.

A Request for Proposal process was completed in October 2020. The successful proponents are Island Timber Frame for the building fabrication and Muchalat Projects for the building installation. These are both high quality local companies that can complete the work in an efficient, effective and timely manner.

The first five schools to receive outdoor structures are:

1. Queneesh Elementary;
2. Ecole Robb Road;
3. Ecole Puntledge Park;
4. Aspen Park Elementary; and
5. Highland Secondary School.



The project is equitably balanced between elementary and high schools with the main selection criteria for elementary schools being student enrollment. The overarching goal is to fund an outdoor classroom for every SD 71 school over the next three years.

Recommendation

It is recommended that the Board of Education accept this Briefing Note as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

BRIEFING NOTE

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: Capital Projects Update – November 2020

DATE: Nov 24th, 2020

Purpose

To update the Board of Education on capital projects as at November 2020.

Update on Capital Projects

Lake Trail Middle School – Seismic Upgrade

The Construction Management firm for this project is Heatherbrae Builders Ltd. The construction work is focused on two main work areas: the South addition on Lake Trail road (mainly the admin and elective areas of the school) and the North Addition behind the gym (mainly classrooms). The project continues at a good pace and remains on schedule and budget. The project is largely unaffected by COVID-19 as most of the work is outside and there are ample supplies on hand.



South Addition
- interior



North Addition

Hornby Island School Replacement

The Construction Management firm for this project is AFC Construction Ltd. The work on the school started in May 2020 and is progressing well. The school walls are framed and sheeted, the timber framing is complete and mechanical and electrical rough-in are in progress.



Denman Island Child Care Facility

The project is now 40% complete. Wall framing is in place with the installation of the ceiling decking well underway. The Blackberry Lane Children's Centre (BBL) and The Comox Valley School District No. 71 (SD71) have made an agreement to facilitate BBL's desire to upgrade the facility's roof from a shingle to a metal system. The cost of this upgrade will be covered by both the project's contingency, as well as a commitment of \$15,000.00 CAD from BBL. In addition, MKM Projects and SD71 have been successful in further cost savings to ensure the feasibility of the metal roof upgrade. Completion of the facility is on track for the 2021 New Year.



Cumberland Community School (Beaufort Building) Fire Sprinkler Upgrade

Ridgeline Mechanical (Prime Contractor) is well underway with the fire sprinkler upgrade at Cumberland Community School. The project is 85% complete and on track to be finished by the New Year. The contractor will be working after school hours with a dedicated morning Custodian scheduled for surface cleaning prior to school start.

Recommendation

It is recommended that this briefing note be received by the Board of Education as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

POLICY COMMITTEE
Board Report

Date: Tuesday, November 3, 2020
Time: 3:00 – 4:00 pm
Venue: School Board Office

Committee Members:

Michelle Waite: Chairperson
Janice Caton: Trustee
Kat Hawksby: Trustee
Tom Demeo, Superintendent
Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Items for Discussion

1. AP 550 – Use of School Facilities
 - a. Discussed and sent to the Board for information only
2. AP 550 Appendix – Rental Rates
 - a. Discussed and sent to the Board for information only
3. AP 553 – Daycare Centres and Before and After School Programs
 - a. Discussed and sent to the Board for information only
4. AP 553 Appendix – Minimum Rental Charges
 - a. Discussed and sent to the Board for information only
5. Motion made and carried in the September 1, 2020 Board meeting:

THAT the Board of Education request that the policy committee review and suggest changes to Board Policy 4.15 Regular Board Meetings regarding the voting requirements for extending the length of Board meetings from requiring a unanimous acceptance vote to a majority in favour of extension and that the suggested changes be brought back for discussion and consideration.

- a. Discussed / reviewed. Changes below are being referred to the Board for review

All meetings shall stand adjourned at 9:00 p.m. or two (2) hours after their commencement, whichever comes first. Meetings may be extended to 9:30 pm or an additional 30 mins by a 2/3 majority vote by those present in favour of the extension. Meetings may continue past 9:30 pm or the 30 min extension provided

that all the members present at the meeting unanimously resolve continuation. No meeting shall continue past 11:00 pm.

6. Future Policy Committee Dates:

- a. December 8, 2020, 3:00 pm – 4:00 pm
- b. January 12, 2021, 3:00 pm to 4:00 pm

B. Old Business

- 1. Policy 12 – Superintendent Evaluation given to the Policy Committee. Will be discussed at the December 8, 2020 meeting
- 2. AP 170 – Non-Discrimination – Moving this into a Policy – In progress
- 3. Verbal update on AP's – completed
- 4. Seatbelt report – completed

C. Next Meeting

Next meeting – December 8, 2020

D. Adjournment

Meeting was adjourned at 3:50 pm

USE OF SCHOOL FACILITIES

Background

The School District accepts the premise that all school facilities are public facilities and are to be available to the public on a rental basis as outlined by this Administrative Procedure, provided that school programs and activities are given priority.

The responsibility for administering and maintaining this Administrative Procedure is vested in the Secretary-Treasurer who shall amend this Administrative Procedure as necessary and provide prior notice of such changes to the Board as they occur and have this Administrative Procedure reviewed annually by the Audit and Finance Committee.

