



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Minutes

Tuesday, May 25, 2021

7:00pm

School District No. 71 (Comox Valley)
607 Cumberland Road, Courtenay, BC V9N 7G5
250-334-5500

A COMMUNITY OF LEARNERS - INNOVATIVE ♦ INQUISITIVE ♦ INCLUSIVE

Vision

An inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world.

Mission

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

We Value and Believe In

Trusting relationships based on respect, integrity and ethical behaviour

A commitment to Truth and Reconciliation with Indigenous peoples

Equity, inclusion, dignity, and acceptance for all

Global awareness and environmental stewardship

Innovation, creativity, problem-solving, and critical thinking

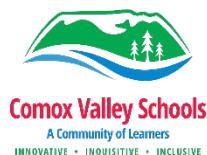
Accountability and shared responsibility

Open and engaging communication

Celebration of learning

Strategic Priorities

Educational Excellence
Community Engagement
Organizational Stability & Environmental Stewardship
Physical Health & Mental Well-Being



REGULAR BOARD MEETING MINUTES

Tuesday, May 25, 2021
7:00pm

In Attendance Via Virtual Zoom Meeting:

Trustees:

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

Staff:

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

Regrets: Paul Berry, Director of Instruction (Health & Safety)

Recording Secretary: Marlene Leach, Sr. Executive Assistant

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. Adoption of Agenda

Motion

THAT the Board of Education adopt the May 25, 2021 Regular Public Board Meeting Agenda as presented.

[Howe/Frawley]

CARRIED

3. Board Meeting Minutes

Pages
1-5

Motion:

THAT the Board of Education adopt the April 27, 2021 Regular Public Board Meeting Minutes as presented.

[May Sacht/Waite]

CARRIED

4. Unfinished Business

None

5. Record of Minutes of In-Camera Meetings:

Page 6

- April 27, 2021 – Regular In-Camera Meeting
- May 18, 2021 – In-Camera Committee of the Whole Meeting
- May 18, 2021 – In-Camera Committee of the Whole Meeting

6. Board Chair's Report

Page 7

7. Presentations / Delegations

None

8. Education Committee Meeting – No Meeting in May

Next Education Committee Meeting:

TOPIC: Critical Incident Response Team
DATE: June 08, 2021
TIME: 6:30 pm
LOCATION: Zoom Meeting (live and recorded)

9. Strategic Direction

A. Superintendent

i. District News

Pages
8-9

- General

In addition to the District News, Superintendent, Tom Demeo mentioned the recent "Sharing with Sheila" YouTube interview with Youn Hee Edmonds (Homestay Coordinator and Korean Marketing Representative, International Student Program department), an update on the International Student Program's enrolment and potential homestay campaign, Brooklyn PAC's fundraising and garden progress, communications going out tomorrow regarding Principal and Vice Principal placements for the next school year, and ongoing Kindergarten registration. Trustee questions were answered.

B. Assistant Superintendent

i. Graduation Update – Verbal Update

Assistant Superintendent, Geoff Manning announced the district's graduation dates. The ceremony formats will be similar to last year's

graduations. Trustees will be able to attend Glacier View's graduation this year.

- June 10 – Nala'atsi, via video invite
 - June 24 – Glacier View, 1:00pm
 - June 26 – Vanier, 1:00pm, and Mark R. Isfeld and Highland, 2:00pm
- Trustee questions were answered.

C. Secretary-Treasurer

i. 2021-22 Annual Budget and Bylaw – Briefing Note and Presentation

Pages
10-34

Secretary-Treasurer, Brenda Hooker reviewed a budget PowerPoint presentation and associated it to the draft preliminary budget document and bylaw within the agenda package. Topics included revenue, expenditures, student enrolment, presenting a balanced budget, reserves for enhanced cleaning protocols, the amended budget process, and mental health supports. Manager of Finance, Candice Hilton provided information related to the Snapshot 2021-22 infographic. Trustee comments were received, and questions answered.

Motion:

THAT Annual Budget Bylaw 2021-22 be given first reading.

[Frawley/Caton]

CARRIED

Motion:

THAT Annual Budget Bylaw 2021-22 be given second reading.

[Caton/May Sacht]

CARRIED

DISCUSSION

Secretary-Treasurer, Brenda Hooker informed Trustees of the Annual Budget Bylaw on page 18 of the agenda package with an amount of \$118,792,761 for the 2021-22 fiscal year.

Motion:

THAT in accordance with Section 68 (4) of the School Act, all three readings of Annual Budget Bylaw 2021-22 be given at tonight's meeting.

[Frawley/Caton]

Voted Unanimously

CARRIED

Motion:

THAT Annual Budget Bylaw 2021-22 be given third and final reading.

[Frawley/May Sacht]

CARRIED

- ii. **Snapshot 2021-22 – Infographic** Pages
35-36
Board Information

- iii. **Capital Plan Bylaw No. 2021/22 –CPSD71-01** Page 37

Secretary-Treasurer, Brenda Hooker summarized the capital plans submission process for capital funding. Once the board passes the bylaw, the district can then access the funding for the Ministry approved projects. Senior staff will publicly share the funding information after the capital management branch provides a public announcement.

Motion:

THAT Capital Bylaw No. 2021/22-CPSD71-01 be given first reading.

[Caton/Howe]

CARRIED

Motion:

THAT Capital Bylaw No. 2021/22-CPSD71-01 be given second reading.

[Waite/Frawley]

CARRIED

DISCUSSION – N/A

Motion:

THAT in accordance with Section 68 (4) of the School Act, all three readings of Capital Bylaw No. 2021/22-CPSD71-01 be given at tonight's meeting.

[Caton/Hawksby]

Voted Unanimously

CARRIED

Motion:

THAT Capital Bylaw No. 2021/22-CPSD71-01 be given third and final reading.

[Howe/Frawley]

CARRIED

- iv. **Capital Projects Update – May 2021 – Briefing Note** Pages
38-41

Director of Operations, Ian Heselgrave covered the three major projects underway; the Lake Trail Seismic Upgrade, Hornby Island School, and the Outdoor Classrooms. The Denman Island Child Care facility opened on April 06, 2021. Lake Trail and Hornby should be ready for students in September 2021. Trustee comments were received, and questions answered.

Motion:

THAT the School District No. 71 (Comox Valley) receive the Capital Projects Update briefing note as information.

[Frawley/Howe]

CARRIED

v. Long Range Facility Plan (LRFP) Update – Briefing Note

Pages
42-147

Director of Operations, Ian Heselgrave summarized the LRFP update and mentioned that the consultant's draft report covers many possible options. However, it may be that the system the district has in place works but requires some adjustments. There are recommendations in the report, including how to balance out enrolment between schools and keep the district's facilities inventory working the best it can to support students over the next several years. There is a public consultation meeting on the LRFP on June 07, 2021 at 6:30pm. Trustee comments were received, and questions were answered.

Motion:

THAT the School District No. 71 (Comox Valley) receive the attached DRAFT Long Range Facility Plan.

[Frawley/Caton]

CARRIED

NOTE: The final report will be brought forward for receipt by the Board of Education at a future public board meeting.

vi. FY 21-22 Annual Facility Grant (AFG) Spending Plan – Briefing Note

Pages
148-149

Director of Operations, Ian Heselgrave explained that the AFG is targeted funding for preservation of district assets and large maintenance projects. This is a pandemic AFG that will continually maintain mechanical ventilation projects including roofing, windows and HVAC. Trustee comments were received, and questions were answered. Trustee Caton provided a Notice of Motion for the next public board meeting to have our district to write to the Ministry advocating for increased maintenance funding through the AFG.

Motion:

THAT the Board of Education approve the FY 21-22 Annual Funding Grant (AFG) spending plan.

[Waite/May Sacht]

CARRIED

D. Human Resources

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

Page 150

10. Board Standing Committee Reports

A. Finance Committee Board Report – May 11, 2021

Pages
151-154

Motion:

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

[Frawley/Waite]

CARRIED

B. Policy Committee Board Report – No Meeting in May

- i. **Ad Hoc Anti-Racism & Inclusion Policy (Sub) Committee Meeting Board Report – May 10, 2021**

Janice Caton, Policy Ad Hoc Committee Chair – Verbal Report

Trustee Caton shared that the committee is in the process of finalizing the final draft copy and will bring it to the Policy Committee, which will then bring it to the June public board meeting for the Board to receive. The draft will then be shared with community partner groups for feedback. The final version would likely be passed by the Board in October or November. Additionally, the Ministry of Education may possibly be providing schools with direction on discrimination and policy.

C. Facilities Committee Board Report – No Meeting in May

11. Board Business

- A. **Motion – Mental Health and Addictions Services – Briefing Note**
Sarah Jane Howe, Trustee

Pages
155-156

Trustee Howe noted that she previously sent Trustees digital information relating to the two following motions.

Motion:

THAT the Board of Education for School District No.71 (Comox Valley), write a letter requesting that the BC Ministry of Education and Government of BC take the following actions:

- a) that the Ministry of Education work together with other Ministries to conduct a review of wait lists for student referrals and develop strategies to reduce wait times.
- b) provide resources to Districts for staffing to address increasing mental health needs. Specifically provide funding for more counselling time in schools as well as funding for youth and family program workers in schools. By increasing supports directly in the K-12 sector, it will reduce the burden on Ministry of Children and Family liaisons to school districts and other cross-agency personnel working in schools.
- c) consider how the Province of BC can respond to the #codePINK campaign organized by Children First Canada.
- d) SD71 is pleased to be a participant in the “Pathway’s to Hope” pilot initiative. Please consider how the cross-ministry initiative can be implemented for September 2021 and expanded to all Districts within the province.

[Howe/Waite]

CARRIED

Trustee Howe shared rationale for bringing forward the two motions and thanked the Trustees and senior staff who assisted. Secretary-Treasurer, Brenda Hooker joined a Ministry partner group as a BC Association of School Business Officials (BCASBO) representative for the Mental Health School Start-Up Working Group that will support students upon return to school in the fall. Trustee comments were received.

B. Motion – Opioid Crisis – Briefing Note
Sarah Jane Howe, Trustee

Pages
157-158

Motion:

THAT the Board of Education request that the Board BCSTA representative take a resolution to Provincial Council as an emergent issue for referral of the following actions to the Canadian School Board Association and the Government of Canada:

- a) declare the toxic drug supply crisis a national public health emergency.
- b) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan.
- c) that the BCSTA advocate for expanded provincial, cross-ministry supports for our students around substance abuse.

[Howe/Frawley]

CARRIED

Trustees shared comments. Trustee Caton, as BCSTA Provincial Council Representative, will take the motion and connect with BCSTA to possibly reword it so that it could be accepted at Provincial Council.

- C. Motion – Long-Term Food Strategy – Briefing Note**
Cristi May Sacht, Trustee

Pages
159-161

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) refer to the Superintendent:

- To investigate the feasibility of a long-term food strategy, incorporating the focus on food security, hands-on learning, and the opportunity to connect with community partners and report back to the board.

[May Sacht/Waite]

CARRIED

Trustee May Sacht spoke to a portion of her briefing note and Trustees provided comments and questions. The Superintendent clarified that there would be a process that will take time and include some investigations. This work would begin in September with the new senior leadership team and in order to complete it properly, it would take at least six months to report back. It was discussed and clarified that further information such as timelines and costs to complete the investigation for the feasibility of a long-term food strategy would be required at the June or September board meeting prior to proceeding on the work.

- D. Notice of Motion – Write a letter to the Ministry of Education re: the BCSTA 2021 AGM Motion - Integration of Childcare and Early Learning into the K-12 Education Sector by 2023**

Janice Caton, Trustee
Board Information

12. Board Correspondence

- A. Correspondence: from BC School Trustees Association (BCSTA) to Janice Caton, Trustee – Your Work for the Capital Working Group**
Janice Caton, Trustee (City of Courtenay)
Board Information

Page 162

13. Public Question Period

14. Meeting Adjourned – 8:59pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Frawley/Howe]

CARRIED.

Board Approved on:
June 22, 2021

Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Sheila McDonnell
Board Chair

REGULAR BOARD MEETING MINUTES
Tuesday, April 27, 2021
7:00pm

In Attendance Via Virtual Zoom Meeting:

Trustees:

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

Staff:

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

Regrets: Paul Berry, Director of Instruction (Health & Safety)

Recording Secretary: Marlene Leach, Sr. Executive Assistant

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

Motion:

THAT the Board of Education adopt the April 27, 2021 Regular Public Board Meeting Agenda as amended.

[Caton/May Sacht]

CARRIED

3. Board Meeting Minutes

Pg.6

Motion:

THAT the Board of Education adopt the March 16, 2021 Regular Public Board Meeting Minutes as presented.

[Caton/Howe]

CARRIED

Motion:

THAT the Board of Education adopt the April 06, 2021 Special Public Board Meeting Minutes as presented.

[Waite/Howe]

CARRIED

4. Unfinished Business

None

5. Report on In-Camera Meeting

- Personnel
- Other

6. Board Chair's Report

Pg.12

Board Information - see attached, reviewed by the Board Chair.

7. Presentations / Delegations

None

8. Education Committee Meeting – April 13, 2021

Pg.14

Next Education Committee Meeting:

TOPIC: TBD

DATE: June 08, 2021

TIME: 6:30 pm

LOCATION: Zoom Meeting (live and recorded)

Motion:

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

[Waite/Hawksby]

CARRIED

9. Strategic Direction

A. Superintendent

i. District News

Pg.16

- General

Board Information - see attached, reviewed by the Superintendent.

