

REGULAR BOARD MEETING AGENDA
Tuesday, January 26, 2021
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.

Welcome to the Board of Education – Area C Trustee, Cristi May Sacht

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the January 26, 2021 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pg.3

Recommendation:

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

4. Old Business

- A.** Follow-up on previous motion to hold students' spots in their neighbourhood school or program of choice in the 2020-21 school year due to pandemic.

5. Report on In-Camera Meeting

- Land/Property
- Personnel

6. Board Chair's Report

7. Presentations / Delegations

- A. **City of Courtenay Official Community Plan Review** – Video presentation by Nancy Gothard, Policy Planner, City of Courtenay

8. Education Committee Meeting

No meeting in January

Next Education Committee Meeting:

TOPIC: Student Services - SOGI and Mental Health
DATE: February 09, 2021
TIME: 6:30 pm
LOCATION: Zoom Meeting

9. Strategic Direction

A. Superintendent

- i. District News Pg.8
- ii. International Student Program
- iii. Foundation Skills Assessment (FSA) Update – Briefing Note Pg.9
- iv. Kindergarten Registration – Briefing Note Pg.11

B. Assistant Superintendent

- i. School Calendar

C. Secretary-Treasurer

None

D. Human Resources

- i. Retirements and Recognition Pg.13

10. Board Standing Committee Reports

- A. **Finance Committee Board Report** – January 19, 2021 Pg.14

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Advisory Committee Terms of Reference as presented.

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Guiding Principles as presented.

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Development Process and Timelines as presented.

Recommendation:

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

B. Facilities Committee Board Report - January 19, 2021

Pg.28

Recommendation:

THAT the Board of Education approve the name change of Lake Trail Middle School to Lake Trail Community School effective immediately.

Recommendation:

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

C. Policy Committee Board Report – January 12, 2021

Pg.40

Recommendation:

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

11. Board Business

A. Record of Affirmation - Inauguration of Trustee Area C, Cristi May Sacht

Pg.41

12. Board Correspondence

**A. Correspondence: to Board of Education from Comox Valley Regional District (CVRD) – Transit Service on Hornby and Denman Islands
Sheila McDonnell, Trustee**

Pg.45

**B. Correspondence: to Board of Education from BC School Trustees Association (BCSTA) – The Case for Increased School Life Cycle Funding Report
Janice Caton, Trustee**

Pg.46

13. Public Question Period

14. Adjournment

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

In Attendance via Zoom virtual meeting:

Trustees

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

Staff

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

Recording Secretary: Marlene Leach

1. Call to Order

Board Chair, Sheila McDonnell called the meeting to order at 7:02pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Recommendation:

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

CARRIED

3. Board Meeting Minutes

Recommendation:

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

CARRIED

4. Old Business

A. Compost Pick-Up Proposal Discussion

Motion:

THAT the Board of Education refer the student Compost Pick-Up Proposal to Senior Leadership for review and at a later date, provide information back to the Board as to the feasibility of the student recommendations.

CARRIED

5. Report on In-Camera Meeting

No Meeting in December

6. Board Chair's Report

Highlights:

- The Board Chair thanked everyone such as staff, parents, students, partner groups, municipalities, businesses and more for their work done this year to support students and wished everyone a happy seasonal time and well-deserved break.

7. Presentations / Delegations

None

8. Education Committee Meeting – December 08, 2020

Recommendation:

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

CARRIED

Next Education Committee Meeting:

TOPIC: Student Services - SOGI and Mental Health

DATE: February 09, 2021

TIME: 6:30 pm

LOCATION: TBA

9. Strategic Direction

A. Superintendent

i. District News

Board Information

ii. December Monthly Update

Board Information

B. Assistant Superintendent

None

C. Secretary-Treasurer

- i. Trustee By-Election Update**
Board Information

D. Human Resources

- i. Retirements and Recognition**
Board Information

10. Board Standing Committee Reports

A. Finance Committee Board Report – December 08, 2020

Recommendation:

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

CARRIED

B. Facilities Committee Board Report

No meeting in December

C. Policy Committee Board Report – December 08, 2020

Note: Draft Policy 24 - Non-Discrimination and the Draft Terms of Reference were provided as handout documents.

Recommendation:

THAT the Board of Education create an ad hoc committee to review Draft Policy 24 – Non-Discrimination based on the approved Terms of Reference.

CARRIED

Recommendation:

THAT the Board of Education accept the updated Policy 12 - Superintendent Evaluation and Policy 12 Appendix A - Monitoring Superintendent Performance to reflect the current context.

CARRIED

Trustee Caton left the meeting at 8:10pm prior to the decision on the above recommendation.

Recommendation:

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

CARRIED

11. Board Business

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

12. Board Correspondence

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

13. Public Question Period

14. Meeting Adjourned – 8:29pm

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Sheila McDonnell
Board Chair



EOL WINTER RECREATION FIRST

A maiden voyage for a cohort of G.P. Vanier students participating in a snow study for their Environmental Social and Science 11 class. This was the first time a class was outfitted with snowshoes. The District has a class set of 30 snowshoes that can be booked through the **EOL website**. Many thanks to Serina Allison, District Lead Environment and Outdoor Learning Teacher for introducing a new seasonal recreation activity.

Act of Kindness by Cumberland Students



Port McNeil resident Roberta Bonora Day wrote a social media post stating she would not be able to celebrate her mother's 99th birthday at the Cumberland Lodge due to the COVID restrictions. So, instead she reached out to the community asking if they could send birthday wishes in her stead. Not only did Cumberland Community School staff and students respond to the call by writing lovely cards, a large cohort of senior students took their lunch break on a sunny January 15th to sing Dorothy 'Dot' a very special Happy Birthday outside the facility.



➤ FULL DETAILS ON OUR STUDENT REGISTRATION WEB PAGE.

Virtual Kindergarten Orientation

In response to the restrictions imposed by COVID, the annual Kindergarten Orientation Session will change from in-person to a digital event. Allan Douglas, Director of Instruction K-12, teamed up with Jacquie Anderson, Early Learning Lead Teacher, and District program of choice school administrators to create an information video detailing each of the kindergarten offerings. A virtual public Q&A session will be held January 27th, 6:30 p.m. for anyone needing additional information or clarification. Registration will be entirely online this year and begins February 1st.

NO - BLUES BROOKLYN



To combat **#BlueMonday**, January 18 as a day of seasonal sadness, Brooklyn celebrated a fun-filled theme day, *Tropical Funday Monday*. Each class was tasked to dress up in tropical attire to inspire positivity and a cheerful mindset throughout the day. The Brooklyn Ambassador Team and staff spirit leaders also challenged students get as many participants in a class as possible. Don't *despair*, the entire school really got into the *spirit* of having fun!

TO: Board of Education **DATE:** January 26, 2021
FROM: Allan Douglas
RE: Foundation Skills Assessment (FSA)

Purpose

To provide the Board of Education with an update on the Foundation Skills Assessment (FSA).

Background

A brief history of the FSA....

- The FSA was introduced in BC in 2000 and at that time it tested students in grades 4-7-10 in the areas of reading, writing and math (which became numeracy). In 2004, the MOE dropped the grade 10 part of the assessment and replaced it with grade 10 provincial exams.
- The FSA was a provincial assessment used to see how students in the province did at these grade levels. The information was presented as a “big picture” provincial snapshot.
- Parents voiced a concern, “if my child is writing the assessment, it would be nice to know how they performed” which led to individual results and school level reporting.
- The Fraser Institute uses the data to rank schools and this is the source of frustration as teachers, students and schools become part of this ranking.
- In 2016/17, I chaired the Advisory Committee on Provincial Assessment (ACPA) committee for the MOE which tasked us with finding a way forward for the FSA.....our number one recommendation was for government to figure out a way not to share the data with the Fraser Institute so the ranking of schools would stop. Government responded by saying, “if the MOE has the data, we have to share it.”

Analysis

- There are 3 parts to the FSA and it takes approximately 3.5 hours for a student to complete the assessment. There is a combination of on line/multiple choice and open-ended questions. The administration of the assessment follows good classroom practice which starts with a discussion, turn and talk before the assessment and reflection upon completion of the assessment.
- The assessment is based on the BC curriculum, written by BC educators, administered by BC educators and marked by BC educators.

- Schools look at the results to see how students are performing in each of the areas and ask questions like: What trends are we noticing? What strengths are we seeing? Are there areas that we should be addressing?
- The FSA is only a snapshot and schools use other forms of assessment to see how their students are doing.

Respectfully submitted,

Allan Douglas

Allan Douglas
Director of Instructional Services (K-12)

TO: Board of Education
FROM: Allan Douglas
RE: Kindergarten Registration

DATE: January 26, 2021

Purpose

To provide the Board of Education with an update on kindergarten registration.

Background

- We are going to an online registration process.
- We have replaced the face to face kindergarten orientation session with a virtual video.
- We are hosting a virtual Q&A session with parents on January 27th from 6:30-7:30pm.
- Kindergarten registration starts on February 1st - 7th (registration remains open, but we want a concentrated time).
- Welcome to Kindergarten (WTK) events will happen at every school in the Spring.

Respectfully submitted,

Allan Douglas

Allan Douglas
Director of Instructional Services (K-12)

Registration for Kindergarten and Other Programs for 2020/2021 School Year **Important information for School District No. 71 (Comox Valley) Families**

School District No. 71 (Comox Valley) will be enrolling kindergarten students (Neighbourhood, French Immersion, Montessori, Indigenous, Fine Arts and eClasses) in district schools for attendance in September 2020. To be eligible for enrolment in September 2020, a student must turn five (5) years of age by December 31, 2020. Each child's birth certificate and proof of address must be presented at time of registration. CareCards will not be accepted as proof of birth but need to be presented at time of registration. A Passport or Landed Immigrant authorization are suitable forms of documentation in lieu of birth certificates.