Procedures

1. Application for Use

1.1. Reservations

Applications for rental reservations must be directed to the Facilities/Resources Clerk at the Maintenance Department. No rental will be permitted that will interfere with school instructional time, and use will be in accordance with the following priorities:

- 1.1.1. School programs;
- 1.1.2. North Island College continuing education programs;
- 1.1.3. Licensed Child Care Centres;
- 1.1.4. Youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs;
- 1.1.5. Taxation-supported recreation association programs and activities;
- 1.1.6. Community and recreational activities;
- 1.1.7. Commercial and private functions.

1.2. Application for Use of School Facilities Form

- 1.2.1. Applications for rental reservations must be submitted on the Application for Use of School Facilities form, available from the Facilities/Resources Clerk at the Maintenance Department and on the School District website.
- 1.2.2. Conditions stipulated on the Application for Use of School Facilities form governing rental of school facilities form part of this Administrative Procedure.
- 1.2.3. The Application for Use of School Facilities form shall include the name of the Supervisor of the event, who need not necessarily be the applicant.

2. Bookings

- 2.1. Bookings for school programs for evenings, weekends, or other non-school days must be submitted to the Facilities/Resources Clerk at least two calendar days in advance of the activity.
- 2.2. Other bookings must be arranged through the Secretary-Treasurer or designate (rather than through the individual school) 15 calendar days in advance of the proposed booking. The Facilities/Resources Clerk will clear all such bookings through the Principal.
- 2.3. Commercial and private use functions will be required to have a custodian in attendance for the duration of the function. The custodian will generally assist the renter, keep the facility as tidy as possible, and ensure the security of the building.

3. Responsibilities

All groups or organizations booking school facilities shall:

- 3.1. assume full responsibility for adult supervision of the activity involved during the period of booking;
- 3.2. ensure compliance with all procedures;
- 3.3. supervise entrances and adjacent areas to ensure that unauthorized persons do not enter the building;
- 3.4. ensure that participants remain within the confines of the area assigned to the group, stay within the time schedule allocated, and vacate the premises promptly;
- 3.5. have rental permit on hand.
- 3.6. in emergency conditions such as fire/earthquake, users take full responsibility for the safety of their group.
- 3.7. have on hand a properly stocked first aid kit.

4. Condition of Premises

- 4.1. All premises are rented "as is". Renters are restricted to the use of the facilities as stated on the approved application form. Tables and chairs will be provided only to the extent that such items are specified on the approved application form.
- 4.2. There is no guarantee expressed or implied on the part of the board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises at their own risk.

5. Cancellations

- 5.1. Other than refunding rentals, the School District assumes no responsibility whatsoever if last-minute cancellations are caused by power failure, furnace failure, inclement weather, regulations of the Fire Marshal, or other causes beyond the control of the School District.
- 5.2. Failure to comply with rental procedures could result in immediate cancellation of the rental. Rentals may be revoked or cancelled at any time. In the event of such revocation or cancellation there can be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever.

5.3. Rental bookings may be pre-empted by school programs, provided five (5) working days' notice is given.

5.4. User groups shall provide five (5) working days' notice of cancellation of the event booked or shall forfeit the rental charge.

6. Financial Responsibility

6.1. All users (excluding School Programs Group A) will pay a non-refundable deposit of \$20.00 (plus GST) for each booking or \$40 for multiple bookings for a school year. All rentals except Group E shall pay in advance.

6.2. The renter may be held responsible for any damage resulting from use of the facility. The School District reserves the right to require the renter to provide adequate insurance in a form satisfactory to the School District.

7. Authorities

7.1. Any person on School District property as a result of a rental thereof shall obey the instructions of the Principal, custodian, or any other School District employee in authority, and in the event of being requested by such representative to leave the premises, shall do so immediately.

8. Supervision

8.1. The renter must provide adequate supervision to prevent unauthorized persons from entering rooms or hallways not authorized on the rental permit.

8.2. Where accommodation is rented for a function with juveniles in attendance, the renter must provide adequate supervision at all times.

9. Protection of Floors

9.1. The use of street shoes or other footwear which would damage the floors of auditoriums, gymnasiums, or other areas specified in the lease is strictly forbidden. Application of powdered waxes or other substances to gymnasium floors is strictly forbidden.

10. Special Facilities

10.1. Special facilities will only be rented to recognized educational and recreational organizations employing suitably trained personnel (such as North Island College). Special facilities include industrial education shops, home economics labs, science labs, commerce rooms and computer labs.

11. Restricted Sports

11.1. The use of school gymnasiums will be restricted or modified where normal outdoor activities are conducted indoors.

11.2. The following sporting activities will not be permitted in school gyms:

11.2.1. Football

11.2.2. Field Hockey

11.2.3. Roller Blades

11.2.4. Lacrosse

11.2.5. Golf

11.2.6. Handball

11.3. The following sporting activities will be permitted in school gyms with the equipment requirements as noted:

11.3.1. Soccer - must use only Nerf-type balls or approved indoor soccer balls.

11.3.2. Floor Hockey - must use only approved Cosum sticks and Cosum balls or pucks. Body checking into sidewalls not permitted.