B. Assistant Superintendent

None

C. Secretary-Treasurer

- i. **Long Range Facilities Plan (LRFP) Update** Pg.18
Board Information - see attached briefing note reviewed by the Secretary-Treasurer.
- ii. **2021-22 Preliminary Budget Information Town Hall Meeting – April 20, 2021** Pg.19
Board Information – see attached briefing note reviewed by the Secretary-Treasurer. Online feedback closes on May 07, 2021.
- iii. **Vancouver Island School Trustees' Association (VISTA) President Announcement** – Verbal Update
The Secretary-Treasurer advised that Trustee Caton had been elected as president of VISTA and that as such, our Secretary-Treasurer serves as the branch Secretary-Treasurer. Trustee Caton spoke about the great work VISTA does and her pleasure as serving the branch as president.

D. Human Resources

- i. **Retirements and Recognition** Pg.20
Board Information

10. Board Standing Committee Reports

A. Finance Committee Board Report – April 19, 2021 Pg.21

Motion:

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

[Frawley/May Sacht]

CARRIED

B. Policy Committee Board Report – No Meeting in April

- i. **Ad Hoc Anti-Racism & Inclusion Policy (Sub) Committee Meeting Board Report - April 12, 2021**
Kat Hawksby, Trustee – Verbal Update
Trustee Hawksby reported that the committee has met several times and work on the revised policy is progressing.

C. Facilities Committee Board Report

Sara Jane Howe, Committee Chair – Verbal Update
Trustee Howe advised that the April 27, 2021 meeting had been cancelled.

11. Board Business

A. Trustee Report: Columbia Institute High Ground 2021 - Be bold! Pg.36

Sheila McDonnell, Trustee

Board Information - see attached report that Chair McDonnell spoke to.

B. Trustee Report: BC School Trustee Association (BCSTA) AGM Pg.38

Janice Caton, Trustee

Board information – see attached report. Trustee Caton asked the Board to consider, a Notice of Motion for an upcoming Board meeting, requesting the Board write a letter to the Ministry of Education supporting BCSTA's 2021 AGM motion in regard to the 0-5 Early Learning Years.

C. Follow-Up from the LUSH Valley Food Action Society School Foods Program presentation from the February 23, 2021 Regular Public Board Meeting Pg.40

Sheila McDonnell, Trustee

Board Information – see attached. LUSH Valley Food Action Society's request for endorsement of The Coalition for Healthy School Food that Trustee McDonnell spoke to and answered questions.

Motion:

THAT the Board of Education endorse The Coalition for Healthy School Food.

[Waite/May Sacht]

CARRIED

Motion:

THAT the Board of Education refer to Senior Leadership the following two LUSH Valley Food Action Society requests from their presentation at the February 23, 2021 Board meeting:

- 1. Enter into conversations on how to get more local food into classrooms/homes for students; and*
- 2. Enter into a conversation with LUSH and other partners regarding a regional food literacy coordinator.*

[Caton/Frawley]

CARRIED

D. Notice of Motion – Farm to School BC Grants

Cristi May Sacht, Trustee

Trustee May Sacht advised the Board of her intention to present a motion regarding applying for a grant at the May Board meeting.

E. Notice of Motion – Mental Health and Addictions Services

Sarah Jane Howe, Trustee

Trustee Howe advised the Board of the upcoming community meetings and her intention to present a motion regarding advocacy in the opioid crisis at the May Board meeting.

12. Board Correspondence

- A. Correspondence:** from **The Board of Education to Jennifer Whiteside, Minister of Education** – Mental Health Education and Services Pg.50
Sheila McDonnell, Board Chair
Received and attached.
- B. Correspondence:** from **Wendy Kotilla, Youth & Ecological Restoration to The Board of Education** – Funding request to support a youth referral increase to Youth and Ecological Restoration (YER). Pg.52
Sheila McDonnell, Board Chair
Received and attached.

Motion:

THAT the Board of Education refer to Senior Leadership, the Youth & Ecological Restoration's funding request to support a youth referral increase to Youth and Ecological Restoration (YER).

[Caton/Frawley]

CARRIED

13. Public Question Period

14. Meeting Adjourned – 8:29pm

Motion:

THAT the Board of Education adjourn this meeting.

[Frawley/Howe]

CARRIED

Board Approved on:
May 25, 2021

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Sheila McDonnell
Board Chair

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education

DATE: May 25, 2021

FROM: Office of the Secretary-Treasurer

RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

Matters discussed and decisions reached at the Special and Regular In-Camera meetings held since the last such report:

April 27, 2021 – Regular In-Camera Meeting

1. Adoption of the March 16, 2021 Regular In-Camera Meeting Minutes
2. Receipt of update regarding Personnel matters
3. Receipt of information regarding a Notice of Motion for the Regular Public Board Meeting
4. Notice of agenda item for the May Regular In-Camera Meeting

The meeting was called to order at 6:32pm and adjourned at 6:55pm.

May 18, 2021 – Special In-Camera Meeting

1. Presentation and discussion regarding 2021-22 Draft Preliminary Budget

The meeting was called to order at 5:11pm and adjourned at 6:05pm.

May 18, 2021 – Special In-Camera Meeting

1. Presentation and discussion regarding Long Range Facilities Plan (LRFP) Update

The meeting was called to order at 6:10pm and adjourned at 7:21pm.

BOARD CHAIR'S REPORT

TO: Board of Education

DATE: May 25, 2021

FROM: Sheila McDonnell, Board Chair

As I looked back over the meetings I attended this month in my Trustee/Chair capacity, it struck me how many agencies, collaboratives, taskforces and committees are doing important work to improve socio-economic and health outcomes for valley residents that directly impacts the success of our students. First, a special capacity-building meeting of the SD71 Indigenous Education Committee reviewed its Terms of Reference and plans to consult on renewal of our Agreement. The meeting included a report from Karla Helgason, Indigenous Analytics Branch, Ministry of Education on the "How are we doing Report?". Monitoring the progress of our Indigenous students and considering ways to enrich our programs is a crucial activity to overcome historical barriers to student success and the focused attention of staff, elders, agencies and families is so important.

Children and Youth Matter – Comox Valley is a collaborative project involving family practitioners, counsellors, Island Health staff, agency partners, SD71, indigenous representatives and community members with lived experience. Some of the group engaged in a facilitated strategic planning exercise to explore ways to expand Trauma-informed Practice as a way of understanding and supporting work to overcome ACES, the Adverse Childhood Experiences such as poverty, abuse, neglect, homelessness that we know underlie many coping behaviours, addiction and mental illness.

The Comox Valley Regional District (CVRD) has undertaken development of a regional Poverty Reduction Strategy and the preliminary report was presented to municipal politicians, agencies and non-profit groups. So many aspects of poverty reduction action- increased housing, food security, childcare – are significant challenges to our vulnerable students and families.

The Comox Valley Social Planning AGM opened with a keynote speech on Basic Universal Income and the role this program could play in lifting families and individuals out of poverty.

Finally, the City of Courtenay Official Community Plan is nearly ready for public review and final revision. This plan has been developed with environmental and social equity values at its foundation – Quality of life for ALL residents, is a significant guide to improve housing, transportation, service delivery to support vulnerable sectors.

It struck me here how the common approach of so many valley residents, in so many capacities, to work together to make a healthy, safer, thriving community for all has so many direct benefits to our work here at the District. I have great appreciation and gratitude for all.

Respectfully submitted,

Sheila McDonnell

Sheila McDonnell
Trustee

District News



Legacy School Poster Contest 2021

Student Kesh is the winner of the Elementary School Category of the Legacy Schools Spring Poster Contest 2021. We thought Kesh's poster really reflected the idea of how our mental health is influenced by our connection to the world around us.

<https://downiewenjack.ca/our-work/legacy-schools-programs/>



G.P. Vanier Secondary School Graduate Awarded Prestigious Scholarship

Danielle Egilson, a student at Georges P. Vanier Secondary School in Courtenay, has been awarded a \$40,000 post-secondary scholarship with The Cmolik Foundation in recognition of her achievements in overcoming adversity and excelling in her studies.

The Selection Committee was impressed with Egilson's application, her academic goals and future career aspirations. The award recognizes and honours Egilson's hard work and commitment with this financial award and is keen to support her in pursuing interests in Physics and Astronomy.



Mark R. Isfeld Improv Team National Results

Junior Team 1 – Won Junior Nationals

Junior Team 2 – Came 3rd

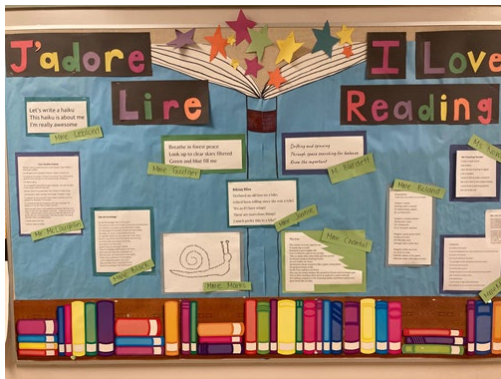
Senior Team 1 – Came 2nd

Royston Elementary Books for Bikes Program



There has been a lot of reading at Royston thanks to the Books for Bikes program. The Comox Masonic Lodge donated two new bikes to the school with helmets added to the prize, thanks to Canadian Tire. Children entered the draw with a ticket for each book read. Angeli and Conner were thrilled to have their names drawn and Royston staff and families were thrilled with the reading. The library commons was a busy place!

Poetry month at Puntledge Park!



Over the past 4 weeks Mme. Peddle, our Grade 7 Late French Immersion teacher, led staff and students in the creation and participation of a poetry guessing game. Staff members anonymously wrote poems and shared those poems with the students through posters in the common areas and over the daily video announcements (les Videoettes de m. Burdett). Students were also encouraged to write their own poems based on the different styles presented by staff.

The first week showcased the poems, then week two and three students listened and saw each poem and were given a hint about each poet/poem, to help them match up the poem with its creator. At the end, classes submitted their guesses of who wrote each poem, and were entered into a draw of for a special treat. What a talented bunch!

BRIEFING NOTE

TO: Board of Education
FROM: Brenda Hooker, Secretary-Treasurer
RE: **2021-22 Annual Budget Bylaw**

DATE: May 25, 2021

Purpose

This briefing note is to request approval of the 2021-22 Annual Budget Bylaw. The Bylaw requires three readings.

Background

The attached Annual Budget Bylaw for 2021-22 includes the preliminary operating fund budget as well as the preliminary budgets for special purpose funds and the capital fund which were all presented to the Board on May 18, 2021,

The total budget bylaw amount for the 2021-22 fiscal year is \$118,792,761.

Section 113(1) of the School Act requires that the Board adopt, by bylaw, an annual budget on or before June 30th each year for the next fiscal year.

Section 68(1) of the School Act requires a bylaw to be given three distinct readings. Section 68(4) of the School Act allows a board to give all three readings of a bylaw at one meeting if the trustees present at the meeting agree unanimously to do so.

Recommendation

It is recommended:

1. THAT the Annual Budget Bylaw for the Board of Education of School District No. 71 (Comox Valley) for the fiscal year 2021-22 be given three (3) readings at this meeting; and
2. THAT the Board of Education of School District No. 71 (Comox Valley) 2021-22 Annual Budget Bylaw in the amount of \$118,792,761 be:
 - a. Read a first time on the 25th day of May, 2021;
 - b. Read a second time on the 25th day of May, 2021;
 - c. Read a third time, passed and adopted on the 25th day of May, 2021.

Respectfully submitted,

Brenda Hooker

Brenda Hooker
Secretary-Treasurer

Annual Budget

School District No. 71 (Comox Valley)

June 30, 2022

School District No. 71 (Comox Valley)

June 30, 2022

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	13

*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$118,792,761 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 25th DAY OF MAY, 2021;

READ A SECOND TIME THE 25th DAY OF MAY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF MAY, 2021;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Annual Budget Bylaw 2021/2022, adopted by the Board the 25th DAY OF MAY, 2021.