KINDERGARTEN REGISTRATION:

All of our kindergarten classes are full-day programs. Parents are asked to register their children at their current neighbourhood school on February 18, 19 and 20, 2020 between the hours of 8:30 am and 12:00 pm. While most, if not all, students living in a school's local catchment will be accommodated at that school, they cannot be guaranteed placement in the catchment area school and may be required to go to the nearest school having space available. To determine your neighbourhood catchment school, please visit our district website at www.comoxvalleyschools.ca, click on "Schools" and go to "School Locator". If you live in an area where bussing is provided, please complete a Bus Transportation Registration Form. You can fill this out at your neighborhood school or download the form from our website. All students travelling on School District No. 71 school buses must carry a bus pass.

ORIENTATION SESSION FOR KINDERGARTEN PROGRAMS:

Parents are invited to a special evening for kindergarten. Come and join us on January 29, 2020 from 6:00 pm to 7:00 pm at Queneesh Elementary (2345 Mission Road, Courtenay) where you will have an opportunity to hear about the many different kindergarten programs in our district. Educators will be in attendance to talk about each of these kindergarten programs:

- Neighbourhood (the kindergarten program in your neighbourhood school);
- Early French Immersion;
- Indigenous;
- Montessori;
- navigate (NIDES) Compass Program;
- navigate (NIDES) Fine Arts eCademy (FAe)

OTHER PROGRAMS:

French Immersion: held at Ecole Puntledge Park (401 Willemar Avenue, Courtenay) and Ecole Robb Road (1909 Robb Avenue, Comox)

Registration only for **siblings** of students currently enrolled in French Immersion at respective elementary school (Ecole Puntledge Park Elementary and Ecole Robb Road Elementary) on February 11, 12 and 13, 2020 from 7:30 am to 12:00 pm.

Registration for all other students for French Immersion is at Ecole Puntledge Park Elementary and Ecole Robb Road Elementary on February 18, 19 and 20, 2020 from 7:30 am to 12:00 pm. **Registration is on a first come first served basis.** Inquiries about this program may be made to the Principals at Ecole Puntledge Park Elementary (250) 334-4495 or Ecole Robb Road Elementary (250) 339-6864.

Navigate (NIDES) Compass Program Kindergarten: all registration is completed online at www.navigatenides.com

Registration for **all** students for the Navigate (NIDES) Compass Program is completed online and the registration form will be active on March 1, 2020. Inquiries for this program can be forwarded to Vice Principal, Dwayne Mills at Dwayne.mills@sd71.bc.ca

Navigate (NIDES) Fine Arts eCademy (FAE) Kindergarten: all registration is completed online at www.navigatenides.com

Registration for **all** students for the Fine Arts eCademy (FAe) Kindergarten at Navigate (NIDES) is completed online and the registration form will be active on February 12, 2020. Inquiries for this program can be forwarded to Vice Principal, Dwayne Mills at Dwayne.mills@sd71.bc.ca

Indigenous Kindergarten/Grade 1: held at Ecole Puntledge Park Elementary

We offer a program based on cultural teachings and Ministry of Education curriculum for First Nation, Metis or Inuit students. Although preference will be given to Indigenous students, non-Indigenous children may apply.

Registration only for **siblings** of students currently enrolled in the Indigenous Kindergarten/Grade 1 program is at Ecole Puntledge Park Elementary School on February 11, 2020 from 7:30 am to 12:00 pm. Registration for all other students for Indigenous Kindergarten is at Ecole Puntledge Park on February 19, 20 and 21, 2020 from 7:30 am to 12:00 pm. For further information, please call Bruce Carlos, District Principal of Indigenous Education at (250) 331-4040.

Montessori Kindergarten – registration and program: held at Queneesh Elementary School (2345 Mission Road, Courtenay)

Registration only for **siblings** of students currently enrolled in Montessori is on February 11, 2020 from 8:30 am to 12:00 pm. Registration for all other students for Montessori is on February 12 and 13, 2020 from 8:30 am to 12:00 pm. For information, please contact Queneesh Elementary at (250) 334-4089. For families that are interested in learning about Montessori there will be an open house on February 6, from 5:30 to 7:00 pm at Queneesh.

Late French Immersion (Grade 6 entry) – registration and program: held at Ecole Puntledge Park Elementary

An orientation session will be held at Ecole Puntledge Park on January 28, 2020 from 6:30 to 7:30 pm. Registration for the program is listed above.

Secondary French Immersion – registration and program: held at Mark R. Isfeld Secondary (1551 Lerwick Road, Courtenay)

For information, please contact the principal of Mark R. Isfeld Secondary School (250) 334-2428

Hornby Island Community School: 2100 Sollans Road, Hornby Island

Our Kindergarten operates Monday to Thursday with a Blended Learning/at Home Learning day Friday's developed with the classroom teacher through a Student Learning Plan. Our classrooms are multiage e.g. K-2/K-3 depending on student numbers. Registration February 18-20, 2020. Contact Alissa.pratt@sd71.bc.ca for any inquiries.

CONTACT:

For further information, please contact the individual school or Allan Douglas, Director of Instruction or Geoff Manning, Assistant Superintendent at the School Board Office at (250) 334-5500.

BRIEFING NOTE

TO: Board of Education

DATE: January 26, 2021

RE: Human Resources - Retirements and Recognition

Retirements

Anthony Morrison, Teacher, G.P. Vanier Secondary, retired effective December 31, 2020 after 23 years of service with the district.

David Woodley, Grounds Person Chargehand, Maintenance, will retire effective April 30, 2021 after 41 years of service with the district.

Heather Rose, Custodian, Maintenance, will retire effective March 31, 2021 after 30 years of service with the district.

**FINANCE COMMITTEE
BOARD REPORT**

Date: Tuesday, January 19, 2021
Time: 3:00 – 4:00pm
Venue: Zoom Virtual Meeting

Committee Members:

Tonia Frawley, Chairperson
Sheila McDonnell, Trustee
Brenda Hooker, Secretary-Treasurer
Candice Hilton, Director of Finance

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

Regrets:

Sarah Jane Howe, Trustee

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 3:00pm.

B. ITEMS FOR DISCUSSION

1. 2021-22 Preliminary Budget Documents – for Board approval

a. Budget Advisory Committee Terms of Reference

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Advisory Committee Terms of Reference as presented.

b. 2021-22 Budget Guiding Principles

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Guiding Principles as presented.

c. 2021-22 Budget Development Process and Timelines

Recommendation:

THAT the Board of Education approve the 2021-22 Budget Development Process and Timelines as presented.

C. ITEMS FOR INFORMATION

1. Financial Update

- a. Capital Fund Update – December 31st
- b. 2020-21 Recalculated Operating Grant
- c. 2020-21 Classroom Enhancement Fund

Director of Finance, Candice Hilton reviewed the financial update information with the Committee.

D. FUTURE AGENDA ITEMS

1. 2020-21 Amended Annual Budget (February)
2. September 2021 Preliminary Enrolment Projections (February)
3. Financial Update/Year End Projection (March)

E. ADJOURNMENT

The meeting was adjourned at 3:25pm.

BUDGET ADVISORY COMMITTEE REPORT TO FINANCE COMMITTEE

Date: Tuesday, January 19, 2021
Time: 2:30pm – 3:00pm
Venue: Via Zoom Meeting

Committee Members:

Tonia Frawley, Trustee
Sheila McDonnell, Trustee
Brenda Hooker, Secretary-Treasurer
Tom Demeo, Superintendent
Geoff Manning, Assistant Superintendent
Allan Douglas, Director of Instruction
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Josh Porter, Director of Information Technology
Lynda-Marie Handfield, Director of Human Resources

Catherine Manson, Principal
Brian McAskill, Principal
Sherry Dittrick, CDTA
Karla Neufer, CDTA
Jennifer Fisher, DPAC
Denise Bullock, CUPE
Susan Hansen, CUPE
Bruce Carlos, IEC
Kelly Shopland, IEC

Regrets:

Sarah Jane Howe, Trustee
Spring Halasz, DPAC
Esther Shatz, Director of Instruction

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The meeting commenced at 2:33pm. The Chair acknowledged that the meeting was being held on the traditional territories of the K'ómoks First Nation and welcomed the committee members.

B. ITEMS FOR DISCUSSION

1. 2021-22 Budget Advisory Committee Terms of Reference

The Budget Advisory Committee recommends:

THAT the Board of Education approve the 2021-22 Budget Advisory Committee Terms of Reference as presented.

2. 2021-22 Budget Guiding Principles

The Budget Advisory Committee recommends:

THAT the Board of Education approve the 2021-22 Budget Guiding Principles as presented.

3. 2021-22 Budget Development Process and Timelines

The Budget Advisory Committee recommends:

THAT the Board of Education approve the 2021-22 Budget Development Process and Timelines as presented.

Secretary-Treasurer, Brenda Hooker reviewed the items for consideration with the committee members. Feedback regarding the timelines, preferential meeting times and calendar invites was received and noted. As no amendments or changes to the items for discussion were proposed they will go to the Board for approval at the next regular public board meeting. Calendar invites will be sent to Budget Advisory Committee members following Board approval of the documents.

C. ITEMS FOR INFORMATION

1. 2021-22 Preliminary Budget Process – Finance Committee Briefing Note

Secretary-Treasurer, Brenda Hooker reviewed the briefing note with the committee.

D. FUTURE AGENDA ITEMS

- 1. Overview of District Budget Process**
- 2. Review of Prior Year Budget Adjustments**

E. ADJOURNMENT

The meeting was adjourned at 2:54pm.