11.3.3. Softball - throwing/catching practice only, using the IncrediBall or equivalent. Batting practice not permitted.

12. Use of Equipment

12.1. Physical education equipment such as volleyball and badminton stands, nets, and hockey goals, where available, may be used by groups renting school gyms by arrangement with the Principal. Supplies such as balls and racquets must be provided by the user group.

12.2. Games involving the use of equipment or supplies in such a manner as to harm the building will not be permitted.

13. Parking

13.1. Parking is permitted only in designated areas. Vehicles parked in fire lanes or similar areas may be immediately towed away, with all costs borne by the vehicle owner. Supervision of parking is the responsibility of the renter.

14. Smoking/Vaping/Cannabis

14.1. Smoking is prohibited by School District administrative procedures.

15. Summer Use of Facilities

15.1. The summer maintenance program will take precedence over use of facilities during the months of July and August.

16. Hours of Access

16.1. Access to school facilities will not normally be granted before 5:00 p.m. on any regular school day. For community youth activities for which there is no charge, arrangements for earlier entry may be made through the Principal.

16.2. Rented facilities must be vacated by 9:30 p.m. Time extensions will be approved by the Secretary-Treasurer only under exceptional circumstances.

17. Janitorial Supplies and Equipment

17.1. Renters will not use or have access to janitorial supplies and equipment.

18. School Functions

18.1. Applications need not be filed for school functions immediately prior to or following the normal school day unless such activity will extend beyond 5:00 p.m. in which case the facilities booking clerk must be notified.

18.2. Rental applications must be filed for all school functions held during the evening, on weekends, or on other non-school days.

18.3. School functions will not pre-empt regularly scheduled outside bookings unless five (5) working days' notice is provided.

18.4. The Principal concerned will be responsible through the school budget for additional janitorial costs arising out of extra-curricular use or damage caused.

19. Intruder Systems

19.1. The renter will be billed for any costs associated with misuse of the intruder alarm systems.

20. Assistance to Custodial Staff

20.1. Renters may, if they so desire, assist custodial staff following a rental in moving tables, chairs, equipment, and garbage in order to reduce costs, but in no case may a renter do actual cleaning, which must be done only by School District custodial staff. Rates charged for custodial staff will be as per the Collective Agreement with Local 439 CUPE.

21. Fixtures and Private Property

21.1. Stage decorations or any other private property may not be left or stored in a school without permission of the Principal. The School District will not be responsible for any such goods or properties.

22. Telephone

22.1. Telephone service will not be made available to parties renting facilities, except where a pay telephone is already provided or in the event of an emergency.

23. Right of Refusal

23.1. The School District reserves the right to refuse rental to any organization or individual.

24. Viewing

24.1. Viewing of facilities must be after school hours only with prior arrangements made through the Principal.

25. Use of School Grounds

- 25.1. When grounds are reserved by an organization, such organization must sign a contract indicating that it will be responsible for any damage to School District property during its occupation of the grounds
- 25.2. The School District reserves the right to cancel the use of grounds on short notice. Such cancellation may be due to inclement weather which may cause damage to the grounds.
 - 25.2.1. In this regard it is the responsibility of the renter, when adverse weather conditions exist, to check with the appropriate School District official to determine whether the grounds are available.
- 25.3. All conditions with respect to use of buildings will apply to use of grounds, and, in addition, the following:
 - 25.3.1. The organization may use grounds, as specified, only on those hours noted on the approved application.
 - 25.3.2. Water-saturated or frozen grounds must not be used for any purpose.
 - 25.3.3. The School District reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities.
 - 25.3.4. Users of grounds are not permitted inside the school buildings for any purposes, unless previously arranged.
 - 25.3.5. If the grounds are not required, the renter is to notify the rental clerk immediately.
 - 25.3.6. Parking is permitted only in designated areas.
- 25.4. Booking of school fields will be governed by the agreements signed with local governments, who control booking for community use

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: September 24, 2002
Revised: October 21, 2020

RENTAL RATES

The minimum charge is for a two-hour session for casual users.

1. Group A

1.1. Organizations

School programs (except as noted) - curricular, co-curricular, and extra-curricular; parents' advisory committee meetings; School District-sponsored workshops, meetings, and in-service; youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs; recreation and community schools; community association programs and activities for youth; and other activities for which the School District specifically waives a rental fee (Learning Disabilities Association of B.C. and Youth Unlimited).

1.2. Rental Rates

No charge except for additional janitorial costs (see section 6 - *Additional Charges*).

1.3. School-Sponsored Sports Camps - Where fees apply, an additional charge of \$27.50 per use to cover heating, ventilation, lighting, and carbon offsets

1.3.1. Sports camps, or other extra-curricular activities where a fee is charged, sponsored by schools, fall under Group A organizations in accordance with Administrative Procedure 550 - Use of School Facilities, provided that the Principal provides full details of the financial arrangements and charges, that no honorarium for the coaches/sponsors is paid and that at least 10% of revenues are deposited to the school trust account. Where honorariums are paid to coaches/sponsors or other criteria are not met, the facility rates for Group B apply.