Secretary Treasurer

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	9,702,750	9,844,438
Adult	41,438	41,438
Total Ministry Operating Grant Funded FTE's	9,744,188	9,885,876
Revenues	\$	\$
Provincial Grants		
Ministry of Education	105,442,985	109,675,210
Tuition	2,707,450	1,404,000
Other Revenue	1,663,262	1,536,490
Rentals and Leases	36,000	36,000
Investment Income	132,800	220,500
Amortization of Deferred Capital Revenue	4,711,745	4,147,320
Total Revenue	114,694,242	117,019,520
Expenses		
Instruction	90,833,935	94,997,321
District Administration	3,878,859	3,891,235
Operations and Maintenance	18,936,789	17,001,232
Transportation and Housing	2,083,178	2,082,701
Total Expense	115,732,761	117,972,489
Net Revenue (Expense)	(1,038,519)	(952,969)
Budgeted Allocation (Retirement) of Surplus (Deficit)	828,338	2,333,079
Budgeted Surplus (Deficit), for the year	(210,181)	1,380,110
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(210,181)	1,380,110
Budgeted Surplus (Deficit), for the year	(210,181)	1,380,110

School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	97,211,131	96,528,936
Operating - Tangible Capital Assets Purchased	500,000	565,000
Special Purpose Funds - Total Expense	11,511,204	15,671,556
Special Purpose Funds - Tangible Capital Assets Purchased		844,787
Capital Fund - Total Expense	7,010,426	5,771,997
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,560,000	3,570,000
Total Budget Bylaw Amount	118,792,761	122,952,276

Approved by the Board

Signature of the Board President		
Signature of the Superintendent		Date Signed
Signature of the Secretary/Treasurer		Date Signed

DRAFT

School District No. 71 (Comox Valley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Surplus (Deficit) for the year	(1,038,519)	(952,969)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(1,409,787)
From Local Capital	(2,560,000)	(3,570,000)
From Deferred Capital Revenue	(2,347,146)	(3,774,666)
Total Acquisition of Tangible Capital Assets	(5,407,146)	(8,754,453)
Amortization of Tangible Capital Assets	7,010,426	5,771,997
Total Effect of change in Tangible Capital Assets	1,603,280	(2,982,456)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	564,761	(3,935,425)

School District No. 71 (Comox Valley)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	94,986,081	94,008,867
Tuition	2,707,450	1,404,000
Other Revenue	613,262	691,990
Rentals and Leases	36,000	36,000
Investment Income	100,000	180,000
Total Revenue	98,442,793	96,320,857
Expenses		
Instruction	79,675,063	79,678,097
District Administration	3,878,859	3,891,235
Operations and Maintenance	11,575,935	10,878,807
Transportation and Housing	2,081,274	2,080,797
Total Expense	97,211,131	96,528,936
Net Revenue (Expense)	1,231,662	(208,079)
Budgeted Prior Year Surplus Appropriation	828,338	2,333,079
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(565,000)
Local Capital	(1,560,000)	(1,560,000)
Total Net Transfers	(2,060,000)	(2,125,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	94,022,777	90,665,285
ISC/LEA Recovery	(175,262)	(175,262)
Other Ministry of Education Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	135,000	135,000
Student Transportation Fund	421,375	421,375
Support Staff Benefits Grant	114,396	111,041
Teachers' Labour Settlement Funding		2,210,956
Early Career Mentorship Funding		170,000
Early Learning Framework		2,677
FSA Exam Marking	15,964	15,964
Total Provincial Grants - Ministry of Education	94,986,081	94,008,867
Tuition		
International and Out of Province Students	2,707,450	1,404,000
Total Tuition	2,707,450	1,404,000
Other Revenues		
Funding from First Nations	175,262	175,262
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Other Miscellaneous	318,000	396,728
Total Other Revenue	613,262	691,990
Rentals and Leases	36,000	36,000
Investment Income	100,000	180,000
Total Operating Revenue	98,442,793	96,320,857

School District No. 71 (Comox Valley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	40,269,301	39,906,305
Principals and Vice Principals	5,516,619	5,370,410
Educational Assistants	6,602,158	6,306,411
Support Staff	9,090,989	8,539,127
Other Professionals	3,191,470	3,071,031
Substitutes	2,763,018	2,774,695
Total Salaries	67,433,555	65,967,979
Employee Benefits	16,465,782	16,060,813
Total Salaries and Benefits	83,899,337	82,028,792
Services and Supplies		
Services	3,231,083	3,157,357
Student Transportation	2,063,962	2,063,962
Professional Development and Travel	741,260	625,260
Dues and Fees	83,400	83,400
Insurance	212,800	202,800
Supplies	4,908,597	6,303,673
Utilities	2,070,692	2,063,692
Total Services and Supplies	13,311,794	14,500,144
Total Operating Expense	97,211,131	96,528,936

School District No. 71 (Comox Valley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	32,587,443	1,116,037		60,000		2,100,018	35,863,498
1.03 Career Programs	579,688		223,208				802,896
1.07 Library Services	209,875			741,280			951,155
1.08 Counselling	1,501,026					5,000	1,506,026
1.10 Special Education	4,111,032	138,531	5,314,166	73,991	191,362	325,000	10,154,082
1.30 English Language Learning	146,912						146,912
1.31 Indigenous Education	251,850	142,193	996,804	55,862	118,447	20,000	1,585,156
1.41 School Administration		3,984,988		1,865,812		150,000	6,000,800
1.62 International and Out of Province Students	881,475	134,870		138,390	228,169	18,000	1,400,904
1.64 Other			67,980	99,803			167,783
Total Function 1	40,269,301	5,516,619	6,602,158	3,035,138	537,978	2,618,018	58,579,212
4 District Administration							
4.11 Educational Administration					876,824		876,824
4.40 School District Governance					196,079		196,079
4.41 Business Administration				404,697	931,814	5,000	1,341,511
Total Function 4	-	-	-	404,697	2,004,717	5,000	2,414,414
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					634,757		634,757
5.50 Maintenance Operations				5,191,728		140,000	5,331,728
5.52 Maintenance of Grounds				459,426			459,426
5.56 Utilities							-
Total Function 5	-	-	-	5,651,154	634,757	140,000	6,425,911
7 Transportation and Housing							
7.41 Transportation and Housing Administration					14,018		14,018
7.70 Student Transportation							-
Total Function 7	-	-	-	-	14,018	-	14,018
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	40,269,301	5,516,619	6,602,158	9,090,989	3,191,470	2,763,018	67,433,555

School District No. 71 (Comox Valley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	35,863,498	8,956,294	44,819,792	4,021,684	48,841,476	49,985,594
1.03 Career Programs	802,896	189,989	992,885	275,200	1,268,085	1,256,772
1.07 Library Services	951,155	232,628	1,183,783	383,803	1,567,586	1,595,732
1.08 Counselling	1,506,026	390,267	1,896,293	500	1,896,793	1,844,016
1.10 Special Education	10,154,082	2,441,598	12,595,680	191,050	12,786,730	12,438,480
1.30 English Language Learning	146,912	38,197	185,109	1,000	186,109	157,870
1.31 Indigenous Education	1,585,156	379,727	1,964,883	421,741	2,386,624	2,468,573
1.41 School Administration	6,000,800	1,394,230	7,395,030	693,200	8,088,230	7,923,727
1.62 International and Out of Province Students	1,400,904	348,050	1,748,954	542,925	2,291,879	1,647,674
1.64 Other	167,783	40,268	208,051	153,500	361,551	359,659
Total Function 1	58,579,212	14,411,248	72,990,460	6,684,603	79,675,063	79,678,097
4 District Administration						
4.11 Educational Administration	876,824	206,054	1,082,878	79,600	1,162,478	1,135,151
4.40 School District Governance	196,079	46,078	242,157	131,850	374,007	356,720
4.41 Business Administration	1,341,511	314,663	1,656,174	686,200	2,342,374	2,399,364
Total Function 4	2,414,414	566,795	2,981,209	897,650	3,878,859	3,891,235
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	634,757	149,168	783,925	392,600	1,176,525	1,102,798
5.50 Maintenance Operations	5,331,728	1,233,215	6,564,943	1,057,287	7,622,230	7,008,492
5.52 Maintenance of Grounds	459,426	102,062	561,488	145,000	706,488	703,825
5.56 Utilities	-	-	-	2,070,692	2,070,692	2,063,692
Total Function 5	6,425,911	1,484,445	7,910,356	3,665,579	11,575,935	10,878,807
7 Transportation and Housing						
7.41 Transportation and Housing Administration	14,018	3,294	17,312	7,000	24,312	23,835
7.70 Student Transportation	-	-	-	2,056,962	2,056,962	2,056,962
Total Function 7	14,018	3,294	17,312	2,063,962	2,081,274	2,080,797
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	67,433,555	16,465,782	83,899,337	13,311,794	97,211,131	96,528,936

School District No. 71 (Comox Valley)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	10,456,904	15,666,343
Other Revenue	1,050,000	844,500
Investment Income	4,300	5,500
Total Revenue	11,511,204	16,516,343
Expenses		
Instruction	11,158,872	15,319,224
Operations and Maintenance	350,428	350,428
Transportation and Housing	1,904	1,904
Total Expense	11,511,204	15,671,556
Net Revenue (Expense)	-	844,787
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(844,787)
Total Net Transfers	-	(844,787)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			758,885	838,354					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	350,428	327,360			160,000	39,200	188,646	611,364	1,471,710
Other			55,000	950,000					
Investment Income			4,300						
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Less: Allocated to Revenue	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Deferred Revenue, end of year	-	-	758,885	838,354	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	350,428	327,360			160,000	39,200	188,646	611,364	1,471,710
Other Revenue			55,000	950,000					
Investment Income			4,300						
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Expenses									
Salaries									
Teachers							33,580		
Principals and Vice Principals							23,345		274,319
Educational Assistants		264,000						287,900	656,770
Support Staff	261,554				125,000	27,742		21,354	154,765
Substitutes									103,227
	261,554	264,000	-	-	125,000	27,742	56,925	309,254	1,189,081
Employee Benefits	62,773	63,360			30,000	6,658	14,731	74,221	282,629
Services and Supplies	26,101		59,300	950,000	5,000	4,800	116,990	227,889	
	350,428	327,360	59,300	950,000	160,000	39,200	188,646	611,364	1,471,710
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		1,904	142,883	37,743	1,779,769
Add: Restricted Grants					
Provincial Grants - Ministry of Education	7,306,292				10,455,000
Other			40,000	22,000	1,067,000
Investment Income				220	4,520
	7,306,292	-	40,000	22,220	11,526,520
Less: Allocated to Revenue	7,306,292	1,904	40,000	5,000	11,511,204
Deferred Revenue, end of year	-	-	142,883	54,963	1,795,085
Revenues					
Provincial Grants - Ministry of Education	7,306,292	1,904			10,456,904
Other Revenue			40,000	5,000	1,050,000
Investment Income					4,300
	7,306,292	1,904	40,000	5,000	11,511,204
Expenses					
Salaries					
Teachers	5,798,644				5,832,224
Principals and Vice Principals					297,664
Educational Assistants					1,208,670
Support Staff					590,415
Substitutes					103,227
	5,798,644	-	-	-	8,032,200
Employee Benefits	1,507,648				2,042,020
Services and Supplies		1,904	40,000	5,000	1,436,984
	7,306,292	1,904	40,000	5,000	11,511,204
Net Revenue (Expense)	-	-	-	-	-

School District No. 71 (Comox Valley)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

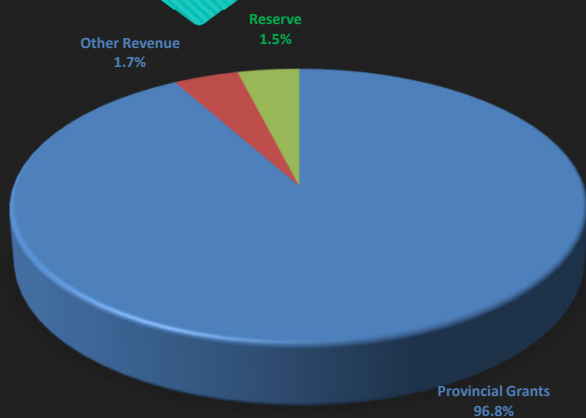
	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		28,500	28,500	35,000
Amortization of Deferred Capital Revenue	4,711,745		4,711,745	4,147,320
Total Revenue	4,711,745	28,500	4,740,245	4,182,320
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,010,426		7,010,426	5,771,997
Total Expense	7,010,426	-	7,010,426	5,771,997
Net Revenue (Expense)	(2,298,681)	28,500	(2,270,181)	(1,589,677)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	500,000		500,000	1,409,787
Local Capital		1,560,000	1,560,000	1,560,000
Total Net Transfers	500,000	1,560,000	2,060,000	2,969,787
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,560,000	(2,560,000)	-	
Total Other Adjustments to Fund Balances	2,560,000	(2,560,000)	-	
Budgeted Surplus (Deficit), for the year	761,319	(971,500)	(210,181)	1,380,110

School District No. 71



1

How is the School District funded? The Operating Fund: Revenues



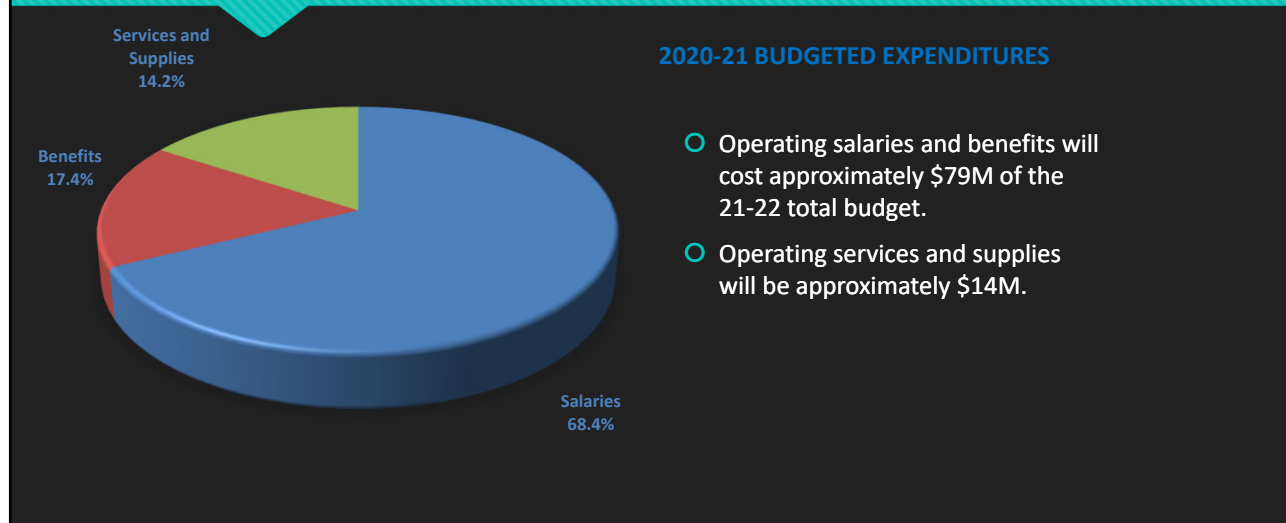
2020-21 BUDGETED REVENUES

- Provincial Grants
 - Ministry of Education (MOE) Operating Grant
 - Other MOE grants
- Other Revenue
 - Tuition
 - Rentals and leases
 - Investment income
- Prior Year Reserves

2

Where do we spend our money?