BUDGET ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

1. To advise the Finance Committee on the allocation of the operating budget to various programs and services to best meet the needs of students;
2. To provide the Finance Committee with representative advice on budget issues and implications of proposed changes;
3. To provide advice on new priorities and emerging opportunities, and to review past budget adjustments;
4. To provide a forum for open communication and understanding of the budget;
5. To assist in the effective and transparent communication regarding the school district's financial issues and decisions.

Membership

- Finance Committee
- Senior Leadership Team
- Two representatives each from CVPVPA, CDTA, CUPE, DPAC, and IEC

Meetings

Meetings will be scheduled between January and June at the call of the Chair, considering all associated processes, deadlines, and timelines.

Indicators of Success

1. All members are aware of the contents of the operating budget and communicate positively about that understanding;
2. All members understand the budget issues and work together to solve them;
3. All members feel trusted, respected and comfortable to openly share information with all committee members, recognizing that information shared may be sensitive in nature;
4. All employees and partners in the district are receiving effective communication about the budget and believe there has been adequate opportunity for input;
5. Committee provides useful advice to the Finance Committee.

BUDGET ADVISORY COMMITTEE

2021-22 BUDGET GUIDING PRINCIPLES

In its development and approval of the school district budget, the Board shall ensure that the district's Strategic Plan and its priorities generated to support all students, shall be central in budget decisions. The Board will also ensure alignment between District goals and those of the Ministry of Education.

Throughout the Board's collaborative budget development process, decisions will be guided by the following principles (in no particular order):

- Maintenance or enhancement of quality programs and services for students;
- Delivery of effective, efficient and culturally appropriate programs and services;
- Maintaining a safe and healthy learning and working environment;
- Consideration and attention is given to environmentally sustainable practices;
- Maximizing the use of school district facilities and time within the school day and throughout the calendar year;
- Protecting any funds held in reserve for which there is a well-established and appropriate plan for use;
- Establishment of a contingency fund so that unforeseen budget pressures can be dealt with in a responsible and timely manner;
- Long-term financial planning including effective management of reserve funds or of potential budget deficits;
- Effective and transparent communication with partner groups and with the broader public so that budget decisions are finalized following consideration of a wide range of perspectives and suggestions;
- Consideration of, and adherence to, laws, regulations, collective agreements, Ministry of Education directives etc.;
- Exploration of revenue-generation options to supplement the annual operating grant from the province; and
- District-specific advocacy for stable, predictable and adequate funding so that programs and services can be maintained and enhanced over time.
- Recognition that preliminary budgets are developed with the best information available at the time but are subject to a number of factors that can significantly affect both revenue and expense projections.

BUDGET ADVISORY COMMITTEE

2021-22 PRELIMINARY OPERATING BUDGET TIMELINES / PROCESS

January 19	Budget Advisory Committee Meeting – 2:30-3:00pm <i>Committee Terms of Reference, Budget Guiding Principles, Process and Timelines reviewed.</i>
January 26	Regular Board Meeting - 7:00pm <i>Board approval of Committee Terms of Reference, Process and Timelines, and adoption of 2021-22 Budget Guiding Principles.</i>
January/February	Enrolment Projections <i>Management prepares and submits 2021-22 enrolment projections to the Ministry of Education.</i>
February 16	Budget Advisory Committee Meeting - 3:00-4:00pm <i>Budget process overview, review of prior year budget changes.</i>
February 23	Regular Board Meeting - 7:00pm
March 15 (tentative)	Preliminary Operating Grant Announcement
March 22 – April 2nd	Spring Break
April 13	Budget Advisory Committee Meeting – 3:00-5:00pm <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement, funding model changes, and any potential budget shortfall or enhancement. Opportunity for District Staff and Partner Group presentations.</i>
April 20	Public Budget Consultation Meeting - 6:00pm <i>Public Budget Consultation Meeting.</i>
April 27	Regular Board Meeting - 7:00pm
	<i>Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's core business (student success)</i>

- May 11 Budget Advisory Committee Meeting – 3:00-5:00pm
*To share input from Public Budget Consultation meeting, Partner Group feedback,
and consider preliminary balancing options.*
- May 18 Committee of the Whole Meeting – 6:00pm
To review recommendations to balance the 2021-22 Annual Budget.
- May 25 Regular Board Meeting - 7:00pm
Tentative approval 2021-22 Annual Budget Bylaw.
- May 12-24 Staffing Adjustments and Notices

BRIEFING NOTE

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

DATE: December 8, 2020

Purpose

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

Background

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

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

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

Process

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

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

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

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

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

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

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

Recommendation

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

Respectfully submitted,

Brenda Hooker

Brenda Hooker
Secretary-Treasurer

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - December 31st

CAPITAL FUND		BUDGET	EXPENDITURES to Dec 31st	Variance \$	Expenditures to Date %
Capital Assets	Local Capital	\$ 8,090,257	\$ 1,367,827	\$ 6,722,430	17%
	Bylaw Capital	\$ 36,685,043	\$ 20,279,874	\$ 16,405,169	55%

LOCAL CAPITAL	BUDGET	EXPENDITURES to Dec 31st	Variance \$	Expenditures to Date %	Notes
Lake Trail Seismic - Board Contribution	1,000,000	-	1,000,000	0%	Capital Project Funding Agreement
Modulars	698,014	698,014	-	100%	2019/20 Board Surplus Spending Plan
Modulars	670,000	5,617	664,383	1%	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	3,474	74,032	4%	Ongoing
Custodial Equipment	15,000	-	15,000	0%	Ongoing
Laptop Carts	44,817	44,141	676	98%	2019/20 Board Surplus Spending Plan
Classroom Renovations	200,000	33,818	166,182	17%	2019/20 Board Surplus Spending Plan
Facility Reserve	1,300,000	-	1,300,000	0%	2019/20 Board Surplus Spending Plan
Washrooms	100,000	100,000	-	100%	2019/20 Board Surplus Spending Plan
Accessibility	29,441	5,699	23,742	19%	2019/20 Board Surplus Spending Plan
Music/Fine Arts	30,862	-	30,862	0%	2019/20 Board Surplus Spending Plan
Furniture & Equipment	94,242	2,440	91,802	3%	2019/20 Board Surplus Spending Plan
21st Century Learning Equipment Initiatives	19,138	-	19,138	0%	Ongoing
Land Swap - Prepaid Rent	265,000	-	265,000	0%	Reserve
Land Swap - Proceeds	600,000	-	600,000	0%	Reserve
Board Office Reno	1,015,598	-	1,015,598	0%	Reserve
Future Information Technology	1,395,348	269,375	1,125,973	19%	Ongoing
VOIP Systems	50,000	-	50,000	0%	Ongoing
Contingency Reserve Fund	245,669	29,881	215,788	12%	Reserve
TOTALS	\$ 8,090,257	\$ 1,367,827	\$ 6,722,430		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to Dec 31st	Variance \$	Expenditures to Date %	Notes
Annual Facilities Grant	1,372,146	1,084,525	287,621	79%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	15,560,556	9,036,825	63%	Ongoing
Hornby Island Replacement	8,312,996	2,581,393	5,731,603	31%	Ongoing
Mark Isfeld Mechanical Upgrades	420,000	264,079	155,921	63%	Ongoing
Cumberland Community School Mechanical Upgrades	990,000	362,423	627,577	37%	Ongoing
Denman Preschool	992,520	426,898	565,622	43%	Ongoing
TOTALS	\$ 36,685,043	\$ 20,279,874	\$ 16,405,169		

Interim Operating Grant Summary Following the September 2020 Enrolment Count - 2020/21 School Year

School District 71 Comox Valley

September 2020 Enrolment Count

	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	7,255.3125	\$7,560	\$54,850,163	
Continuing Education	0.0000	\$7,560	\$0	
Alternate Schools	184.0000	\$7,560	\$1,391,040	
Distributed Learning	2,048.3750	\$6,100	\$12,495,088	
Home Schooling	62	\$250	\$15,500	
Course Challenges	2	\$236	\$472	
Total Enrolment-Based Funding (September)	9,487.6875			\$68,752,263

	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	935.8125	\$3,780	\$0	
4%+ Enrolment Decline		\$5,670	\$0	
Significant Cumulative Decline (7%+)	373.8437	\$3,780	\$0	
Supplement for Enrolment Decline				\$0

	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	7	\$43,000	\$301,000	
Level 2 Special Needs	346	\$20,400	\$7,058,400	
Level 3 Special Needs	72	\$10,300	\$741,600	
English Language Learning	108	\$1,520	\$164,160	
Indigenous Education	1,535	\$1,500	\$2,302,500	
Adult Education	24.4375	\$4,823	\$117,862	
Equity of Opportunity Supplement			\$434,132	
Supplement for Unique Student Needs				\$11,119,654

Variance from Provincial Average	\$725	
Estimated Number of Educators	528.451	\$383,127

	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	9,512.1250	\$180.33	\$1,715,322	
Supplement for Salary Differential				\$2,098,449

Supplement for Unique Geographic Factors

\$5,515,404

Funding Protection

\$0

Curriculum and Learning Support Fund

\$76,967

September 2020 Enrolment Count, Total

\$87,562,737

*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

July 2020 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$215	\$0	
Summer Learning Grade 8-9	0	\$215	\$0	
Summer Learning Grade 10-12	0	\$430	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	54	\$430	\$23,220	
Summer Learning, Total				\$23,220