2. Group B

2.1. Organizations

2.1.1. North Island College; other community or recreation groups for adults; church groups; Comox District Teachers' Association meetings; CUPE Local 439 meetings.

2.2. Rental Rates - Payable in advance (not including GST)

Standard Classroom	\$10.00 per hour
Elementary school gymnasium	\$20.00 per hour

Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail	\$40.00 per hour
Half large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior	\$30.00 per hour
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only: Multi-purpose Room and Stage For use of Kitchen with Multi-purpose room— Additional	\$20.00 per hour \$35.00 per hour \$10.00 per hour
Multi-purpose Room: Aspen Park, Queneesh, Lake Trail and Cape Lazo	\$15.00 per hour

For youth activities under community sponsorship for school age children (5 years to 18 years of age):

Elementary Schools: School days from 5:00 pm (unless prior permission for earlier entry granted by Principal) to 8:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge
Junior and Secondary School: School days from 5:00 pm (unless prior permission for earlier entry granted by Principal) to 7:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge

2.3. Equipment

Not available unless specific arrangements made. Charge where use granted: 0.5% of the actual cost of the equipment per hour, rounded to the next even dollar; minimum charge of 3 hours.

2.4. Janitorial

Costs extra where applicable (see section 6).

2.5. Additional Charges

See section 6.

3. Group C

3.1. Organizations

Commercial and private (includes where renter charges admission or instruction fee for profit).

3.2. Rental Rates - Payable in advance

Standard Classroom	\$20.00 per hour 2010/11 \$25.00 per hour 2011/12
Elementary School Gymnasium	\$35.00 per hour 2010/11 \$40.00 per hour 2011/12
Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail	\$80.00 per hour 2010/11 \$100.00 per hour
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only Multi-purpose Room and Stage For use of Kitchen with multi-purpose room— Additional	\$30.00 per hour \$80.00 per hour \$20.00 per hour

3.3. Equipment

Not available unless specific arrangements made. Charges will be a flat rate dependant on equipment used and determined by the school Principal and the Manager of Custodial services.

3.4. Janitorial

Costs extra.

3.5. Additional Charges

See section 6.

4. Group D

4.1. Organization

Courtenay Youth Music Centre

4.2. Rental Rates

All charges incurred as a result of the operation of the summer camp program. Estimated costs are payable in advance.

5. Group E

5.1. Organization

Department of National Defence - HMCS Quadra

5.2. Rental Rates

As per agreement between the School District and the Department of National Defence, DND will pay a proportionate share of all operating costs.

6. Additional Charges

6.1. G.P. Vanier

6.1.1. Cafeteria Kitchen \$100.00 per use, plus \$25.00 per hour; by special arrangement only.
\$22.74 for heat/light/ventilation/carbon offsets

6.1.2. Chairs \$1.00 per chair, each way, per trip.

6.1.3. Choral and Band Risers \$15.00 per section per day. Delivery at cost plus 10%.

6.1.4. Janitorial Janitorial costs will not normally apply, except when janitors are required to perform additional duties or hours of work are beyond those regularly scheduled. Where a janitor is not on duty, the Secretary-Treasurer or the Principal may require the special presence of a janitor, in which case charges will be as per the current Collective Agreement with CUPE Local 439 and reflect wages, benefits and administration charges.

6.1.5. Comox Valley Track and All-Weather Field Arrangements for use must be made through the Comox Valley Sports Centre.

7. Licensed Child Care Centres

7.1. See Administrative Procedure 553 – Appendix for Minimum Rental Charges – Child Care Centres.

8. Non-Educational Dances/Functions Involving Alcohol

8.1. Facilities are available for rent for functions such as receptions and reunions at which liquor may be served/sold with the appropriate permit. Charges for Group C shall apply. Additional supervision (custodial) shall be required as determined by the custodial supervisor. Proof of insurance must be produced prior to gaining entry to the school. The nature of the activity must be reviewed and approved by the Secretary-Treasurer to ensure it is appropriate to School District procedures.

9. Surplus School Facilities

9.1. This pertains to the rental of surplus space such as portable classrooms or vacant rooms within a School District-owned building. Such rentals provide exclusive use of the space concerned on either a month-to-month or fixed term basis.

9.2. Rental of surplus space shall be in accordance with the following criteria:

9.2.1. Rentals will only be made to organizations/individuals whose activities are considered to be compatible with the school activities.

- 9.2.2. Leasehold improvements must have Director of Operations approval and must be made at no cost to the School District.
- 9.2.3. The School District will be responsible for routine maintenance of the facility.
- 9.2.4. Caretaking services may be provided by the School District at an additional charge to the renter.
- 9.2.5. All rental agreements will be in accordance with current Ministry of Education policies and guidelines.
- 9.3. Rental rates will be determined based upon space and need through consultation with the Director of Operations and the Secretary Treasurer.
- 9.4. The leasing of individual buildings complete with site will be subject to special negotiations and agreement.

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: March 22, 2011
Revised: October 21, 2020

LICENSED CHILD CARE CENTRES

Background

This Administrative Procedure encompasses the use and approval process for the operation of child care centers including before and after school programs in the School District.