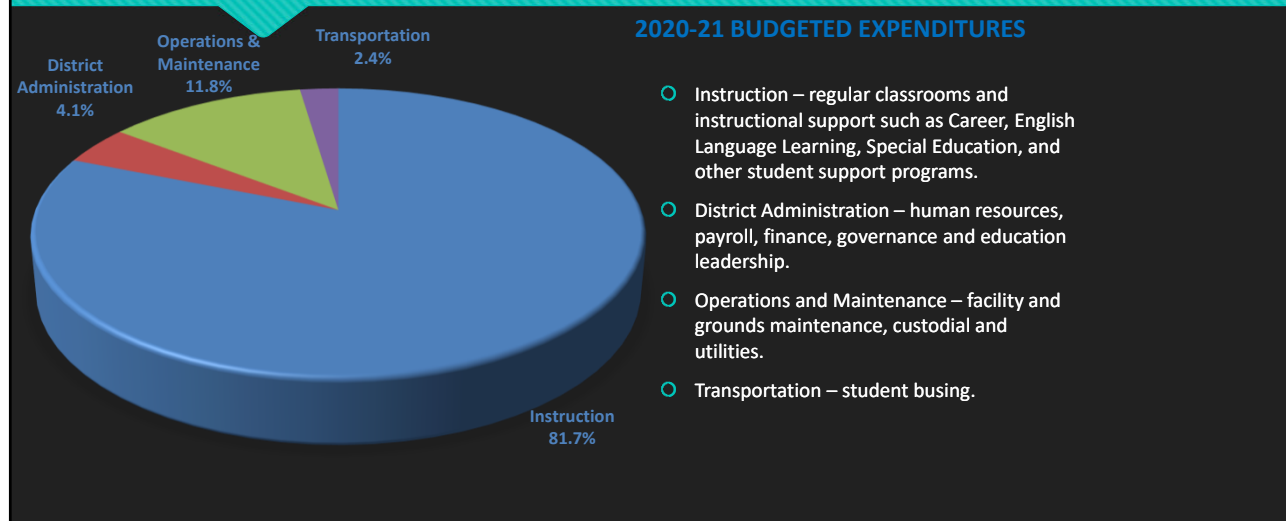
The Operating Fund: Expenditures by Category



3

Where do we spend our money?

The Operating Fund: Expenditures by Function



4

What are Special Purpose Funds?

Funds that are received with restrictions on how they can be spent

The Ministry of Education provides the District with the following restricted (special purpose) funds:

- Annual Facilities Grant (maintenance and improvement projects, roofing, painting, mechanical upgrades, etc.)
- Learning Improvement Fund (additional support staff for classroom support)
- Community Link (student support and school meals program)
- Strong Start and Ready Set Learn (early learning)
- OLEP - Federal French grant (core French and French Immersion)
- Classroom Enhancement Fund (to address BCTF restored language)

5

What are Capital Funds?

Capital funds are used to acquire land, build schools, or do significant renovations on schools

- Capital funds are not provided on a per pupil basis
 - The district applies to the Ministry of Education for capital funding through our Five-Year Capital Plan submission
 - The district must make a business case to the Ministry of Education to secure funding for new schools, expansions, seismic or renovations
- The district can also generate capital funds by selling assets, including land and buildings, though all or a portion of the proceeds can be restricted by the Ministry

6

School District No. 71 Strategic Plan



\$\$ BUDGET \$\$

- ❖ Educational Excellence
- ❖ Community Engagement
- ❖ Organizational Stability and Environmental Stewardship
- ❖ Physical Health and Mental Well-Being

Always with a goal of STUDENTS FIRST

7

PRELIMINARY BUDGET PROCESS

The preliminary budget is based on enrollment projections provided by districts.

- February – enrolment projections for the following September are submitted to the Ministry
- March – preliminary grant funding announced by the Ministry (based on projected enrolment from February)
- March/April/May – preliminary budget development process takes place – must be a balanced budget
- May – preliminary budget reviewed by Board – must be submitted to Ministry by June 30th (per School Act)

8

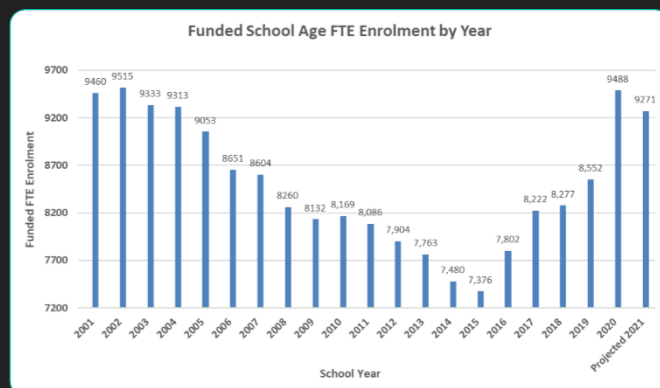
Factors in Current Budget Planning

- Setting priorities for the delivery of student learning
- Determining the ongoing effects of COVID19
- Projecting student enrolment
- Projecting the costs of status quo for next year (salaries, benefits, utilities, inflation, etc.)
- Determining which costs will or could change and by what estimated amount
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)

9

STUDENT ENROLLMENT

- Student enrollment is the primary factor in determining MOE revenue
- Enrollment in 21-22 is projected to be 9,271
- Down from 20-21 with a transfer back to regular school from alternatives and distance education



10

21-22 Estimated Revenue

- Based on the MOE preliminary operating grant announcement: SD71 estimates MOE revenues to be \$94,022,777
- This is an increase of \$3,357,500
- Estimated to be offset by reductions in Other Revenues due to COVID of \$158,728
- Overall 2021-22 Revenues are estimated to be increased by \$3,198,772 to approximately \$99,520,000
- These amounts are calculated from the 2020-21 Amended Annual Budget

11

21-22 Estimated Expenses

- Based on our preliminary staffing and cost pressures: SD71 estimates operating expenses to be approximately \$99,500,000
- This is an increase of \$3,184,747
- Cost pressures include negotiated wage increases, additional staff in bricks & mortar schools, post-COVID challenges, enhanced cleaning protocols and HVAC projects

12

The Good News

- The District is in the early stages of the preliminary budget preparation. The draft preliminary budget will not be finalized for presentation until the May public board meeting.
- Based on our early estimates of enrollments, revenue, and expenses, we anticipate a **balanced budget**.
- Trustees and Senior staff have worked very hard in past years to right-size and ensure the District is not in a structural deficit.
- We are not anticipating a significant deficit or drawing down of reserves to balance operations for the 21/22 School Year

13

AMENDED BUDGET PROCESS

The UPDATED budget is based on actual enrolment reported to the Ministry at September 30th.

- September 30th - Actual enrolment reported to Ministry (1701 report)
- December 15th – final recalculated grant provided (based on actual enrolment)
- February - amended annual budget approved by Board – must be submitted to Ministry by February 28th (per the School Act)

14

QUESTIONS / FEEDBACK

- Questions or requests for information can be emailed to:

<https://www.comoxvalleyschools.ca/budget-feedback/>





Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Snapshot 2021-2022

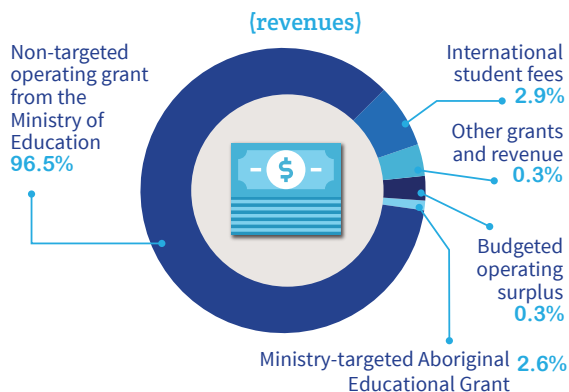
SCHOOL DISTRICT # 71

Operating Revenue: \$98.5 million

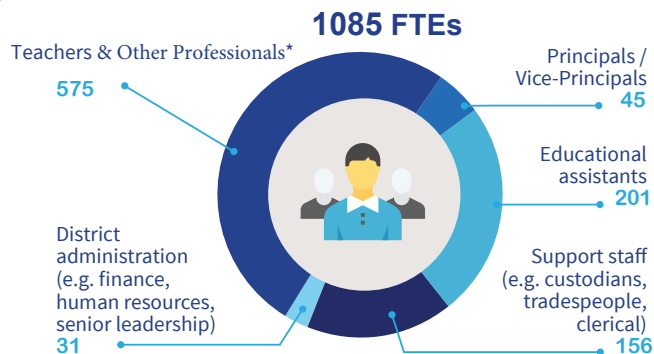
Less: Operating Expenses - \$97.2 million

Capital and Reserves - \$ 1.3 million

Where the money comes from



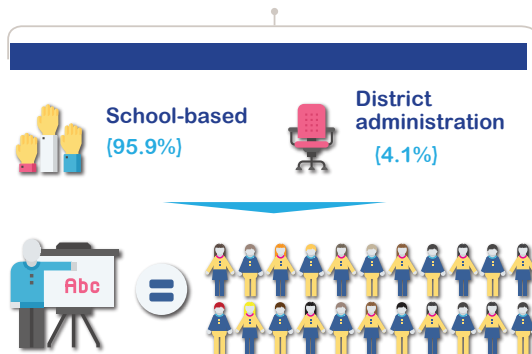
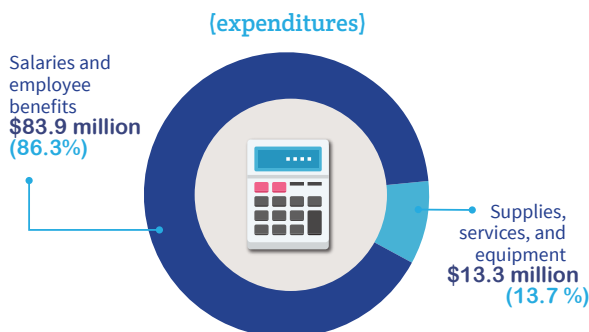
Our staff team



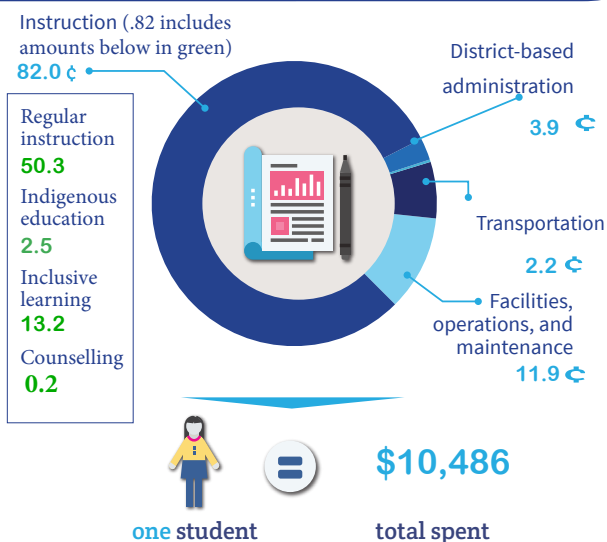
The total # of employees is 1677 (includes TTOC's & casual)

\$83.9 million of operating budget

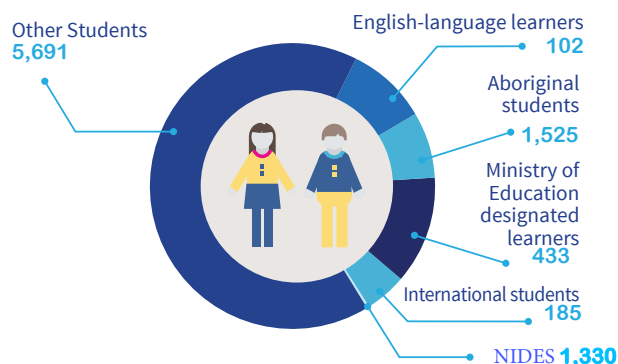
Where the money goes



How each dollar is spent



Projected students = 9,271 (sept)



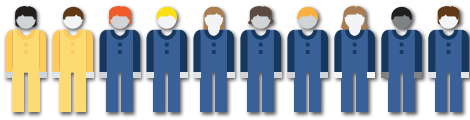
International uncertain due to pandemic
Enrolment is projected to have moderate growth over the next 10 years

Core French & Immersion

Bonjour!

1002 students

are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$12.8 million budgeted
(2021-2022)



Fluid and flexible learning spaces in schools; including several unique programs

Regular Program Completion rates



84% approx

High School graduation levels holding steady over the past three years.

Post Secondary pathways



492 students

participated in pathways & partnerships programs in 2020-2021

Class size-composition



\$7.31 million (90%)

to restore collective agreement class size and composition language in 2020-2021 resulting in 54.5 additional teachers and 22 non-enrolling teachers to enhance learning.

Our schools



- 14** Elementary schools (K-5, 6 or 7)
- 1** Middle school (6-9)
- 3** Secondary school (8-12)
- 2** Continuing/alternate education centers
- 1** Distance education center
- 1** K-9 school

School District #71 has a 15 urban schools and 6 rural schools.

Planned capital investments



\$1,140,000

Mark Isfeld and other roof replacements



\$625,000

HVAC upgrades st Brooklyn, Aspen and Huband



\$285,000

H&S, paint, lighting and flooring upgrades



\$175,000

windows and cladding at NIDES

\$275,000

field, site and playground improvements

The above improvements are funded through our annual facility grant, playground and school enhancement project funding announced in spring every year.