February 2021 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0	
Adult FTE - Continuing Education	0.0000	\$4,823	\$0	
K-Grade 9 School-Age FTE - Distributed Learning	40.0000	\$3,050	\$122,000	
Grade 10-12 School-Age FTE - Distributed Learning	170.0000	\$6,100	\$1,037,000	
Adult FTE - Distributed Learning	10.0000	\$4,823	\$48,230	
Level 1 Special Needs Enrolment Growth	2	\$21,500	\$43,000	
Level 2 Special Needs Enrolment Growth	28	\$10,200	\$285,600	
Level 3 Special Needs Enrolment Growth	15	\$5,150	\$77,250	
Newcomer Refugees	0.0000	\$3,780	\$0	
ELL Supplement - Newcomer Refugees	0	\$760	\$0	
February 2021 Enrolment Count, Total*				\$1,613,080

May 2021 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0	
Adult FTE - Continuing Education	0.0000	\$4,823	\$0	
K-Grade 9 School-Age FTE - Distributed Learning	10.0000	\$2,033	\$20,330	
Grade 10-12 School-Age FTE - Distributed Learning	130.0000	\$6,100	\$793,000	
Adult FTE - Distributed Learning	7.0000	\$4,823	\$33,761	
May 2021 Enrolment Count, Total*				\$847,091

2020/21 Full-Year Estimated Operating Grant Total

\$90,046,128

Estimated 2020/21 Operating Grant from Indigenous Services Canada	\$146,002
Estimated 2020/21 Operating Grant from Ministry of Education	\$89,900,126

SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - Recalculated - for the 2020-21 Year

	2020-21 Preliminary Budget (based on projected Sept enrolment)			2020-21 Actual Amended Budget (based on actual Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard schools	7673.000	7,560	58,007,880	7255.313	7,560	54,850,163
Continuing education	0.000	7,560	0	0.000	7,560	0
Alternate schools	168.000	7,560	1,270,080	184.000	7,560	1,391,040
Distributed learning	790.000	6,100	4,819,000	2048.375	6,100	12,495,088
	<u>8631.000</u>			<u>9487.688</u>		
Home Schooling	15.000	250	3,750	62.000	250	15,500
Course Challenges	4.000	236	944	2.000	236	472
Total September Enrolment Based Funding			\$ 64,101,654			\$ 68,752,262
Unique Student Needs						
English as a second language	120.000	1,520	182,400	108.000	1,520	164,160
Aboriginal education	1387.000	1,500	2,080,500	1535.000	1,500	2,302,500
Special education - level 1	13.000	43,000	559,000	7.000	43,000	301,000
Special education - level 2	325.000	20,400	6,630,000	346.000	20,400	7,058,400
Special education - level 3	78.000	10,300	803,400	72.000	10,300	741,600
Adult education	15.000	4,823	72,345	24.438	4,823	117,862
Equity of Opportunity Supplement			391,545			434,132
			<u>10,719,190</u>			<u>11,119,654</u>
Salary differential			2,457,836			2,098,449
Unique geographic factors			5,515,404			5,515,404
Subtotal September Operating Grant			82,794,084			87,485,769
BC Education Plan Supplement			<u>76,967</u>			<u>76,967</u>
Total September Operating Grant			\$ 82,871,051			\$ 87,562,736
Summer learning			24,940			23,220
Estimated enrolment based funding - February			1,613,080			1,613,080
Estimated enrolment based funding - May			847,091			847,091
Total Aggregate Funding Announced			<u><u>\$ 85,356,162</u></u>			<u><u>\$ 90,046,127</u></u>
						<u><u>\$ 4,689,965</u></u>

TABLE B
CLASSROOM ENHANCEMENT FUND ALLOCATION, 2020/21 ESTIMATED
Updated December 2020

School District	FTE	Staffing Cost	Overhead Cost	Annual Remedies	Total 2020/21 Estimated Classroom Enhancement Fund Allocation
5 Southeast Kootenay	26.8	2,788,968	148,845	46,481	2,984,294
6 Rocky Mountain	33.1	3,170,506	193,470	0	3,363,976
8 Kootenay Lake	51.0	5,147,364	207,086	65,231	5,419,681
10 Arrow Lakes	1.6	142,583	55,201	0	197,784
19 Revelstoke	4.6	488,081	66,735	2,813	557,629
20 Kootenay-Columbia	30.4	3,281,928	332,137	1,800	3,615,865
22 Vernon	54.0	5,510,156	696,607	105,840	6,312,603
23 Central Okanagan	187.2	17,684,304	549,237	17,887	18,251,428
27 Cariboo-Chilcotin	31.1	3,341,289	568,263	25,920	3,935,472
28 Quesnel	17.1	1,741,462	214,445	0	1,955,907
33 Chilliwack	84.9	8,686,665	390,638	370,211	9,447,514
34 Abbotsford	114.1	10,947,413	434,835	755,073	12,137,321
35 Langley	251.6	23,212,051	906,082	1,255,298	25,373,431
36 Surrey	497.4	40,785,650	1,328,788	1,537,774	43,652,212
37 Delta	64.7	6,373,105	767,671	908,444	8,049,220
38 Richmond	300.3	29,092,042	4,841,324	131,328	34,064,694
39 Vancouver	277.5	28,893,118	4,037,077	982,692	33,912,887
40 New Westminster	53.5	5,645,804	373,060	113,220	6,132,084
41 Burnaby	102.7	8,936,405	2,428,607	93,203	11,458,215
42 Maple Ridge-Pitt Meadows	117.6	11,532,247	726,809	917,945	13,177,001
43 Coquitlam	271.5	30,666,881	2,194,412	2,021,976	34,883,269
44 North Vancouver	98.2	10,245,057	6,101,085	844,245	17,190,387
45 West Vancouver	23.1	2,287,582	183,530	5,724	2,476,836
46 Sunshine Coast	28.3	2,883,378	193,196	50,018	3,126,592
47 Powell River	18.4	1,763,914	120,435	319,914	2,204,263
48 Sea to Sky	54.0	5,395,569	332,352	0	5,727,921
49 Central Coast	4.6	426,436	53,679	0	480,115
50 Haida Gwaii	5.8	666,642	71,293	7,793	745,728
51 Boundary	8.2	875,377	25,098	37,305	937,780
52 Prince Rupert	15.5	1,521,568	193,366	234,293	1,949,227
53 Okanagan Similkameen	21.2	2,010,007	66,112	53,520	2,129,639
54 Bulkley Valley	11.4	1,129,184	81,660	54,859	1,265,703
57 Prince George	87.4	8,780,297	395,411	0	9,175,708
58 Nicola-Similkameen	26.7	2,661,460	301,887	0	2,963,347
59 Peace River South	28.0	2,874,732	293,013	159,491	3,327,236
60 Peace River North	42.8	4,163,222	365,296	396,693	4,925,211
61 Greater Victoria	191.4	17,366,524	702,459	1,599,866	19,668,849
62 Sooke	133.2	13,533,824	1,429,873	0	14,963,697
63 Saanich	60.7	6,021,288	848,635	827,473	7,697,396
64 Gulf Islands	16.3	1,540,873	324,480	126,252	1,991,605
67 Okanagan Skaha	29.0	3,110,377	212,891	433,298	3,756,566
68 Nanaimo-Ladysmith	104.7	10,413,172	1,402,180	253,125	12,068,477
69 Qualicum	32.2	3,276,118	400,019	48,650	3,724,787
70 Pacific Rim	20.7	2,056,898	119,835	282,830	2,459,563
71 Comox Valley	80.5	8,118,102	1,471,710	69,984	9,659,796
72 Campbell River	34.0	3,258,045	291,660	253,325	3,803,030
73 Kamloops-Thompson	96.9	10,172,910	463,687	32,401	10,668,998
74 Gold Trail	6.3	667,865	8,935	0	676,800
75 Mission	54.0	5,223,201	259,203	642,720	6,125,124
78 Fraser-Cascade	17.1	1,630,203	103,010	141,227	1,874,440
79 Cowichan Valley	75.7	7,557,256	877,071	786,510	9,220,837
81 Fort Nelson	6.5	588,385	176,508	7,020	771,913
82 Coast Mountains	43.5	4,341,644	307,493	105,473	4,754,610
83 North Okanagan-Shuswap	49.3	4,932,603	318,656	910,981	6,162,240
84 Vancouver Island West	8.5	862,264	212,074	99,090	1,173,428
85 Vancouver Island North	11.9	1,238,793	122,970	97,695	1,459,458
87 Stikine	3.1	379,600	6,285	0	385,885
91 Nechako Lakes	25.5	2,523,128	255,844	0	2,778,972
92 Nisga'a	6.0	712,928	110,652	0	823,580
93 Conseil scolaire francophone	41.9	4,224,513	335,128	41,358	4,600,999
Provincial Total	4,195.2	409,502,961	41,000,000	18,276,269	468,779,230

FACILITIES COMMITTEE
BOARD REPORT

Date: Tuesday, January 19, 2021
Time: 1:30pm – 2:30pm
Venue: Zoom Virtual Meeting

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

Trustee Waite chaired the meeting, welcomed the Committee members and called the meeting to order at 1:35pm. The agenda was amended by adding a Long Range Facilities Plan (LRFP) update and an associated briefing note will be added to the Board Report.

B. ITEMS DISCUSSED

1. Disc Golf Course on GP Vanier Property – Briefing Note

Director of Operations, Ian Heselgrave, provided an overview of the briefing note. The committee requested further work on the plan. Staff will work with administration and Comox Valley Disc Association to refine the plan which, will then be brought forward to future committee/board meetings for approval of the recommendation.

Recommendation:

THAT the Board of Education direct staff to work with the administration at GP Vanier Secondary and the Comox Valley Disc Golf Association to create a disc golf course at GP Vanier Secondary.

Note: the above recommendation will be deferred to a later meeting.