Procedures

1. Principles

- 1.1. The School District encourages and permits the use of vacant school facilities or appropriate surplus space by licensed child care providers that operate licensed child care centers as per the principle outlined in Administrative Procedure 550 – Use of School Facilities.
- 1.2. Such permit use, however, is granted provided that external use of school facilities and grounds during school hours by these programs does not interfere with the normal operations of regular curricular and extra-curricular programming and student safety. The School District does not endorse or represent any external group that rents its facilities or grounds.
- 1.3. Rental rates are to be assessed as per this Administrative Procedure with fees established on the basis of recovering operating costs incurred by the School District rather than generating surplus revenue.
- 1.4. The School District reserves the right to modify the rates to this Administrative Procedure to accommodate a child care centre at one of our sites for student parents attending school.

2. Reservations and Priority for Use

- 2.1. The use of school facilities will follow management procedures regarding priority for use as outlined in Administrative Procedure 550 – Use of School Facilities. The rental reservation form, Application for Use of School Facilities, will be used to initiate the license to occupy or lease of space for an annual term for this Administrative Procedure.

3. Placement of Stand-Alone Facilities

- 3.1. Portables and purpose built facilities for these programs may be approved provided all costs associated with the installation and ongoing maintenance and operational costs and/or removal costs are borne by the child care centre and that the project conforms to local municipal zoning, building regulations and all regulations/policies of other authorities having jurisdiction.

- 3.2. These facilities must not compromise field use, nor restrict opportunities for the School District to place on site other portables or facilities required for School District programs or other approved uses, nor restrict future disposition considerations of the school site should that be necessary. Portables owned by others, approved and sited on school property for other purposes are subject to removal should the lease be terminated.
- 3.3. Any land leased for a period of time may require property subdivision and, as such, these requests will be considered on a case-by-case basis. All costs necessary to obtain approval shall be borne by the child care centre or other lessee under the *Land Titles Act*.
- 3.4. Any license to occupy or lease agreement entered into by the School District may be terminated by the School District.

4. Notice of Termination

- 4.1. The applicant, at the time of the issuance of the license to occupy or lease, will be notified that the agreement may be terminated at any time should the space and facilities be required for School District purposes or should the school and its operation no longer be required for school purposes and the School District wishes to dispose of subject property. If this becomes necessary, however, every attempt will be made to notify the group concerned well in advance of the date of termination to enable it to seek other accommodation.

5. Risk Management

- 5.1. A School District employee must be on site when a school or school facility is being used by the public. A Principal, administrator, teacher or operations staff member may represent the School District. Additional security cost-recovery charges apply when programs operate in non-school operating hours or days. A program operating from a portable or a secured program area separate from the balance of the school is exempt from the requirement for a School District employee to be on site.
- 5.2. The Application for Use of School Facilities form includes a User Group Agreement Waiver/Indemnity clause which the user is required to accept, as well as to agree to conform to the "Conditions Governing Rental of School Facilities" set out on the reverse of the Application for Use of School Facilities form.
- 5.3. Users are to comply with this Administrative Procedure and all of its requirements.

6. Hours of Operation

- 6.1. Child care providers operating in surplus vacant space will do so only during the September to June school year unless the School District and the child care provider are able to agree otherwise. Access to schools during the winter, spring and summer breaks will be dependent upon the availability of space, the availability of security staff and any planned and scheduled maintenance or capital works. Hours of operations will normally be 7 am to 5 pm daily. Additional hours to be reviewed on site as required with the Principal.

7. Requirements and Application Process

- 7.1. Individuals or groups wishing to establish a child care centre must receive various approvals before being licensed and established in a school building or on school property.
- 7.2. The individual or group is to initiate discussions with the Principal and seek agreement in principle that the program would be beneficial to the school. This agreement is generally based on the Principal's discussions with the school staff and the school's parents' advisory council, and on a written survey of parents to determine the extent of local need for the program. The group is then to submit a request to the Secretary Treasurer.
- 7.3. The Director of Operations will coordinate all arrangements for the placement of the program and will notify the group that the School District procedures require that the program be licensed as per licensing requirements, as set out in the *Community Care and Assisted Living Act and Child Care Licensing Regulation*.
- 7.4. The Director of Operations will meet on site with the Principal, a representative of the child care centre, and the Community Care Facilities licensing care consultant, and provide any technical information required. The Director of Operations will then make the necessary arrangements to ensure that all School District requirements regarding the placement of the program are met. The Director of Operations will prepare a final report for Board consideration.
- 7.5. Final approval of current or new child care operations rests solely with the Board.