Engaging our community



100+

Public Board of Education and committee meetings



30,000

Website visitors monthly (avg)



20

Parent Advisory Councils

Ongoing community partnerships and consultation for budgets, LRFP, strategic planning, program reviews, boundary and catchment consultations



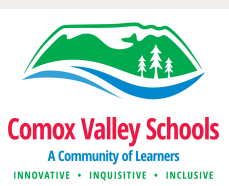
Providing public education to students in:

3 municipalities and 4 Outlying Areas

(Courtenay, Comox, Cumberland, Miracle Beach, Royston, Hornby Island and Denman Island)

1 First Nation Community

(K'omoks First Nation)



sd71.bc.ca

School District 71: Comox Valley

**607 Cumberland Road,
Courtenay, BC, V9N 7G5**

250-334-5500

Our Mission:

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

CAPITAL BYLAW NO. 2021/22-CPSD-71-01
CAPITAL PLAN 2021/22

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2021/22 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated May 11th, 2021, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 71 (Comox Valley) Capital Bylaw No. 2021/22-CPSD-71-01.

READ A FIRST TIME THE 25th DAY OF May 2021;
READ A SECOND TIME THE 25th DAY OF May 2021;
READ A THIRD TIME, PASSED THE 25th DAY OF May 2021.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 71 (Comox Valley) Capital Bylaw No. 2021/22-CPSD-71-01 adopted by the Board the 25th day of May 2021.

Secretary-Treasurer

BRIEFING NOTE

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

DATE: May 25th, 2021

Purpose

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

Update on Capital Projects

Lake Trail Middle School – Seismic Upgrade

The Construction Management firm for this project is Heatherbrae Builders Ltd. There are two main work areas: the South addition on Lake Trail road (Primarily admin and elective areas of the school) and the North Addition behind the gym (classrooms). The South addition is complete and the North Addition is in the final stages of work. The project continues at a good pace and remains on budget. The new school will open for students in September 2021. There are two remaining phases in the project: the demolition of the old school and the construction of a child care facility.



South Addition
- exterior



North Addition
Learning Studio

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 extremely well. The project is on budget and ahead of schedule. The school will be complete in late July 2021 and the Hornby students will start school in September 2021 in the new building.



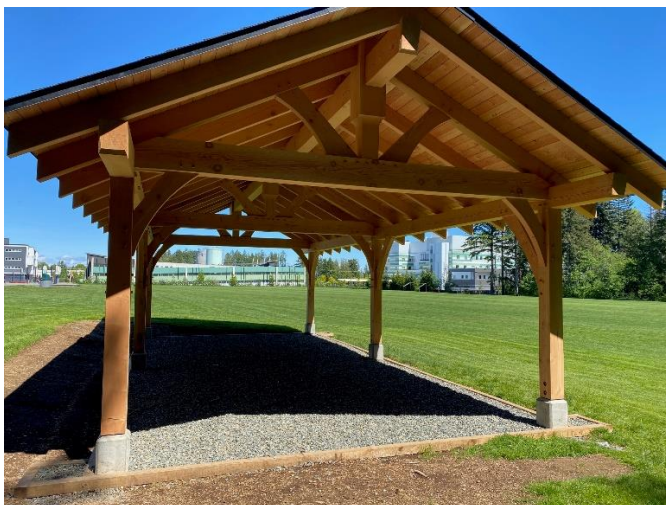
Denman Island Child Care Facility

The project is complete and the childcare facility has been operational since April 2021.



Outdoor classrooms

New outdoor classrooms are installed and operational at Highland, Puntledge and Queneesh. The installation at Aspen and Ecole Robb Road was delayed by soggy wet fields and those projects commence in the last week of May.



Queneesh outdoor
classroom

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: Ian Heselgrave, Director of Operations
RE: Long Range Facility Plan (LRFP) Update

DATE: May 25th, 2021

Purpose

To inform the Board of Education on the progress of the Long Range Facility Plan (LRFP) Update and submit a draft copy in advance of the public consultation/information session.

Background

The Board authorized funds to contract an update to the LRFP in the 20/21 budget. This project is substantially complete with several reviews conducted by the Senior Leadership Team and the Committee of the Whole.

Discussion

The Ministry of Education 2020/21 Capital Plan Instructions issued April 2019 require Boards of Education to develop and maintain a comprehensive School District Long Range Facilities Plan (LRFP). Note that the LRFP is a *Facilities Plan*, not an educational study of the appropriate grade structure of schools, the appropriate placement of district programs, nor the viability/desirability of neighbourhood schools. The plan is a framework to guide the district in rationalizing its long-term facilities usage and to support future capital plan submissions to the Ministry of Education. The plan belongs to the school district, not the Ministry, and is a dynamic document. As circumstances and programs change over time, the plan can be amended.

The Objectives for the Long Range Facilities Plan are as follows:

1. To determine the 10 year enrolment projections by school;
2. To optimize district capacity utilization in schools, mindful of the Ministry of Education targets of 85% (enrolment up to 7,500 students) and 95% (over 7,500 students);
3. To consider aligning the district's school grade configurations with long-term district facilities planning; and
4. To plan and organize educational facilities to support school and district programs.

The purpose of the Long Range Facilities Plan (LRFP) is to guide facilities development decisions by both the district and the Ministry over the coming ten year period. The annual Capital Plan should always address specific needs justified at the macro level by the LRFP.

The LRFP recommends that the School District maintain a similar structure and grade configuration to what is presently in place with some adjustments to address localised school overcrowding and capacity issues.

Recommendation

It is recommended that the Board of Education receive the attached Draft Long Range Facility Plan. The final report will be brought forward for receipt by the Board of Education at a future public Board Meeting.

Respectfully submitted,

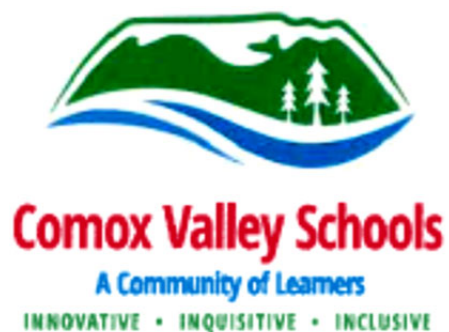
Ian Heselgrave

Ian Heselgrave
Director of Operations



LONG RANGE FACILITIES PLAN

2021 – 2031



Long Range Facilities Plan



Valley View Elementary School, Courtenay, BC

A Report by Cascade Facilities Management Consultants Ltd

May 2021

TABLE OF CONTENTS

Section	Title	Page
1	Introduction	4
2	District Vision and Goals	5
3	LRFP Principles and Objectives	7
4	Existing Infrastructure and Programs	8
5	Community Demographics	25
6	Enrolment Projections and School Capacities	66
7	Analysis of Educational Need	81
8	Development of Options and Short-listing	89
9	Selected Option and Recommendations	96
10	Implementation Strategy	102
11	Conclusions	104

ATTACHED SCHEDULES

Note – Schedules to the LRFP are for the convenience of the Ministry of Education as a sort of executive summary. The information is drawn from the main body of the Long Range Facilities Plan, not additional to it.

<u>Schedules</u>	<u>Subject</u>	<u>Schedule Document Page</u>
A.	Overall School District Map	
B.	Inventory of District Facilities.....	
C.	School by School Enrolment Projection	
D.	Base Case Summary	
E.	Options Considered and Options Evaluation	
F.	Recommendations and Implementation Strategy	
G.	Consultation Undertaken during Plan Development	

1. INTRODUCTION

1.1 **Ministry of Education Requirements.** The Ministry of Education 2020/21 Capital Plan Instructions issued April 2019 require Boards of Education to develop and maintain a comprehensive School District Long Range Facilities Plan (LRFP). In the instructions, this requirement is defined as follows.

1.2 The Ministry of Education capital plan instructions on Page 7 stated:

1.5 Long-Range Facilities Plan

A comprehensive Long-Range Facilities Plan (LRFP) should guide all board of education decisions regarding capital asset management and capital plan submissions, both in terms of facility operations and educational programming. The content of each LRFP developed by boards is fully expected to vary, as they will be dependent on the unique circumstances of individual school districts currently and in the future.

The LRFP for a school district would most commonly use at least a ten-year planning horizon. However, a longer period may be considered where local government is actively pursuing extended land use planning and lengthier residential development growth strategies, which may directly influence the growth of student enrolment in different areas of the school district. Conversely, the potential contraction of communities and changing demographics in neighbourhoods, leading to subsequent decline in student enrolment, may also need to be considered under the LRFP.

As all capital project requests should be supported by a current LRFP, the Ministry may request school districts to provide appropriate sections of the LRFP to inform its review of individual requested projects. Of primary consideration is that any school for which a capital project is being proposed has been identified in the LRFP as being necessary for the board's continuous provision of education programming for students in the school district.

1.3 **Nature of the Plan.** Note that the LRFP is a *Facilities Plan*, not an educational study of the appropriate grade structure of schools, the appropriate placement of district programs, nor the viability/desirability of neighbourhood schools. The plan is a framework to guide the district in rationalizing its long-term facilities usage and to support future capital plan submissions to the Ministry of Education. The plan belongs to the school district, not the Ministry, and is a dynamic document. As circumstances and programs change over time, the plan can be amended.

1.4 **The Assignment.** In January 2021 School District 71 Comox Valley (SD 71) engaged Cascade Facilities Management Consultants Ltd (www.cascade-cslts.com) to prepare this School District Long Range Facilities Plan (LRFP).

2. DISTRICT VISION AND GOALS

2.1 PROVINCIAL POLICY

The Ministry of Education states its policy for student success, and five principles to achieve it at https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/understanding_the_bc_policy_for_student_success.pdf. The fifth principle stated here is relevant to planning appropriate school facilities that support student success:

“Healthy and effective learning environments – We will foster inclusive learning environments where all students feel that they are safe and belong – physically and emotionally –and where all students are inspired to explore their personal strengths and interests. To offer healthy learning environments where students, families, and educators can focus on supporting students achieve their learning outcomes, we will continue to enhance the construction of modern learning environments, enable flexible and virtual learning delivery, and enhance our efforts on physical literacy and best practices on nutrition.”

2.2 HISTORY

SD 71 has a long tradition of providing effective educational programming to students in the Comox Valley.

2.3 OBJECTIVES

The Objectives for the Long Range Facilities Plan are as follows:

- a. To determine the 10 year enrolment projections by school;
- b. To optimize district capacity utilization in schools, mindful of the Ministry of Education targets of 85% (enrolment up to 7,500 students) and 95% (over 7,500 students);
- c. To consider aligning the district’s school grade configurations with long-term district facilities planning; and
- d. To plan and organize educational facilities to support school and district programs.

2.4 SCHOOL DISTRICT STRATEGIC PLAN

SD 71 has published a 2018 – 2023 Strategic Plan which includes the following Vision Statement, Mission, Values, Strategic Priorities, and Goals:

- a. Vision
An inclusive community that embraces diversity, fosters relationship and empowers all learners to have a positive impact on the world.
- b. Mission
To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

c. Values

We Value and Believe In:

- Trusting relationships based on respect, integrity and ethical behavior;
- A commitment to Truth and Reconciliation with Indigenous peoples;
- Equity, inclusion, dignity, and acceptance for all;
- Global awareness and environmental stewardship;
- Innovation, creativity, problem solving, and critical thinking;
- Accountability and shared responsibility;
- Open and engaging communication; and
- Celebration of learning.

d. Strategic Priorities

Our Strategic Priorities are:

- Educational Excellence;
- Community Engagement;
- Organizational Stability and Environmental Stewardship; and
- Physical Health and Mental Well-being.

e. Goals

The Goal in the Strategic Plan which is directly relevant to this Long Range Facilities Plan is stated as follows:

- Optimize infrastructure to support learning.

Actions to support this Goal

- Ensure the Long Range Facilities Plan is aligned with 21st century practices;
- Maximize the use of school and community facilities to support learning.

2.5 DISTRICT ORGANIZATION

SD 71 has gone through several grade structure organizations over the past 25 years. Early in this period, schools were organized into elementary, middle, and secondary. When enrolments declined and some elementary schools had to close, the decision was made about 13 years ago to return to a previous organization of elementary (Kindergarten to Grade 7) and secondary (Grades 8 to 12).

It was not possible to completely change the district grade structure in all schools, resulting in the current 2020/21 organization which includes several elementary schools with varying grade structures, one Kindergarten to Grade 9 school, and one Grade 6 – 9 school. Refer to Section 4.

3. LRFP PRINCIPLES AND OBJECTIVES

3.1 PURPOSE.

The purpose of the Long Range Facilities Plan (LRFP) is to guide facilities development decisions by both the district and the Ministry over the coming ten year period. The annual Capital Plan should always address specific needs justified at the macro level by the LRFP.

3.2 PRINCIPLES

- The 2021-2031 LRFP must take into account changes in school enrolment, future growth or decline in school-age population, building condition, and district philosophy on grade structure organization;
- The LRFP must identify and support the facility needs of any grade structure that the district has set as its policy;
- The LRFP must recognize the importance of small rural schools as the heart of the community in isolated parts of the district;
- The LRFP should recognize Ministry of Education support for programs such as Full Day Kindergarten, Strong Start, and Neighbourhoods of Learning;
- The School District LRFP must support the unique Indigenous cultural and educational development needs.

3.3 Objectives

- Provide viable educational facilities capable of accommodating the catchment population;
- Provide school facilities capable of providing a successful educational environment for the assigned grade structure;
- Provide healthy and safe physical facilities as schools; and
- Provide accessible community spaces in support of the local population's educational and cultural needs, recognizing the importance of the school as a resource to the community.