2. Lake Trail Middle School Name Change – Briefing Note

Recommendation:

THAT the Board of Education approve the name change of Lake Trail Middle School to Lake Trail Community School effective immediately.

Secretary-Treasurer, Brenda Hooker, provided an overview of the briefing note.

C. ITEMS FOR INFORMATION

1. Capital Projects Update – Briefing Note

Recommendation:

THAT the Board of Education receive the Capital Projects Update briefing note as information.
Director of Operations, Ian Heselgrave, provided an overview of the briefing note.

2. Long Range Facilities Plan (LRFP) Update – Briefing Note

Secretary-Treasurer, Brenda Hooker and Director of Operations, Ian Heselgrave, advised the committee that the work to update the LRFP has started again and answered questions. The Board previously approved the update and the projected cost has been budgeted. The LRFP update was delayed due to COVID-19.

D. FUTURE MEETINGS/AGENDA ITEMS

Next meeting: Wednesday, February 17, 2020 at 1:00pm.

E. ADJOURNMENT

The meeting was adjourned at 2:21pm.

BRIEFING NOTE

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: Disc golf course on GP Vanier property

DATE: Jan 26th, 2021

Purpose

To update the Board of Education on recent discussions with GP Vanier Administration and the Comox Valley Disc Golf Association around the creation of a disc golf course on the GP Vanier School site.

Background

Disc golf is an exceptionally popular and fast growing sport in North America. Typically, courses are designed in parks and forested locations and are open to the community for no charge. Disc golf is played much like traditional golf, however, instead of hitting a ball into a hole, participants throw a smaller, softer, more streamlined disc into a metal gaged target. Few recreational activities offer as much benefit-to-cost ratio as disc golf. The cost is essentially free and only requires players to provide a disc to play.

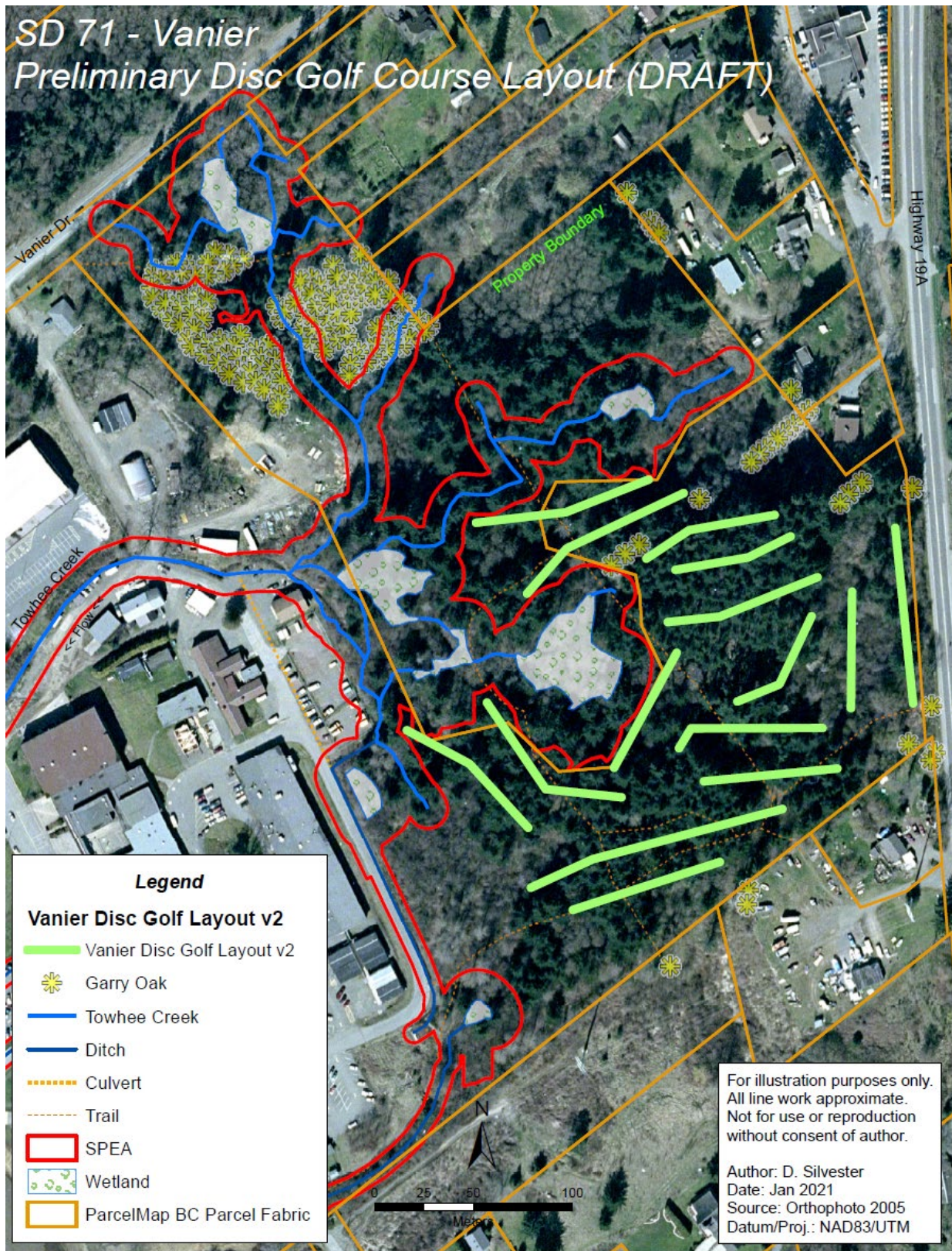
Discussion

In November 2020 the Director of Operations received a request from Lee Mckillican, VP at GP Vanier, to establish a disc golf course in the upper GP Vanier forest area. The disc golf course is part of a greater initiative to provide inclusive, alternate, outdoor and community-based physical education for the students at GP Vanier.

The selected site for the disc golf course is the forested portion of the upper GP Vanier site identified in the image on the second page. This property is adjacent to the Garry Oak forest donated to the City of Courtenay in 2013. The subject property contains some sensitive habitat and species that must be outside the boundaries of the course and well protected from inadvertent damage. To that end a number of conversations and forest walks have been conducted with Current Environmental, members of the Tsolum River Restoration Society and the Comox Valley Nature Trust. There is agreement that a disc golf course will provide welcome use and understanding of this exceptionally beautiful piece of forest in Courtenay and that the course can be designed to avoid sensitive areas.

The realities of providing physical education opportunities during a Pandemic are very challenging. A disc golf course provides another safe, and inclusive outdoor play option suitable for all students.

SD 71 - Vanier Preliminary Disc Golf Course Layout (DRAFT)



Recommendation

It is recommended that the Board of Education direct staff to work with the administration at GP Vanier and the Comox Valley Disc Golf Association to create a disc golf course at GP Vanier Secondary.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

BRIEFING NOTE

TO: Board of Education
FROM: Secretary-Treasurer
RE: Lake Trail Middle School Name Change

DATE: January 26, 2021

Purpose

To provide the Board of Education with information regarding a requested name change for Lake Trail school.

Background

School District 71 revised its grade configurations several years ago to eliminate the middle school model at most locations in the District. Lake Trail is no longer a middle school however the name “Lake Trail Middle School” has not yet been amended. A request has been received from the school administration to change the name of the school to “Lake Trail Community School”. This is a timely request as the building is in the process of a seismic upgrade and new signage will need to be ordered soon.

Analysis

To keep consistent with the configuration and usage of the school, staff recommends that the Board adopt the suggested name for Lake Trail.

Recommendation

THAT the Board of Education approve the name change of Lake Trail Middle School to Lake Trail Community School effective immediately.

Respectfully submitted,

Brenda Hooker

Brenda Hooker, CPA, CGA
Secretary-Treasurer



Date: January 7, 2021

Re: Name Change

To: Superintendent Demeo:

At this point we would like to request an official change in the name of our school from Lake Trail Middle School to Lake Trail Community School. We have been serving our community since 1956 in many different capacities. Over the past decade, we have created a more formalized relationship with our community partners which culminated in receiving official community school status as per Board Policy 21 and Administrative Procedure 8050 on September 25, 2018.

We work closely with Lake Trail Education Society (LTCES) to provide in-class and outside of class opportunities for our students and provide resources for community groups. Over the years our Parent Advisory Council has worked very closely with LTCES to maximize efficiencies and supports. We have been discussing a name change with our PAC for several years, and this seems like the right time to do it. Prior to the current restrictions for access, we provided supports for several community learning groups and have partnered with several community providers to support our students and our community.

At this point in our evolution, especially as we move into a new building, we think it would be appropriate to have the name of our school reflect the deep connection we have with our community. Lake Trail has been described as a lighthouse in the community, and to have our name reflect the role we serve in our community would be well received.

Thank you very much for your time and consideration.

Gerald Fussell,
Principal,
Lake Trail Middle School.

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: Capital Projects Update – January 2021

DATE: Jan 26th, 2021

Purpose

To update the Board of Education on capital projects as at January 2021.

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.



Second floor
learning studio



East elevation



Gender neutral
washroom

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 is at lock up with heaters running in the school since before Christmas to dry out the building to prepare it for interior work. The project is on budget and schedule.



Denman Island Child Care Facility

The project is now 75% complete. The building envelope is near completion, the installation of cladding and flashing is underway. Interior finishes like painting and install of flooring and millwork will be ramping-up in the next two weeks. On January 22nd SD71 and MKM Projects will be hosting the board of the Blackberry Lane Children's Centre (BBL) for a site-tour to help prepare BBL for occupancy. Completion of the facility is on track for the end of February 2021.