8. Tenant Responsibilities

- 8.1. The child care centre provides their own custodial services, however, limited custodial services can be provided by the School District under the standard rentals' agreement, Administrative Procedure 550 – Use of School Facilities. In order to avoid an increase in the custodian's workload, centres are to ensure that the room used is kept in tidy condition and that only designated washrooms are used.
- 8.2. The provision of furniture and equipment is the responsibility of the child care centre. However, if a school has extra furniture and equipment that are not required either by the school or by any other school in the School District, the Principal may recommend that it be made available on loan to the child care centre until such time as it is needed by the system. The child care centre will be responsible for reimbursing the School District for any breakage or loss as a result of misuse of school equipment or damage to school facilities. Responsibility for inventory, inspection at start and conclusion of lease agreement, and condition reports of furniture and equipment along with the reimbursement process rests with the Principal.
- 8.3. The child care centre cannot expect to use the school telephone, except in an emergency. Any centre wishing to have a telephone installed must seek approval from the Principal and from the Director of Operations and must accept responsibility for all costs involved.
- 8.4. The school has no legal obligation in the area of supervision of the child care centre. However, the Principal has overall responsibility for the operation of the school and, therefore, has an interest in all programs operating within the premises.

- 8.5. Responsibility for children in the program lies with the Supervisor of the centre, should the children in the program become ill while attending the child care centre or not be picked up from the centre in the evening.
- 8.6. Responsibility for the transportation of children, to, from or during care, rests with the parents and the child care provider.
- 8.7. All procedures identified in Administrative Procedure 550 – Use of School Facilities with respect to responsibilities, condition of premises, financial responsibility, authorities, supervision, parking, smoking, summer use of facilities, intruder systems, telephone, use of school grounds, janitorial supplies and equipment apply to this Administrative Procedure.
- 8.8. Appropriate operating licenses, permits and insurances are to be provided by the licensee or leasee to the School District that satisfies all relevant regulations and authorities and the Schools Protection Program.
- 8.9. The child care centre is to participate in all fire, earthquake and other critical incident drills that take place at the site and work with the Principal on how the group works within the drills and alarms structures at the school as well as reporting their safe evacuation of the school.
- 8.10. The child care provider is to provide picture identification to all staff and volunteers and ensure identification is worn in a clearly visible location by staff and volunteers at all times on school property. Criminal record checks of staff and volunteers working in the child care centre will be provided by the School District Director of Human Resources.
- 8.11. Change of ownership of the operations is prohibited during term of contract unless all requirements of this Administrative Procedure are met and approved by the appropriate authorities and the Board. Sub-letting of space is prohibited.

9. Contract Term and User Fees

- 9.1. The term of any license to occupy or lease agreement is generally for a three-year term but reviewed and renewed annually for the license to occupy or lease period of September 1st to June 30th. The process for the provision of this type of program space will be reviewed annually and competitively tendered to licensed centres. User fees at a minimum shall comprise four parts:
 - 9.1.1. Administration fee
 - 9.1.2. Facility and grounds rental fee
 - 9.1.3. Custodial and security rates, and
 - 9.1.4. Ancillary charges
- 9.2. Tendering will identify minimum rental requirements as identified in the Appendix. The School District will annually review its rates structure to ensure market competitiveness and to ensure the School District is not undercutting other similar service businesses in the area. Thirty days' notice to users will be provided for any rate changes being considered upon this annual review of rates.

Reference: Sections 22, 23, 65, 85 School Act
Community Care and Assisted Living Act
Land Titles Act
Liquor Control and Licensing Act

Tobacco Control Act
Trespass to Property Act
Child Care Licensing Regulation
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: June 22, 2010
Revised: October 21, 2020

MINIMUM RENTAL CHARGES – LICENSED CHILD CARE CENTRES

1. Administrative Fee
 - 1.1. The District will charge a \$25.00 per permit fee application to cover administration, overhead and costs associated of processing an application for a child care centre.
2. Facility License to Occupy/Lease Rental Rates per Classroom or Portable and Cost Recovery Fees
 - 2.1. Licensed child care centres of School District approved child care programs who have provided proof of appropriate licensing and insurance will be charged accordingly:
 - 2.1.1. Before and after school child care, \$240.00/month rent and \$80.00/month utilities;
 - 2.1.2. Full day child care, \$480.00/month rent and \$160.00/month utilities.
 - 2.2. Approval will be reviewed annually. Use of portable or dedicated space within a facility is to generate cost recovery charges for utilities, wear and tear and janitorial.
 - 2.3. Rental rates for child care programs will be charged full cost-recovery per month based on a ten-month school year—September to June operation. Should the program be extended for the summer months by mutual agreement and not interfere with planned work, monthly rates apply as well as custodial, carbon offset, or security fees and additional utility fees.
3. Ancillary Charges
 - 3.1. The leasing of individual building complete with site will be subject to special negotiations and agreement.
 - 3.2. The School District will annually review its rate structure to ensure market competitiveness and to ensure the School District is not undercutting other similar service businesses in the area subject to Ministry of Education. Thirty (30) days' notice to users will be provided for any rate changes being considered upon this annual review of rates.

Reference: Sections 22, 23, 65, 85 School Act
Community Care and Assisted Living Act
Land Titles Act
Liquor Control and Licensing Act
Tobacco Control Act
Trespass to Property Act
Child Care Licensing Regulation
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08

Adopted: June 22, 2010
Revised: October 21, 2020



October 20, 2020

SD#71 School Board
607 Cumberland Road,
Courtenay, BC V9N 7G5

Dear SD #71 School Board,

Re: Towhee Creek near G.P. Vanier Secondary School

The Tsolum River Restoration Society (TRRS) is writing to share with you our historical connection to Towhee Creek, its important role in the Tsolum River watershed, and its significance in terms of educational opportunities for students in SD #71.