3.4 Statement of Philosophical Underpinnings

During development of the previous 2017 LRFP with the Board's Facilities Committee, the following philosophical underpinnings guiding the Facilities Plan were identified as:

- Provide the best education for students;
- Neighbourhood schools are valued;
- The Board supports choice of schools;
- Travel time to school is important; and
- Rural schools may have a slightly different grade structure than urban schools.

4. EXISTING INFRASTRUCTURE AND PROGRAMS

4.1 AREA SERVED

SD 71 serves the urban centres of Courtenay and Comox, the village of Cumberland, and smaller unincorporated communities of the Comox Valley Regional District located in northeastern Vancouver Island. See Figure 4.1. The communities are mainly connected by Highway 19 (north-south). The population includes a small Indigenous population. In the smaller communities outside of the urban centre, the school is the main social centre. These include Miracle Beach, Royston, Hornby Island, and Denman Island.

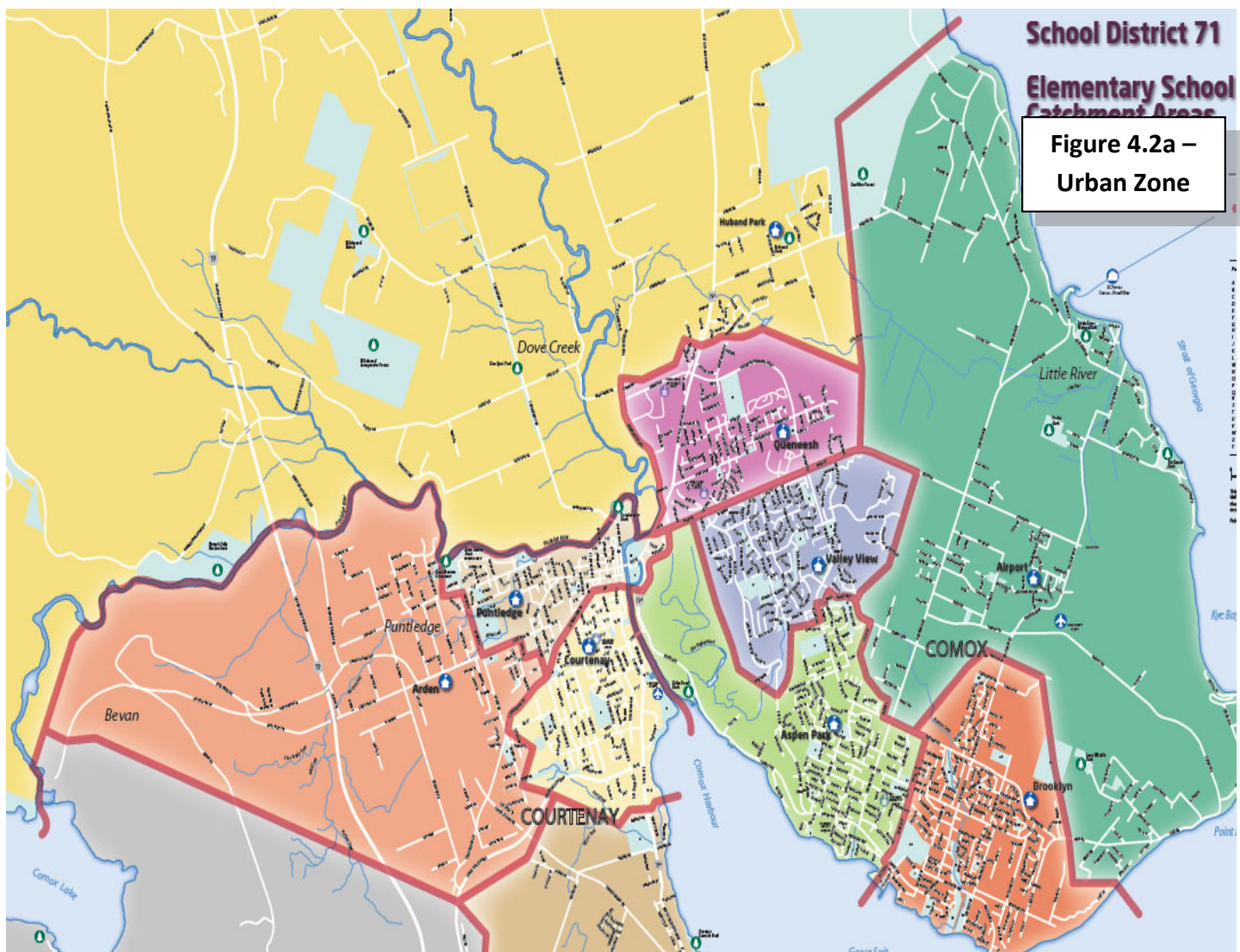


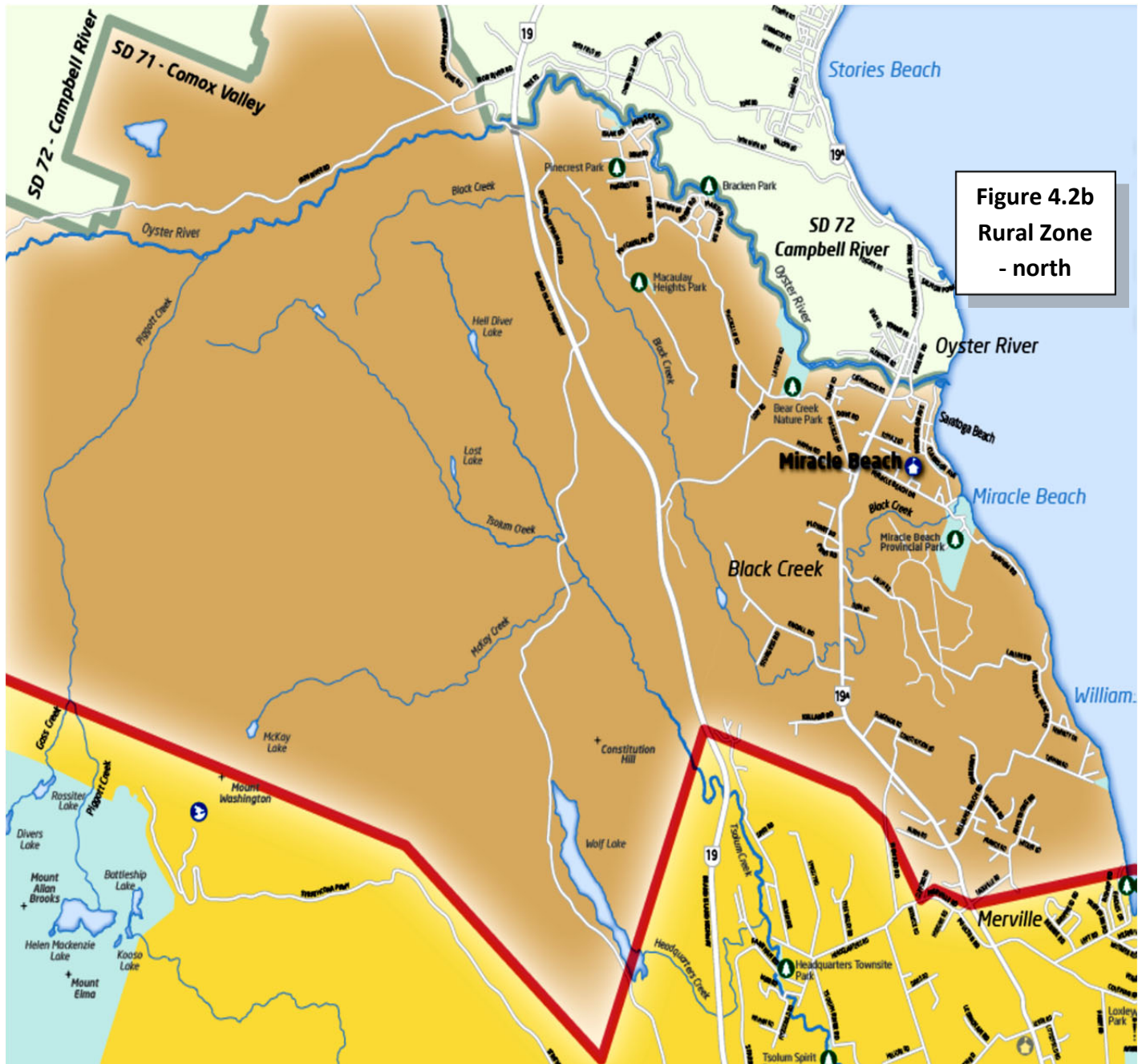
Figure 4.1 – Comox Valley School District Geographic Location on the northeast coast of Vancouver Island, British Columbia

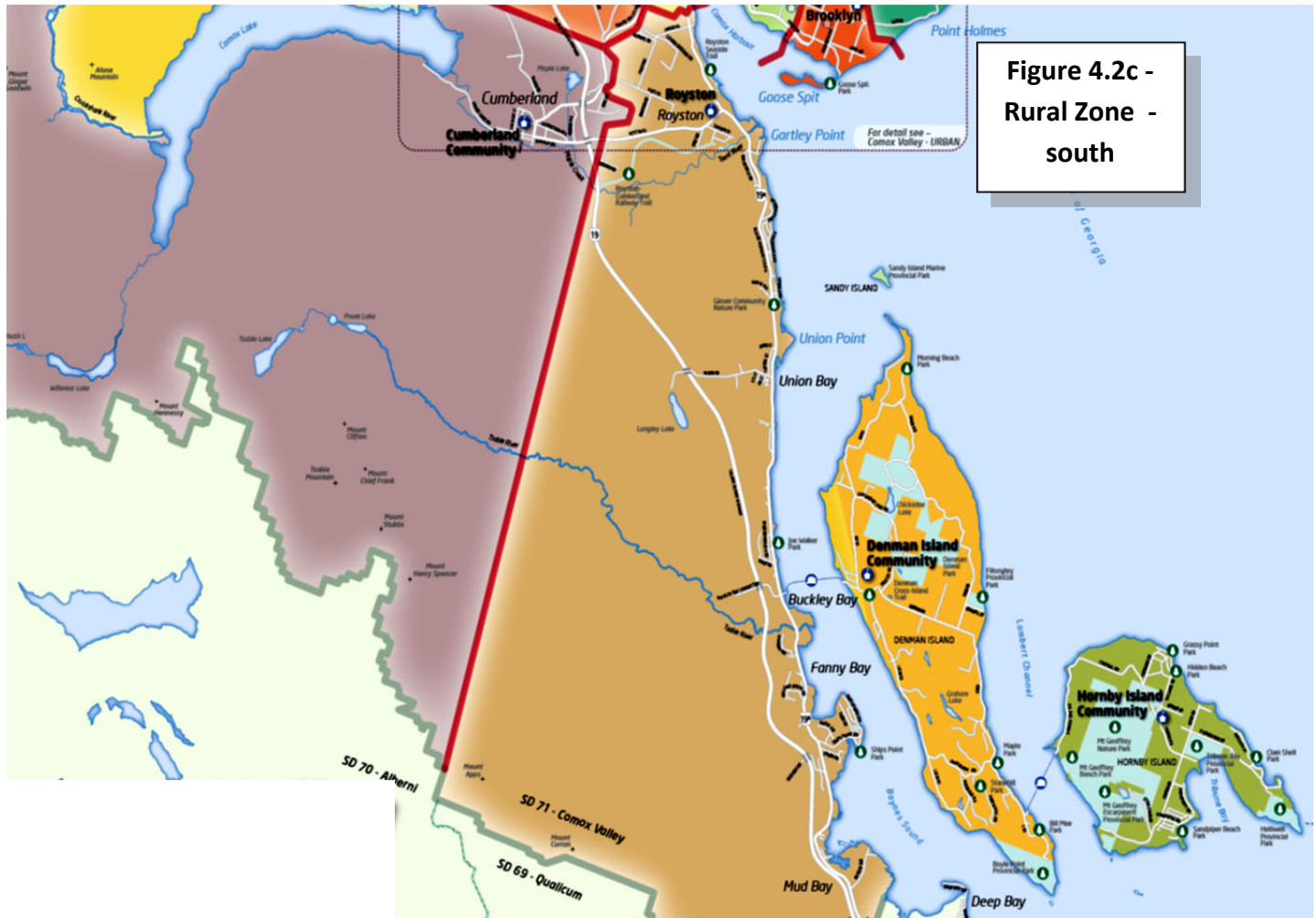
4.2 DISTRICT ZONES

For the purposes of planning, it is recommended that the school district be organized into two zones: **Urban** and **Rural**. This may vary from the political divisions and representation within the board of school trustees, but from the point of view of facilities management, is the most logical. Refer to the maps below.

- Urban Zone includes all the schools in Courtenay and Comox (Figure 4.2a);
- Rural Zone includes the outlying elementary schools: Miracle Beach and North Island Distance Education Centre (NIDES) in the north (Figure 4.2b), Cumberland in the southwest, and Royston, Denman Island, and Hornby Island in the south (Figure 4.2c).