Cumberland Community School (Beaufort Building) Fire Sprinkler Upgrade

Ridgeline Mechanical (Prime Contractor) has completed the fire sprinkler upgrade at Cumberland Community School. The project has transitioned to mechanical upgrades with a variety of minor mechanical upgrades underway. This work will be complete by March 31st 2021.

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

BRIEFING NOTE

TO: Board of Education
FROM: Secretary-Treasurer
RE: Long Range Facilities Plan (LRFP) Update

DATE: January 26, 2021

Purpose

To advise the Board of Education that staff has started work again on the update to the Long Range Facilities Plan (LRFP).

Background

The LRFP is a Facilities planning document required by the Ministry of Education to help form the basis for capital investment decisions, assists in asset management, provide a district-wide overview and be used as a framework for local programming and operational decisions.

The current LRFP was finalized in September of 2018 prior to the 2019 strategic planning process and the 2020 boundary consultations. It became apparent that an update to the LRFP was necessary to reflect current enrollment growth and District strategic goals. In the spring of 2020, the Board supported the plan for an update, but COVID-19 delayed the start of the process to the following fiscal year.

Therefore, a portion of the 2020 Reserve was internally restricted to budget for an update to the LRFP. The Board approved the reserve allocation at the September 15th, 2020 Board meeting when the 19/20 Financial Statements were approved.

Process

The Secretary-Treasurer and Director of Operations will meet with the consultant to confirm the project scope. The initial timeframe will plan to have a refresh finalized by April 2021. The Board will have the opportunity to meet with the consultant to review options prior to the final draft of the updated plan.

Recommendation

N/A

Respectfully submitted,

Brenda Hooker

Brenda Hooker, CPA, CGA
Secretary-Treasurer

POLICY COMMITTEE
Board Report

Date: Tuesday, January 12, 2021
Time: 3:00 – 4:00 pm
Venue: Seminar Room, School Board Office

Committee Members:

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

Janice Caton, Trustee
Brenda Hooker, Secretary Treasurer
Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Items for Discussion

1. Ad Hoc Policy Committee
 - a. Discussion around membership, first meeting agenda and process
 - i. First Ad Hoc meeting date: Monday, February 1, 2021 1:00 pm – 3:00 pm
2. Future Policy Committee meeting dates
 - a. The Policy Committee will be focusing on the work around the Ad Hoc Policy Committee and will resume meetings once the work has been completed.

B. Next Meeting

TBD

C. Adjournment

Meeting was adjourned at 4:17 pm

Comox Valley Schools
School District No. 71
INAUGURATION - TRUSTEE AREA C
RECORD OF AFFIRMATION CEREMONY
Tuesday, January 12, 2021
6:00pm

In Attendance at G.P. Vanier Secondary:

Trustees

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

Staff

Tom Demeo, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Josh Porter, Director of Information Technology

Regrets: Sarah Jane Howe, Trustee

Recording Secretary: Marlene Leach

1. Call to Order

Board Chair, Sheila McDonnell called the meeting to order at 6:03pm and acknowledged that the meeting was being held on the traditional territories of the K'ómoks First Nation.

2. Declaration of 2020 School Trustee - Area C By-Election Results

Pg.2

Board Information

3. Oath of Office – Cristi May Sacht and Secretary-Treasurer, Brenda Hooker

Pg.3

Cristi May Sacht affirmed and signed the Oath of Office certificate to represent the Area C, Puntledge, Black Creek school trustee position that she won in the December 2020 by-election. Secretary-Treasurer, Brenda Hooker signed the certificate affirming the Oath.

4. Adjournment

The meeting was adjourned at 6:11pm.

Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Sheila McDonnell
Board Chair

SCHOOL DISTRICT 71
DECLARATION OF OFFICIAL BY-ELECTION RESULTS
ELECTORAL AREA C – DECEMBER 2020

SCHOOL TRUSTEE

I, Clyde Woolman, Chief Election Officer, do hereby declare elected,
Cristi May, who received the highest number of valid votes for the office of School Trustee,
Area C, of School District 71 (Comox Valley).

Dated at Courtenay, BC
this 14th day of December, 2020.



Chief Election Officer

**CERTIFICATE OF SCHOOL TRUSTEE
OATH OF OFFICE**

I, Cristi May Sacht, do solemnly affirm that:

- I am qualified to hold office as a trustee for the Board of Education of School District No. 71 (Comox Valley) and meet the trustee qualification requirements set out in the School Act;
- I have not, by myself or any other person, knowingly contravened the School Act respecting vote buying, intimidation or other election offences in relation to my election as a trustee;
- I will abide by the School Act and I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;
- I will comply with the requirements of the School Act that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

Affirmed before me at Courtenay, BC
This 12th day of January 2021.


Brenda Hooker, Secretary-Treasurer

}
}
}
}
}
}
}


Cristi May Sacht, Trustee

OATH OF CONFIDENTIALITY

I, Cristi May Sacht, undertake to not disclose any confidential information to which I am privy, as contained in the Board of Education of School District No. 71 (Comox Valley) Procedural Bylaws, unless explicitly required by law.

Affirmed before me at Courtenay, BC
This 12th day of January 2021.


Brenda Hooker, Secretary-Treasurer

}
}
}
}
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}
}


Cristi May Sacht, Trustee

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 8500-20 / Hornby Island
/Denman Island

January 7, 2021

Sent via email only: john.heinegg@gmail.com

John Heinegg, Chair
Hornby Island Community Economic
Enhancement Corporation
2115B Sollans Rd
Hornby Island BC V0R 1Z0

Dear Mr. Heinegg:

Re: Transit Service on Hornby and Denman Islands

Thank you for your letter dated October 15, 2020 regarding local bus service. Building on the results of the 2018 Feasibility Study, the Comox Valley Regional District (CVRD) recognizes the potential opportunity and synergies in partnering with School District No. 71 (Comox Valley) (SD71) to provide school and public bus service on Hornby and Denman Islands. Staff from the CVRD and SD71 have met recently to discuss this partnership and have agreed to work together to investigate service provision and to report back to the respective Boards in the near future.

Staff from the CVRD will reach out to the Hornby Island Community Economic Enhancement Corporation and Denman Island (confirm which group on Denman) in the future as part of this work to ensure their input. If you have any questions or require more information please contact Michael Zbarsky, Manager of Transit and Facilities, by email to mzbarsky@comoxvalleyrd.ca or by phone at 250-334-6037.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer
Comox Valley Regional District

Sincerely,

T. Demeo

Tom Demeo
Superintendent of Schools
School District No. 71 (Comox
Valley)

cc: Comox Valley Regional District Board
Board of Education, SD71 Comox Valley
Denman Works
Scott Smith, General Manager of Planning and Development Services
Michael Zbarsky, Manager of Transit and Facilities

/ss



THE CASE FOR INCREASED SCHOOL LIFE CYCLE FUNDING

a report from the BC School Trustees Association / December 2020

Introduction

Life cycle maintenance refers to the work which must be completed over the “life” of a building to ensure it remains in peak operating condition. A roof may need to be replaced a few times over the typical 50 to 60 year life of a public school building, as will mechanical and electrical systems. Structural and building envelope upgrading may also be required. This is not an exhaustive list but serves to provide examples of the type of work included in life cycle maintenance.

By all accounts B.C. schools suffer from an ever-increasing level of deferred life cycle maintenance. Several measures of this situation are offered in the following pages. One critical measure suggests the shortfall in 2020 needed to address deferred maintenance in the public school system is \$360M (see Figure 1, page 3).

The intent of this paper is to define the problem and make recommendations for consideration by government to correct the shortfall.

The context of these recommendations is also worthy of consideration given the need for economic recovery following the COVID-19 pandemic and the potential for significant infrastructure investments to fuel that recovery.

Premier Horgan’s November 2020 mandate letter to Minister of Education Jennifer Whiteside offers additional context. The letter directs the minister to “continue to invest in new and modernized schools, including focussing on meeting seismic requirements and climate change and energy efficiency standards as set out in our Clean BC plan.”

In 2020 the education routine capital program for schools totaled \$181M. By comparison the value of repairs and upgrades recommended by building system engineers engaged by the Ministry of Education was \$541M.

Summary of Recommendations

1. That a building life cycle plan be developed for each new public school facility at the time of construction including an indication of the annual contributions necessary to fully implement the plan over time.
2. That the Annual Facilities Grant (currently \$115M) be increased by:
 - a. inflation (currently roughly 2%), plus
 - b. an amount equivalent to the annual contribution necessary to implement the detailed life cycle plan for new buildings (roughly 3%) and
 - c. a minimum of 15% for “catch up” each year amounting to a minimum of \$139.5M in 2021/22, \$168.5M in 2022/23, \$203.6M in 2023/24, \$246M in 2024/25, etc., noting that annual increases should continue until the recommended deferred maintenance costs can be covered.
3. That School Enhancement Program funding (currently \$64M) be increased by:
 - a. inflation (currently roughly 2%) and
 - b. a minimum of 15% for “catch up” each year amounting to a minimum of \$75M in 2021/22, \$88M in 2022/23, \$103.2M in 2023/24 and \$121M in 2024/25, etc., noting that annual increases should continue until the recommended immediate deferred maintenance costs can be covered and
4. That the Carbon Neutral Capital Program be increased a minimum of 25% each year amounting to \$20.9M in 2021/22, \$26.1M in 2022/23, \$32.6M in 2023/24, \$40.8M in 2024/25 .
5. That the provincial government carry out the required research to identify appropriate technologies and determine the funding required to achieve provincial government energy conservation objectives for existing public buildings outlined in the Clean BC program; and further, that the provincial government work with the federal government to provide the necessary funding to achieve those objectives.
6. That the need for more up-to-date learning environments to support student success and the level of accumulated deferred maintenance both be given greater consideration in the decision-making process about whether to complete major renovations or replace school buildings as they approach the end of their useful life.