Background

Towhee (Vanier) Creek is a second order tributary on the lower Tsolum River that originates on the forested slopes behind Vanier School and the SD #71 Operations Maintenance yard. Past development, including the construction of Vanier High School in 1968 and later the Comox Valley Sports Centre, altered the watercourse and its ability to support fish. Towhee Creek came into the spotlight in 1998 during the construction of Arena #2 when excavation for the ice sheet occurred and Coho Salmon fry were encountered (Jack Minard, pers.comm.). In 1998 the watershed was mapped as part of the Sensitive Habitat Inventory Mapping project. <https://projectwatershed.ca/2020/04/25/tsolum-tributaries-creek-shim-reports-and-maps/>

A timeline of events in and around Towhee Creek since that time is included at the end of this letter.

Towhee Creek continues to be a remarkable salmon producer for its diminutive size. Adult coho make their way into the creek from the Tsolum River when flow conditions are high enough to allow them passage (20 spawning pairs observed upstream of Headquarters Road in 1999, and carcasses noted in 2017 on CVEX property). Six coho rearing ponds were constructed in 2005 by the TRRS; three downstream of Headquarters Road, and three upstream of Headquarters Road adjacent to the artificial turf field.

During high water in winter, juvenile coho make their way into Towhee Creek as it provides "off-channel" habitat and protection from the high flows in the Tsolum River. Towhee Creek also provides an excellent source of food for these young fish, as indicated by their large size and good condition observed during fish sampling in 2018-2020 (Allan Chamberlain, Super Salmon of Towhee Creek, 2019). Recent population assessments were made by TRRS in three of the lower ponds in the spring of 2020 (D. Tripp et.al. 2020). Population estimate in the first of six pools was 1,300 based on mark recapture studies. Our conservative estimate is that 4,000 wild rearing Coho smolts are produced in the Towhee ponds each season.

Headwater Protection

The forest uphill from Vanier School contains the headwaters or source of Towhee Creek. The Creek originates from a series of hillside seepages where the impermeable soil layer is close to the surface. The variation in the depth of the impermeable layer has resulted in a variety of small wetlands in the headwaters that moderate flows by acting as sponges (Current Environmental report, 2013, prepared for SD#71). Further, the Current report states that:

“...the wetlands, shallow interflow, intact forest, and diffuse, small drainage network have profound impact on the quantitative and qualitative delivery of flow to downstream fish habitats. Disruption of this system as a result of poorly-adapted or unresponsive development can result in downstream flooding, degradation of channel structure and fish habitat productivity, and decreased water quality”.

Much of Towhee Creek has been altered through ditching and riparian removal. Therefore, preserving the forested headwater areas of Towhee Creek is critical to its survival as an important fish producing stream and to protect downstream values. The TRRS would like to see the forest up the slope on SD #71 property left intact to continue its important ecological service of sustaining Towhee Creek and the fish and wildlife that depend on it.

Education connections

Having a complete watershed steps away from a school offers a rare and tremendous educational opportunity. TRRS has involved the Vanier Explore Program in stream stewardship activities regularly since 1998, and more recently with Vanier's Environmental Sciences 11 class and the Vanier Environmental Club. Activities that the Explore and Environmental Science students have participated in include coho fry trapping, riparian tree planting along Towhee Creek, and invasive broom removal around Garry Oak trees in the vicinity of the school. Other elementary schools that have participated in learning about Towhee Creek include Huband Park Elementary, and Queneesh Elementary.

In closing, the Towhee Creek watershed is a jewel that provides many important services to the ecological and social values of the area. Towhee Creek is important to this community for three reasons:

1. As an educational tool in general and for Vanier High School in particular. This is ongoing and well-received, as has been demonstrated by TRRS outreach efforts over the past 20 years.
2. It is a well used (and documented) juvenile Coho Salmon overwintering site.
3. Previous reclamation projects such as the ponds that were dug since 2005 have only begun to rehabilitate this resource. To reach its potential will require attention to the entire watershed from the confluence with the Tsolum on the CV Fairgrounds to the headwaters above the high school and in the new City of Courtenay park.

As a stakeholder, our organization is very interested in participating in any future discussions surrounding the portion of the Towhee Creek watershed owned by SD #71. Protection of the headwaters is of key importance for the survival of Towhee Creek. We would like to be kept informed of any discussions or opportunities for input if there are plans for this land in the future.

Sincerely,



Wayne White, TRRS President

cc:

Tom Demeo, Superintendent, SD#71

Ian Heselgrave, Director of Operations, Comox Valley School District

Mathew Fitzgerald, Manager of Development Planning, City of Courtenay

Doug DeMarzo, General Manager of Community Services, CVRD.