4.3 FACILITIES IN SERVICE

In 2020/2021 Comox Valley School District was operating and maintaining the following schools and other facilities:

• **ELEMENTARY –**

○ **Urban Zone:**

- Airport Elementary (K-7);
- Arden Elementary (K-5);
- Aspen Park Elementary (K-7);
- Brooklyn Elementary (K-7);
- Courtenay Elementary (K-5);
- Huband Park Elementary (K-7);
- Ecole Puntledge Park Elementary (Dual Track with K-7 French Immersion, but K-5 for English stream);

- Queneesh Elementary (K-7);
- Ecole Robb Road Elementary (K-7 French Immersion);
- Valley View Elementary (K-7)
- **Rural Zone:**
 - Royston Elementary (K-6);
 - Cumberland Community School (K-9);
 - Denman Island Elementary (K-7);
 - Hornby Island Elementary (K-7);
 - Miracle Beach Elementary (K-7);

• **MIDDLE & SECONDARY –**

- **Urban Zone:**
 - Lake Trail Community School (6-9)
 - Highland Secondary (8-12);
 - Mark R. Isfeld Secondary (8-12 Dual Track);
 - Georges P. Vanier Secondary (8-12);
 - Glacier View Secondary Alternate School (8-12).
- **Rural Zone:** None

• **OTHER ACTIVE PROPERTIES –**

- **Urban Zone:**
 - Sandwich Technical School, affiliated with Glacier View Alternate;
 - Nala'atsi Alternate Program (Indigenous Alternate) in two separate buildings on the Courtenay Elementary property;
 - School Board Office;
 - School District Facilities and IT Departments;
 - International Student Program, currently at Lake Trail, will move to modular building at Comox Elementary in June 2021.
- **Rural Zone:**
 - North Island Distance Education (NIDES) (K – 12) and Fine Arts e-Cademy (FAE) (K - 8) occupying former Tsolum School.

Figure 4.3 – Relative Locations of Urban Schools in Courtenay and Comox



Figure 4.3 – Urban Schools

4.4 PHOTOS AND DESCRIPTIONS

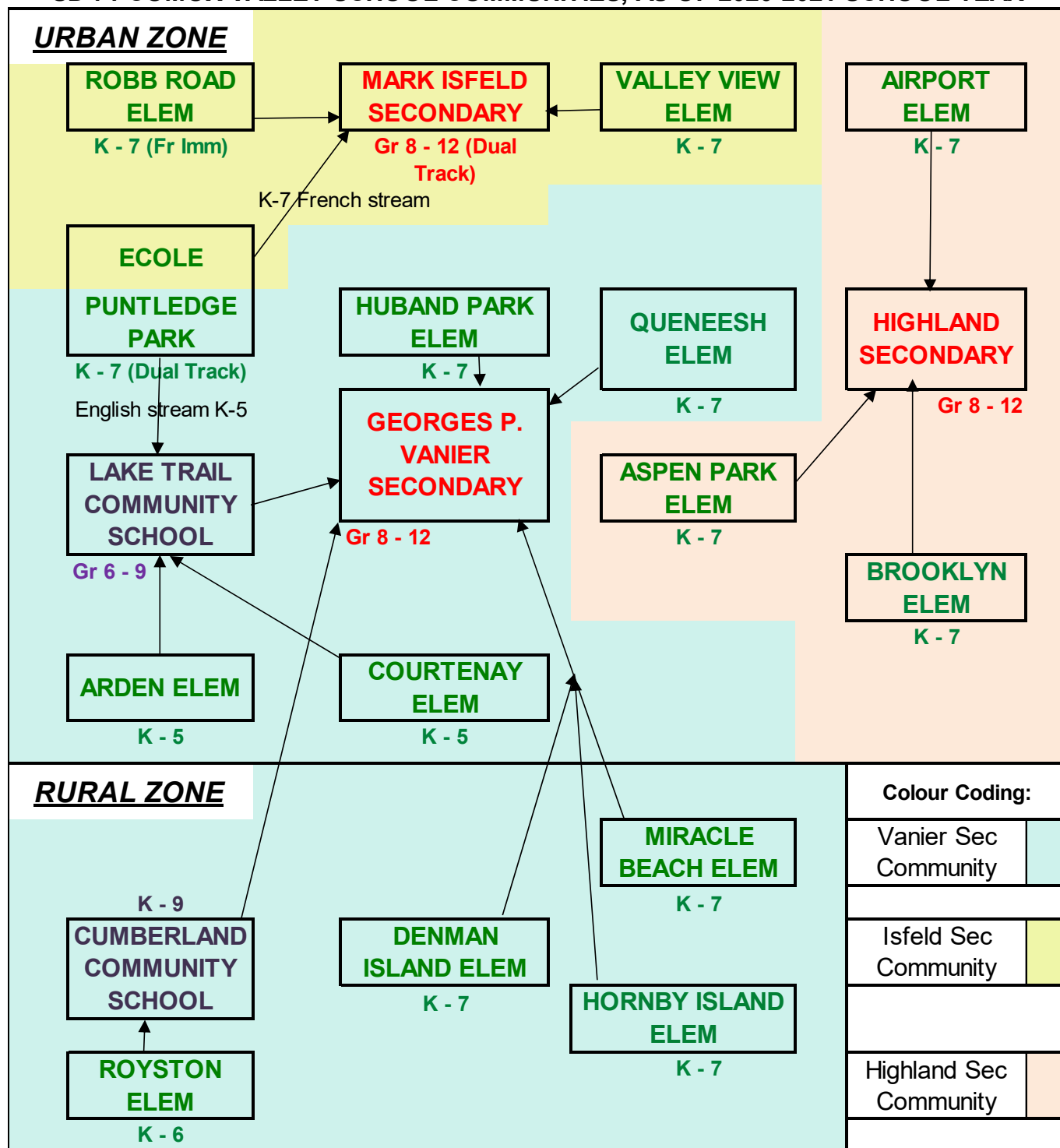
Exterior Photos and descriptions of the schools are provided in **Schedule B – Facilities Inventory**. School building capacities are discussed in Section 6.

4.5 SCHOOL COMMUNITIES

The January 2021 district and school organization and the flow of students from elementary to secondary is shown in the following bubble diagram (Figure 4.5). Any potential changes to this school organization will be considered later in this report.

Figure 4.5 – Organization in January 2021

SD 71 COMOX VALLEY SCHOOL COMMUNITIES, AS OF 2020-2021 SCHOOL YEAR



4.6 FACILITY CONDITION

The following Figure 4.6a shows the Facility Condition Index for each school as determined by the Ministry funded Capital Asset Management System (CAMS) building assessments.

In 2009 the Ministry of Education contracted VFA Inc, a Boston facility capital planning and asset management company, to complete a facility condition assessment of all schools in the province. Since then, all SD 71 schools were inspected by a team of engineers and facility experts several times, most recently in 2016. The broad building systems reviewed were:

- Exterior building envelope;
- Interior construction and conveyance;
- Electrical systems;
- Heating, ventilation, and air conditioning systems;
- Plumbing systems; and
- Structure.

The results of the building inspections culminated in a detailed report on the condition of each school with the key metric being the Facility Condition Index (FCI) which quickly reflects the condition on a scale of 0 to 1.00. It is based on the following formula:

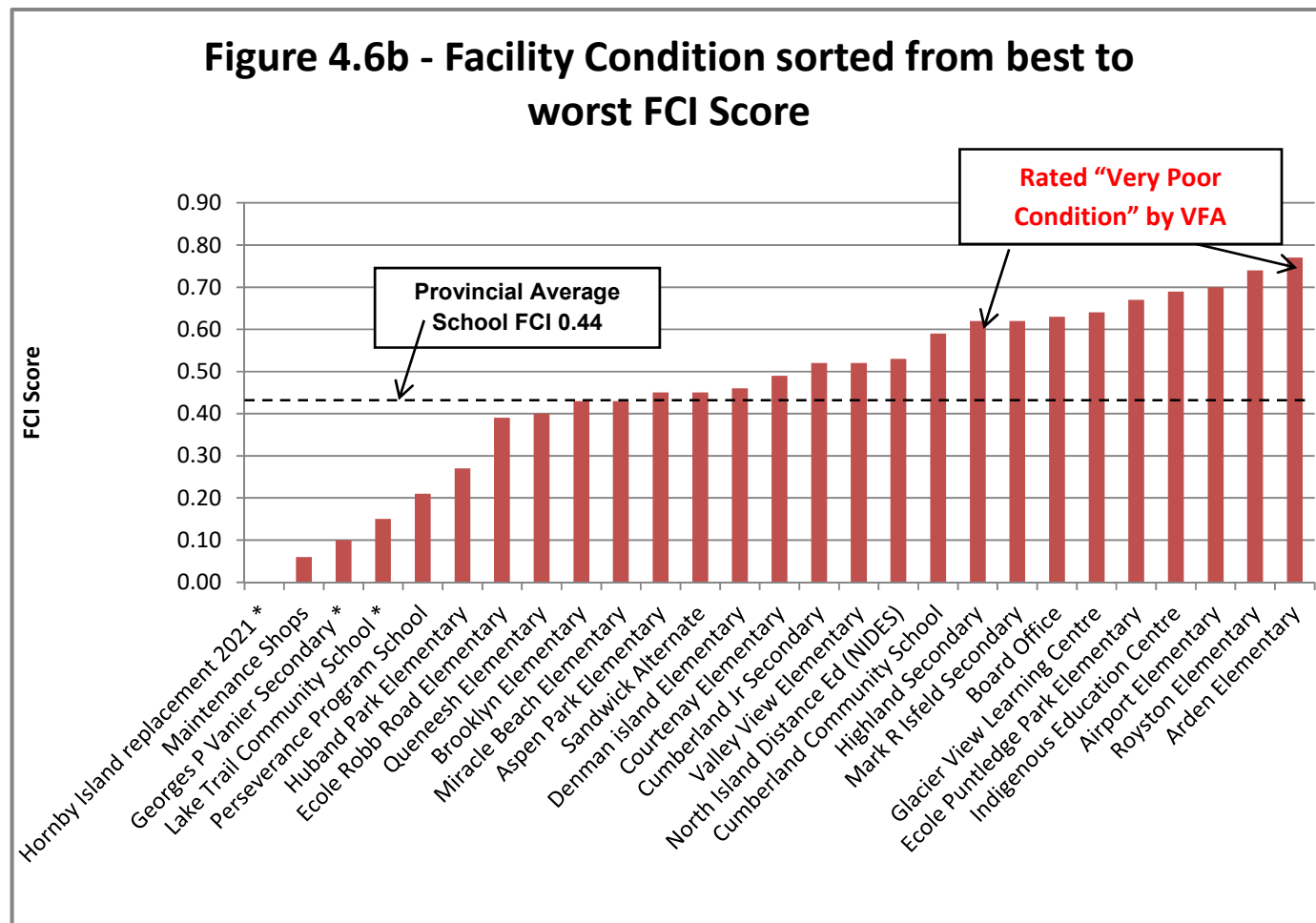
$$\text{Facility Condition Index} = \frac{\text{Cost to remedy maintenance deficiencies}}{\text{Replacement Value of Facility}}$$

The relative measure of the condition of the facilities is usually categorized into a five-tiered condition scale ranging from Excellent to Very Poor, as follows:

Facility Condition Index Interpretation		
Rating	Condition	Remarks
under 0.05	Excellent	Near new; meets present and foreseeable future requirements
0.05 to 0.15	Good	Meets all present requirements
0.15 to 0.30	Average	Has significant deficiencies, but meets minimum requirements; some significant building system components nearing the end of their normal life-cycle
0.30 to 0.60	Poor	Does not meet requirements. Immediate attention required to some significant building systems. Some significant building systems at end of their life-cycle. Parts no longer in stock, or very difficult to obtain. High risk of failure of some systems.
over 0.60	Very Poor	Does not meet requirements. Immediate attention required to most significant building systems. Most significant building systems at end of their life-cycle. Parts no longer in stock, or very difficult to obtain. High risk of failure of most systems.

Figure 4.6a – Current Facility Condition Assessments scores by VFA in 2016

Figure 4.6a - Facility Condition			
Facility Code	Name	Replacement Value (\$,000)	FCI Score
7171077	Airport Elementary	\$ 6,705	0.70
7171060	Arden Elementary	\$ 6,956	0.77
7171155	Aspen Park Elementary	\$ 11,473	0.45
7171063	Brooklyn Elementary	\$ 11,835	0.43
7171065	Courtenay Elementary	\$ 8,077	0.49
---	Cumberland Community School	\$ 5,720	0.59
7171053	Cumberland Jr Secondary	\$ 12,254	0.52
7171067	Denman island Elementary	\$ 3,484	0.46
7171071	Ecole Puntledge Park Elementary	\$ 9,341	0.67
7171050	Ecole Robb Road Elementary	\$ 12,594	0.39
7171040	Georges P Vanier Secondary *	\$ 26,071	0.10
7171043	Glacier View Learning Centre	\$ 5,782	0.64
7171041	Highland Secondary	\$ 21,124	0.62
7171070	Hornby Island replacement 2021 *	\$ 4,148	0.00
7171081	Huband Park Elementary	\$ 8,752	0.27
7171052	Lake Trail Community School *	\$ 13,952	0.15
7171054	Mark R Isfeld Secondary	\$ 25,318	0.62
7171079	Miracle Beach Elementary	\$ 7,004	0.43
7198008	North Island Distance Ed (NIDES)	\$ 6,263	0.53
---	Perseverance Program School	\$ 1,643	0.21
7171156	Queneesh Elementary	\$ 10,968	0.40
7171072	Royston Elementary	\$ 6,226	0.74
---	Sandwick Alternate	\$ 728	0.45
7171080	Valley View Elementary	\$ 9,176	0.52
--	Indigenous Education Centre	\$ 727	0.69
--	Board Office	\$ 1,901	0.63
--	Maintenance Shops	\$ 1,901	0.06
District Average FCI			0.46
*	The FCI for GP Vanier Sec, Lake Trail, and Hornby Island Elem has been adjusted to reflect the effect of current upgrade/replacement projects.		

Figure 4.6b – Facility Condition Assessments Graph

Provincial Average FCI. It should be noted that across the province the average FCI for public schools is 0.44. The SD 71 average FCI is only slightly above that, at 0.46. Comparison to the provincial average is a better indicator than the categorization used by VFA.