Background

Deferred Maintenance

Figure 1 (below) identifies historic routine capital program allocations, deferred maintenance recommended within 1 year, deferred maintenance recommended within 5 years, and the change in the average provincial facility condition index (FCI) of school facility assets.

The listed capital programs in Figure 1 include the Annual Facilities Grant (AFG), the Carbon Neutral Capital Program (CNC), the School Enhancement Program (SEP) and the Building Envelope Program (BEP) all of which contribute to addressing facility life cycle maintenance requirements. It will be noted Figure 1 captures a long term trend toward poorer conditions in school buildings, along with a growing estimate of unfunded immediate deferred maintenance costs (a \$360M shortfall in 2020).

Year	EDUC Routine Capital Program Allocations (AFG, BEP, CNC, SEP)	Immediate Deferred Maintenance (Cost of repairs and upgrades recommended within 1 year)	Total Deferred Maintenance (Cost of repairs and upgrades recommended within 5 years)	Average Provincial FCI - New Condition (0.00) to Very Poor Condition (1.00)
2020	\$181M	\$541M	\$7.94B	0.47
2019	\$169M	\$591M	\$7.64B	0.44
2018	\$170M	\$396M	\$6.70B	0.43
2017	\$155M	\$343M	\$6.28B	0.43
2016	\$172M	\$332M	\$6.26B	0.42
2015	\$152M	\$305M	\$6.09B	0.42
2014	\$98M	\$296M	\$5.98B	0.41
2013	\$98M	\$254M	\$5.41B	0.38
2012	\$96M	\$236M	\$5.38B	0.37

figure 1 - Source: Ministry of Education

Capital Maintenance Project Requests/ Allocations

Figure 2 (below) documents shortfalls in each of several capital programs over the past five years.

The number of projects and funding for requests beyond the actual number of projects and funding provided by the ministry are reported for

- the Carbon Neutral Capital Program (CNCP),
- the School Enhancement Program (SEP),
- the Bus Acquisition Program (BUS) and
- the Playground Equipment Program (PEP).

All of these programs indicate the inadequacy of current levels of funding. Full program descriptions are available [here](#).

Unlike other programs listed in Figure 2, the Annual Facilities Grant is based on what is provided to districts by formula. Districts seek approval from the ministry on how they intend to use their AFG allocation. The best indication of an AFG shortfall is that provided in Figure 1. Figure 3 (page 5) provides another indication of less than adequate AFG funding.

The Building Envelope Program (BEP) identified in Figure 1 is not listed in Figure 2. We are advised the annual funding provided for this program amounts to approximately \$10M each year and is intended to address building envelope issues arising during the “leaky condo” years and will be phased out over time as they are addressed. Some additional funding for this purpose has been provided through litigation.

figure 2 - Source: Ministry of Education

2020/21

AFG	2993 projects submitted in district spending plans, \$113.5M total allocated
BUS	165 project requests valued at \$24.2M. 101 projects approved for \$14.6M.
CNCP	124 project requests valued at \$40M. 67 projects approved for \$16.7M.
PEP	137 projects requests valued at \$12M. 40 projects approved for \$5M.
SEP	413 project requests valued at \$207.8M, 164 projects approved for \$64M

2019/20

AFG	2768 projects submitted in district spending plans, \$113.5M total allocated
BUS	148 project requests valued at \$21.8M. 87 projects approved for \$12.8M.
CNCP	112 project requests valued at \$36.3M. 19 projects approved for \$5M.
PEP	146 requests valued at \$14M. 50 projects approved for \$5M.
SEP	431 requests valued at \$219.5M. 138 projects approved for \$65M.

2018/19

AFG	2605 projects submitted in district spending plans, \$113.5M total allocate
BUS	123 project requests valued at \$16M. 93 projects approved for \$13M.
CNCP	90 project requests valued at \$26.5M. 19 projects approved for \$5M.
PEP	158 project requests valued at \$15M. 51 projects approved for \$5M.
SEP	415 project requests valued at \$145M. 175 projects approved for \$65M.

2017/18

AFG	2704 projects submitted in district spending plans, \$108.5M total allocated
BUS	134 project requests valued at \$16.2M. 73 projects approved for \$10M.
CNCP	91 project requests valued at \$30.6M. 15 projects approved for \$5M.
SEP	346 project requests valued at \$167M. 130 projects approved for \$55M.

2016/17

AFG	2123 projects submitted in district spending plans, \$108.5M total allocated
BUS	126 project requests valued at \$16M. 73 projects approved for \$10.8M.
CNCP	85 project requests valued at \$22.2M. 25 projects approved for \$5M.
SEP	462 project requests valued at \$277.3M. 146 projects approved for \$70M.

Annual Facility Grant

Figure 3 tracks changes in the Annual Facilities Grant since 2002 indicating increases in that specific area of funding have risen by far less than inflation even though capital costs have risen significantly during that same period. The number of buildings in the system has also increased since 2002.

figure 3 - Source: Ministry of Education

2002/03.....	\$100.0M
2003/04.....	\$100.7M
2004/05.....	\$110.0M
2005/06.....	\$110.0M
2006/07.....	\$110.0M
2007/08.....	\$110.0M
2008/09	\$110.7M
2009/10	\$56.0M
2010/11.....	\$54.0M
2011/12	\$110.0M
2012/13.....	\$110.5M
2013/14.....	\$110.5M
2014/15.....	\$110.5M
2015/16.....	\$110.5M
2016/17.....	\$110.5M
2017/18.....	\$115.5M
2018/19.....	\$115.5M
2019/20.....	\$115.5M
2020/21.....	\$115.5M

Compare these figures to the worsening facility condition index reported in Figure 1 and the basis of the problem becomes clear.

The result of underfunding public school life cycle funding is that many BC schools suffer from poor life cycle maintenance, looking and feeling tired, and creating less than ideal learning conditions.

As important, they cost more to operate than they should, taking money away from student educational resources. Fairly straight forward energy efficiency upgrades can redirect hundreds of thousands of dollars back into education operating budgets in addition to helping achieve the climate change targets established by the province.

It can be said districts and government do a reasonable job of ensuring schools are safe which is a clear priority. The only exception may be those schools for which recommended seismic upgrading has not yet been completed. To their credit government has identified seismic retrofitting as a priority. Unfortunately, government and the boards of education involved in addressing this situation seem to be having some difficulty catching up to the problem, especially since seismic survivability standards appear to be increasing. Keeping up to the need for capital funding for new schools and additions on top of the seismic upgrade program has been extremely challenging. Despite this Government has made substantial attempts to address these issues with increased funding as noted in Figure 4.

	B2018	B2019	B2020
SEISMIC	126M	220M	310M
NEW & ADDITION	102M	166M	332M

figure 4 - Source: Ministry of Education

A few school replacements are also being funded which will have an impact on the facility condition index as very old schools are fully replaced. The amounts provided over the past three years for full building replacements are \$9.8M in 2018, \$31.4M in 2019 and \$56M in 2020.

All three of these areas of funding are important and although they are not the subject of this discussion paper we must assume plans have been developed which define the level of funding required to complete necessary seismic upgrades and construct new schools to keep pace with growth in the system. If detailed plans have not been developed for seismic upgrading and new school construction they should be to ensure adequate funding can be made available when required. Having said that it is apparent that significant increases in funding for both categories have been provided over the past three years which indicates a recognition by government of the need.

While these needs are being more appropriately addressed we cannot forget the amount of funding required to address deferred maintenance in existing buildings. New schools and seismic upgrading are both needed. They tend to enjoy a higher profile than maintenance projects in existing schools. However, the latter are equally important if we are to fulfill our responsibility as trustees of important public assets.

The data provided by the ministry illustrates a growing level of deferred maintenance and the degree to which we are failing in this responsibility.

How deferred maintenance is calculated

In Figure 1 immediate deferred maintenance refers to those projects which are recommended by the engineering firm engaged by MOE to complete facility condition assessments each year. While the projects included in those recommendations do not necessarily involve building systems that will fail in the next year, preventive maintenance is always better than reactive or crisis maintenance. Building systems need to be properly maintained before they fail.

Building condition assessments are completed by engineers who are specialists in this field. They rely upon their knowledge of building systems to know where the sweet spot is.....that place where an ounce of prevention avoids a pound of cure and where replacement is more cost effective than constant repairs. Deferred maintenance reflects the work these specialists indicate should be done which has not been done as a result of inadequate funding. It is appropriately a requirement of government that building condition assessments are completed so government can direct limited funding to the areas of greatest need. We commend government for that, however, identifying and not addressing other maintenance requirements must still be considered a shortfall.

The rules and standards have changed over the last fifty years.

Standards for health and safety have changed considerably over time with ever increasing and appropriate measures to address such issues as the use of asbestos many years ago, lead content in the water more recently and seismic survivability. The cost of energy has gone up considerably as well, demanding measures to become more efficient, not only to keep costs down but also to reduce green house gas emissions and, literally, save the planet. Government is now requiring that school buildings meet reasonable standards for energy efficiency reducing emissions by 50% from 2007 levels by 2030 and achieving net zero targets for new buildings by 2032. That is very appropriate and to be applauded as we consider the design of new schools, but what about our existing building infrastructure? It is not unusual for schools to be in service for over fifty years. How do we reduce the carbon footprint of buildings constructed that many years ago and ensure they are safe and efficient, not to mention providing positive learning environments for children?

How can we address the problem?

Boards of education have long expressed the concern that the annual allocation of capital funding to address deferred maintenance is inadequate. Figure 1 provides a relatively clear substantiation of that claim.