Jennifer Zbinden, Senior Manager of Recreation Services, CVRD,

Tim Ennis, Executive Director, Comox Valley Land Trust

Warren Fleenor, Current Environmental

Towhee Creek Timeline

1998 – RDCS discovery of coho fry in area under construction for new ice sheet

1998 – Mapped to SHIM standard. Can be viewed at <https://projectwatershed.ca/2020/04/25/tsolum-tributaries-creek-shim-reports-and-maps/>

1998 – 2004 – Biology 11 “Explore Program” students trap and remove coho fry above Headquarters Road and place them into the mainstem of the Tsolum River. Extrapolations of these coho numbers along with other fry salvage operations conducted by the TRRS indicate some 2000 coho fry are utilizing Towhee Creek as rearing habitat.

1999 – Approximately 20 spawning pairs of adult coho observed spawning in treed area of creek between Headquarters Road and the site of the old RDCS buildings.

2000 – McElhanney Consulting Services perform detailed rehabilitation plan as a preface to re-routing Vanier creek around a future playing field. (Between upland headwater and Headquarters Road)

2001 – Biology 11 Explore Program students perform riparian and instream plantings, place root wads and ballast rock into excavated ponds and place three rock weirs in section re-routed around future playing field.

2002 – 2003 – Staff and volunteers of the TRRS, DFO, RDCS Parks Planner, City of Courtenay Engineers and Vanier Science teacher walk the entire length of the stream surveying the existing habitat parameters and recommending several rehabilitation areas.

April 2004 – An insect emergence trap was deployed in Towhee Creek and water quality monitoring initiated. Monthly sampling of water chemistry parameters included measurements of TDS, pH, dissolved oxygen, ORP, nitrates and phosphates. The site was also visited approximately once a month in 2004 (Feb-Sept) to make observations on the state of flow, and floral and faunal variations in the riparian zone.

September – December 2004 – Rehabilitation sites and locations are detailed and mapped and detailed engineered drawings produced.

October 2004 – *Interim Assessment Report: Towhee Creek Restoration Project (May – September, 2004)*. Prepared by Loys Maignon.

2005- Construction of six ponds in in lower Towhee Creek to increase available habitat to fish.

January 2005 – Two test holes dug to determine the depth of the aquitard. The clay level was reached at 2.5 metres.

June 2005 – A USHP Assessment was completed. (Urban Stream Habitat Program)

2005- *Rare Plant Assessment of Towhee Creek*- Prepared by Michele Jones of Mimulus Consultants.

2007-2013- Wendy Kotilla in the Youth in Ecological Restoration (YER) collect water quality data in Towhee Creek.

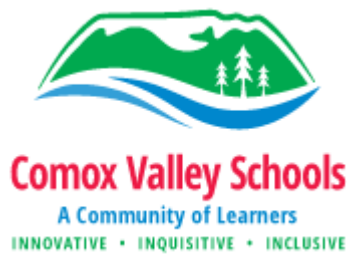
January 2013- SD 71 - *Vanier Oak Property Ecological Assessment and Protection Plan* by Current Environmental, Prepared for SD 71.

December 15th, 2014- *Towhee Creek Tree Management Plan- A long term plan for tree management at the School District 71 property on Vanier Drive, Courtenay, BC*
Prepared by Current Environmental, Prepared for SD 71.

2017-2020- Vanier Partnerships Involvement with Vanier Environment Club (stream clean up 2X a year), Explore program (invasive plant removal around Towhee spring 2018 and tree planting 2018, fry salvaging spring 2019), and Environmental Sciences class (minnow trapping and water quality monitoring fall 2019).

2019-*Super Salmon of Towhee Creek* by Allan Chamberlain, TRRS Director.

2020- [Juvenile Coho Salmon Population Size and Rescue in Pond 1 on Towhee Creek, a Small Tributary of the Tsolum River, BC.](#) Report produced by Derek Tripp et.al for TRRS.



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

VIA E-MAIL ONLY: josie.osborne@bcndp.ca

November 18, 2020

Josie Osborne, MLA
New Democrat BC Government
East Annex, Parliament Buildings
Victoria, BC V8V 1X4

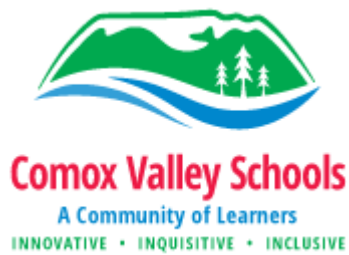
Dear Ms. Osborne,

On behalf of School District No. 71 (Comox Valley), the Board of Education congratulates you on your successful election as MLA for the Mid Island–Pacific Rim constituency. Your predecessor's assistance with our efforts to provide the best resources and supports to our students was very much appreciated and we are confident in your commitment to maintain this cordial relationship. We look forward to working together with 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

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

VIA E-MAIL ONLY: ronnarae.leonard@bcndp.ca

November 18, 2020

Ronna-Rae Leonard, MLA
437 5th Street
Courtenay, BC V9N 1J7

Dear Ms. Leonard,

On behalf of School District No. 71 (Comox Valley), the Board of Education congratulates you on your re-election as MLA for the Courtenay-Comox constituency. Your assistance with our efforts to provide the best resources and supports to our students has been very much appreciated. We look forward to working together with you.

Respectfully,

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

SM:ml