Many municipal governments have addressed this problem for their own facility infrastructure by developing life cycle plans at the point of constructing new buildings, identifying each building's life cycle costs well into the future and putting sufficient funding into a reserve each year to ensure the identified work can be addressed as it comes up in the plan. Roofs, mechanical and electrical systems all need to be replaced several times over the life of a building. In our very wet climate regular reviews and repair/replacement of building envelopes is another aspect of the ongoing work which needs to be addressed more than once during the life of a building.

Strata councils are required in legislation to have lifecycle plans which they are wise to implement to avoid surprise assessments as major issues arise. It is a preferred approach to set monthly strata fees at a level sufficient to accommodate everything in the plan rather than wait until something breaks down and requires an emergency repair or replacement and a somewhat unexpected assessment. An unanticipated \$10,000 bill, or greater, can be a significant blow to a family's budget, not to mention the disruption if replacement is left until something like a water line breaks.

Many commercial buildings operate this way as well with a portion of every lease payment for common costs allocated to life cycle projects.

The cost to address the reported shortfalls for school facility life cycle maintenance is significant (\$360M per year) and couldn't possibly be addressed all at once.

We have suggested other sources of funding that could be tapped in another paper of the BCSTA Capital Working Group ([School Site](#)

[Acquisition Charges - Issues and Solutions](#)). Implementing the recommendations offered in that paper would free up more capital funding over the long term. This is a long term problem and, we submit, requires a steady and considered long term approach to address the issue. If the recommended changes had been made in the years prior government could have saved \$42M in land acquisition

Many municipal governments have addressed this problem for their own facility infrastructure by developing life cycle plans at the point of constructing new buildings, identifying each building's life cycle costs well into the future and putting sufficient funding into a reserve each year to ensure the identified work can be addressed as it comes up in the plan

costs in 2018 and similar amounts going forward. However, nothing we can suggest short of additional government funding will be sufficient to bring the entirety of public K-12 education infrastructure up to the desired level very quickly.

To begin we are suggesting that the ministry require a standardized life cycle plan be developed for every new school building that is constructed into the future.....and further....that an adequate annual contribution be added to the Annual Facilities Grant of the school district in which the facility is located to address the lifecycle needs of that building over time.

Ideally school districts would work backwards and create such plans for all their existing buildings and apply to the ministry for the annual funding required to sustain the overall building life cycle plan. That is likely unrealistic given the increased amount of funding required as indicated by the high number of requests made and relatively few which are approved. In 2019/20 the amount allocated by the province to lifecycle maintenance (the combination of AFG, SEP, CNCP and BEP) was \$181.5M against a recommended amount of \$541M. As noted earlier the recommended amount is derived from the work of building system engineers engaged by MOE to complete the facility condition assessment each year.

Ideally the annual allocation from the ministry would address the annual deficit (\$360M). Since that is unrealistic in the short term we are suggesting a gradual "catch up" to eventually achieve enough annual funding to meet existing building life cycle needs, concurrent with a new system of lifecycle planning and funding for new buildings as they come on board,

In summary we are recommending annual increases in the Annual Facilities Grant, the School Enhancement Program and the Carbon Neutral Capital Program until the total recommended level of funding required to complete recommended immediate deferred maintenance can be achieved.

The current AFG allocation in 2020/21 is \$115.5M. We are recommending that amount be increased each year with the addition of:

- the annual contribution identified as being required in new facility life cycle plans plus
- inflation (currently roughly 2%) plus
- a minimum of 15% beyond inflation intended to reduce the shortfall for existing buildings over time.

The investment made in constructing new schools and additions in 2020 was \$332M. In order to provide a rough estimate of the annual life cycle contribution required for new facilities we have anticipated that cost to be the initial capital cost divided by a fifty year life or \$6.6M. That can be roughly translated to 3% of the current

combined investment in AFG and SEP. The actual amount added to the system each year should be based on the specific lifecycle plans prepared for each building in the prior year. However, for the purposes of this paper and its recommendations we have simplified the calculation.

This formula would amount to AFG funding of approximately \$139.5 in 2021/22, \$168.5M in 2022/23, \$203.6M in 2023/24 and \$246M in 2024/25.

We are also recommending an annual increase in the School Enhancement Program (SEP). The SEP funding provided for 2020/21 is \$64M. We are recommending that amount be increased each year with the addition of:

- inflation (currently roughly 2%) plus
- a minimum of 15% beyond inflation intended to reduce the shortfall for existing buildings over time

This would amount to SEP funding of \$75M in 2021/22, \$88M in 2022/23, 103.2M in 2023/24 and \$121M in 2024/25.

Both of these programs would continue to increase using these formulas beyond 2025 until the amount being budgeted is sufficient to address the deferred maintenance shortfall.

We have selected a 15% factor in our formula for "catch up" recognizing it will still take several years to do so. If the "catch up" provision was increased to 20% over \$500M would be available in 2025. A smaller "catch up" amount would extend the time needed to achieve the required level of funding and complete the required work.

"This is a long term problem and...requires a steady and considered long term approach to address the issue."

Facility upgrades to lower emissions

We must also consider the Carbon Neutral Capital Program. Expenditures in this program are often used to replace electrical, mechanical or other systems which need to be replaced in the regular course of completing life cycle maintenance. It only makes sense that completing upgrades to systems to make them more energy efficient would be completed at the same time.

There is another significant argument to be made for increased funding beyond the amount already provided in the Carbon Neutral Capital Program. Reduced

consumption generally means reduced operating costs, which can then be redirected to student achievement.

We are hoping the total amount of funding required to achieve the net zero targets established by the province for new buildings and improved efficiency for existing

buildings (50% reduced consumption by 2030) will be the subject of further investigation and recommendations by government and is beyond the scope of this paper. However, we do feel it is appropriate in the context of this discussion to suggest a minimal ramping up of the Carbon Neutral Capital Program. It can be seen in Figure 2 that funding requests for this work totalled 2.5 times the available funding in 2020. Total requests amounted to \$40M in 2020/21 while the available funding amounted to only \$16.7M.

We are concerned the amount of annual funding currently available in the Carbon Neutral Capital Program for public schools is significantly less than the amount required to achieve Clean BC objectives. We are recommending the annual allocation to the Carbon Neutral Capital Program be increased by 25% per year. At this point we do not know if that level of investment will be sufficient to achieve the goals of the Clean BC program. We do know that most districts have already completed the easiest upgrades beginning with lighting systems followed by more efficient Boiler and HVAC equipment as mechanical systems reach the end of their life expectancy. What remains are projects which will be needed to achieve the Clean BC goals by 2030. They are very likely to be more complex and expensive as conversions from traditional to more innovative systems using alternative clean energy sources are contemplated. We are recommending CNCP allocations over the next four years should be \$20.9M

in 2021/22, \$26.1M in 2022/23, \$32.6M in 2023/24 and \$40.8M in 2024/25. These increases are considered to be the minimum required. A more detailed analysis on what it will take to achieve Clean BC goals by 2030 may indicate the need for even greater resources. We are also recommending that analysis be undertaken by the provincial government as soon as possible.

Of course Initial capital funding for new buildings should be based on achieving as close to net zero emission targets as possible going forward, leading to new buildings fully achieving the net zero target by 2032.

Access the Clean BC program details [here](#).

Renovate or replace?

Many districts and the Ministry of Education face difficult decisions as schools approach the end of their useful life (fifty to sixty years of service) and encounter the need to complete relatively costly seismic upgrades and building system upgrades if they are to continue safely accommodating students in those facilities.

The dilemma is that schools built so many years ago often do not include the kind of learning environments we want to offer to students. For example most older secondary schools do not include the kind of trades and technical training facilities which are commonplace in modern secondary schools. Most older elementary schools do not provide the kind of break out space needed for Education Assistants to work one on one with students who have specialized needs, resulting in hallways filled with EAs and their assigned students when working in regular classrooms is not appropriate.

Unfortunately in the process of making capital submissions for older facilities to the Ministry of Education many school districts have experienced a direction from government to plan for the least expensive solution which will ensure student safety and meet basic building system requirements. This is often occurring without adequately addressing the needs of students. With that the case we are recommending that decisions concerning whether or not to complete major upgrades or replace older buildings which have effectively reached the end of their useful life (50 to 60 years) include greater consideration of the changing learning needs of students. Full replacement may cost more than renovations in the short term but will often be more educationally effective and justifiable given a longer term perspective.

Moreover, all of the deferred maintenance of an older facility being considered for renovation must be considered in the calculation to determine the comparable costs of renovation vs replacement.

Conclusion

Building new schools and additions as our student population grows is important as is completing seismic upgrades to ensure our buildings are survivable in the event of an earthquake. With that said ensuring regular, appropriately timed life cycle maintenance on all school facilities is equally necessary to fully achieve our goal of providing safe and efficient school facilities which provide excellent learning environments for children. Accomplishing that can only be achieved with adequate annual funding provided by government. We have offered several recommendations along with a formula which should be used to catch the system up to address the ever increasing levels of deferred maintenance currently being experienced by school districts in British Columbia, and urge consideration of those recommendations and the proposed formula by government.

BCSTA wishes to express its appreciation to BC Ministry of Education staff for the provision of critical background information.

This discussion paper was developed by the BCSTA's Capital Working Group. Members of the working group include:

JANICE CATON
SD 71 Comox Valley

GREG FRANK
BC Association of
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SD36, Surrey

ESTRELLITA GONZALEZ
SD39, Vancouver

KATHEEN KARPUK
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MIKE MURRAY
BCSTA Board,
SD42, Maple Ridge
and Pitt Meadows

RAVI PARMAR
SD62, Sooke

DONNA SARGENT
BCSTA Board,
SD38, Richmond