Current Projects Affecting FCI. Three current projects nearing completion GP Vanier Secondary seismic upgrade, Hornby Island Elementary replacement, and Lake Trail Community partial replacement, will result in schools with a revised FCI of close to zero. This is reflected in the above table and the graph.

4.7 CAPITAL PLAN SUBMISSIONS

As can be seen by the facility condition scores above, many of the school facilities are in need of improvement. A combination of capital projects and Annual Facilities Grant projects is identified each year to the Ministry. Figure 4.7 shows the projects that were submitted to the Ministry last spring:

Figure 4.7 - Most Recent Capital Plan Submission**Capital Plan 2020-2021 Submission of Spring 2020:****ADDITIONS**

Facility No.	Priority	School	Description of Project	Capacity Change Nom/Op	PRFS	Estimate (\$,000)
7171072	1	Royston Elementary	Construct Addition of 2 Kgn + 6 Classrooms	190/178	Yes	\$ 5,250
106616	2	Cumberland Elementary	Construct Addition of 1 Kgn + 5 Classrooms	145/124	Yes	\$ 5,300
7171054	3	Mark Isfeld Secondary	Construct Addition of 170 m2 Gym Activity, 4 Gen CRs + 4 Elective CRs	200/200	Yes	\$ 9,620

REPLACEMENTS

Facility No.	Priority	School	Description of Project	Capacity Change Nom/Op	PRFS	Estimate (\$,000)
7171071	1	Ecole Puntledge Park	Replace with new 80K/600 Elementary	0/0	No	\$ 28,250

DEMOLITION

Facility No.	Priority	School	Description of Project	Capacity Change Nom/Op	PRFS	Estimate (\$,000)
106616	1	Cumberland Elementary	Demolish the Annex, rated H1 high seismic risk, to make room for the Addition project	n/a	n/a	\$ 100

SEISMIC UPGRADES

Facility No.	Priority	School	Description of Project	Seismic Rating	SPIR	Estimate (\$,000)
7171065	1	Courtenay Elementary	Upgrade 2-storey classroom block	H1	Yes	\$ 11,500
106616	2	Cumberland Elementary	Demolish the Annex, rated high seismic risk, to make room for the Addition project	H1	No	See Addition & Demolition projects
7171077, 7198008, 7171079	3	Airport Elem, NIDES, & Miracle Beach Elem	Seismic structural upgrades per SRG-3 requirements, bundled	H1 & H2	No	\$ 7,900
7171071, 7171072, 7171043	4	Puntledge Elem, Royston Elem, & Glacier View Sec	Seismic structural upgrades per SRG-3 requirements, bundled	H1 & H2	No	\$ 7,200

BUILDING ENVELOPE UPGRADES

Facility No.	Priority	School	Description of Project			Estimate (\$,000)
7171053	1	Cumberland Jr Secondary	Building Envelope upgrades to roof, windows, and stucco exterior			\$ 1,350

SCHOOL ENHANCEMENT UPGRADES

Facility No.	Priority	School	Description of Project	VFA Reference		Estimate (\$,000)
7171054	1	Mark Isfeld Secondary	Roof Replacement	REQ 151701		\$ 800
7171060	2	Arden Elementary	install fire protection sprinkler system	REQ 841644		\$ 635
7171043	3	Glacier View Secondary	HVAC Upgrade	n/a		\$ 490

CARBON NEUTRAL (CNCP) UPGRADES

Facility No.	Priority	School	Description of Project			Estimate (\$,000)
7171063	1	Brooklyn Elementary	HVAC Upgrade			\$ 175
7171155	2	Aspen Park Elementary	Electrical and DDC Controls Upgrade			\$ 174
n/a	3	14 Elementary Schools	Replace lighting with LED			\$ 141

4.8 SEISMIC UPGRADING.

The Seismic Risk Ratings and needed upgrades of SD 71 schools are shown in Figure 4.8.

Figure 4.8 - Seismic Upgrading Program - High Risk Facilities						
Pri	Code	Facility	Block	Component of the Facility	Status	SRA RISK
1	7171065-2	Courtenay Elementary	2	1960 2-Storey Classrooms	PRFS submitted to Ministry of Education in the annual capital plan.	H1
2	7171066-3	Cumberland Elementary	3	Annex	submitted to Ministry in the annual capital plan as a demolition project.	H1
3	7171077-2	Airport Elementary	2	Classrooms - South Wing	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
3	7171077-3	Airport Elementary	3	Classrooms - North Wing	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H2
3	7171079-1	Miracle Beach Elementary	1	Gymnasium	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H2
3	7171079-2	Miracle Beach Elementary	2	Classrooms	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H2
3	7171074-2	North Island Distance Ed (was Tsolum Elem)	2	1955 Block	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
3	7171074-3	North Island Distance Ed (was Tsolum Elem)	3	Annex	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
4	7171071-1	Ecole Puntledge Park Elem	1	Classroom / Admin (North)	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
4	7171071-3	Ecole Puntledge Park Elem	3	Classrooms / Library	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
4	7171071-4	Ecole Puntledge Park Elem	4	Classrooms	submitted to Ministry in the annual capital plan as a bundled SRG 3 project. .	H1
4	7171069-1	Glacier View - Sr Alternative	1	Classrooms	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H3
4	7171069-2	Glacier View - Sr Alternative	2	Classrooms/Administration	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H1
4	7171069-3	Glacier View - Sr Alternative	3	Gymnasium	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H2
4	7171069-5	Glacier View - Sr Alternative	5	Gym Change Rooms	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H3
4	7171072-3	Royston Elementary	3	Classrooms - 1952/63	submitted to Ministry in the annual capital plan as a bundled SRG 3 project.	H2

Current Seismic Upgrading Projects

a. Cumberland Elementary Addition

The proposed addition to Cumberland Elementary would replace the existing Annex block which is the only High Seismic Risk H1 portion of this school. Therefore the addition project will eliminate one of the dangerous seismic risk situations in the district:

The project PRFS was submitted in Spring 2020 and is awaiting provincial approval.

b. Courtenay Elementary

Courtenay Elementary School is located at 1540 McPhee Avenue, Courtenay. The two-storey building was originally constructed in 1952, is approximately 4,000 m² in size and is comprised of typical elementary school spaces including administration, classrooms and a gymnasium. The school also has a separate Band Building that was constructed in 1993.

Courtenay Elementary is a high priority project for SD71 because it has a High 1 (H1) seismic risk rating.

The school is comprised of three blocks:

- Block 1 (Gymnasium) has been confirmed to have Medium risk through Seismic Risk Assessment (SRA) conducted in May 2018.
- Block 2 (Classrooms) was assessed through a SPIR in 2015 with H2 risk under SRG2. This block has been reassessed through a SRA under SRG3, and now has been assigned H1 risk. This block makes up more than 75% of the school's area.
- Block 3 (Band Building) was constructed in 1993 and is assumed to have Medium risk.

A previous Project Request Fact Sheet (PRFS) was updated in June 2019.

c. Other High Risk Blocks

The remaining HI Risk blocks identified in Figure 4.8 are smaller value structural upgrades, which therefore are best addressed in bundled projects to achieve economies of scale. Their priorities are shown in the table above.

4.9 SURPLUS PROPERTIES

In the past, SD 71 has had to deal with declining enrolment at some schools and the resulting budget cuts. As a result, the board made tough decisions in past years to close a number of schools. Current surplus sites are:

- a. Union Bay former school site, 5539 Highway 19A, 2.4 acres (PA-1) – school closed and building in “cold building” state, with no tenants. Possible sub-division could separate the Crown grant portion from the rest;
- b. Comox Elementary former school site, 2085 Wallace Ave, Comox. Total site is 3.8 acres (PA-1) made up of three parcels: Lot 1 at 2.5 acres, Plan 40909 Road at 0.3 acres, and Lot 2 at 1.0 acres. – school closed and used for district storage only;
- c. Atlas Road site – 5 acre property contiguous with a City of Courtenay 5 acre property. Reserved for future development;
- d. Highland Secondary - soccer fields, Lot 1, Block E, at 3.9 acres;
- e. Huband Elementary - unserviced adjacent lot on Mottishaw Road, 20.0 acres (PA-1);
- f. Cumberland Elementary – raw timber lot adjacent on Egremont Road, 2.71 acres;
- g. GP Vanier Secondary – northeast part of site: Parcel H, 4830 Vanier Drive, 11.7 acres. Remainder of 73.9 acre site comprises the school site and a city park site of 13.0 acres (dedicated in 2014).

The Ministry of Education provides policies for disposal of surplus properties. In many situations, the revenue from sale can be retained as capital reserve funds for new facility needs.

4.10 LOCATION OF PORTABLE CLASSROOMS

Portable classrooms are not included in the nominal capacity of the school at which they are placed. They provide flexibility in accommodating students at over-capacity sites, district programs, and swing space for seismic upgrades and other renovation projects.

Figure 4.10 – Portable Classroom Inventory

2020/21 PORTABLE/MODULAR INVENTORY BY SCHOOL							
Effective as of		4-Sep-2020					
GENERAL STRUCTURE INFORMATION							
SCHOOL	School Facility Type	Structure Type	Number of Units	Current Asset Use	Portable Grade Range	Is the portable owned by SD 71	Comments
Nala'atsi Alternate Program	Middle-Sec	Portable	1	Non-Instructional	Other	Yes	Administration for Indigenous education
Airport Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and Band room
Arden Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Arden Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Arden Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and Band room
Aspen Park Elementary	Elementary	Portable	1	Childcare	Other	Yes	
Aspen Park Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Courtenay Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and Band
Cumberland Community School	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Cumberland Community School	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Cumberland Community School	Elem-Middle	Portable	1	General Instruction	4-7	Yes	
Denman Island Community School	Elementary	Portable	1	Non-Instructional	Other	Yes	Used by Denman Community as a resource room and food bank
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	

2020/21 PORTABLE/MODULAR INVENTORY BY SCHOOL

Effective as of 4-Sep-2020

GENERAL STRUCTURE INFORMATION							Comments
SCHOOL	School Facility Type	Structure Type	Number of Units	Current Asset Use	Portable Grade Range	Is the portable owned by SD 71	
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Georges P Vanier Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Georges P Vanier Secondary	Secondary	Portable	1	Childcare	Other	Yes	
Highland Secondary	Secondary	Portable	1	Vacant	Other	Yes	
Highland Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Huband Park Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and band
Huband Park Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	General Instruction	8-12	Yes	
Mark R. Isfeld Senior Secondary	Secondary	Portable	1	Other Educational Instruction	8-12	Yes	Life skills house for special education
Miracle Beach Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and Band
Miracle Beach Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Ecole Puntledge Park Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Ecole Puntledge Park Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Ecole Puntledge Park Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Ecole Puntledge Park Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and band
Queneesh Elementary	Elementary	Portable	1	Childcare	Other	Yes	
Ecole Robb Road	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Ecole Robb Road	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Royston Elementary	Elementary	Portable	1	Other Educational Instruction		Yes	Music and Band
Royston Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Royston Elementary	Elementary	Full Day Kindergarten Modular	1	Full Day Kindergarten	Kindergarten	Yes	
Royston Elementary	Elementary	Portable	2	Childcare	Other	No	These two portables are not owned by the SD
Royston Elementary	Elementary	Portable	2	General Instruction	4-7	Yes	
Royston Elementary	Elementary	Portable	1	Non-Instructional	Other	Yes	Washroom block for the portable farm at the school
Valley View Elementary	Elementary	Portable	1	Other Educational Instruction	Other	Yes	Music and Band room. Portable owned by the SD
Valley View Elementary	Elementary	Full Day Kindergarten Modular	1	Other Educational Instruction	Other	Yes	Used as a special needs sensory room. Owned by the SD.
Valley View Elementary	Elementary	Portable	2	Childcare	Other	No	

4.11 DISTRICT PROGRAMS

The district supports a variety of programs at these locations:

Figure 4.11 - SD 71 District Programs in 2020-21

PROGRAM NAME	LOCATION	NO. OF STUDENTS	NOTES
Indigenous Education / Nala'tsi	Courtenay Elem	18	
Secondary Alternate Program	Glacier View Sec	120	Glacier View Learning Centre
Sandwich Technical Education	Glacier View Sec	20	
French Immersion Program	Ecole Robb Road	700	single track elementary
	Ecole Puntledge Park		dual track elementary
	Mark Isfeld Secondary	400	dual track secondary
Distance Education Program	Tsolum School	2100	North Island Distance Ed School (NIDES), Grades K-12
Fine Arts e-Cademy (FAE)	Tsolum School	125	North Island Distance Ed School (NIDES), Grades K-8
Montessori Program	Queneesh Elem	200	
	Courtenay Elem		
Lifeskills Program	Mark Isfeld Secondary	30	
PREP Program	Vanier Secondary	30	
Behaviour Resource Services	Ecole Robb Road	25	
Robotics Program (ENTER)	Aspen Park Elem	50	elementary program
	Highland Secondary		secondary program

5. COMMUNITY DEMOGRAPHICS

5.1 INTRODUCTION

SD 71 is located on Vancouver Island, sharing the same boundaries as the Comox Valley Regional District. This regional district was established in February 2008, following the restructure of the Comox Strathcona Regional District into two regional administrative areas: Comox Valley Regional District and the Strathcona Regional District. This change, along with adjustment to the Canada Census Division and Subdivision boundaries in each of the five census years of 1996 to 2016, has presented challenges in comparing data and undertaking trend analysis.

This year the next census will take place in July. The data regarding municipal populations from the 2021 Census will not be available until mid 2022 and the more detailed breakdowns, such as those for age group breakdowns, will not likely be published until late 2022 to early 2023.

For the period between census years, BC Stats produces population estimates and population projections. A population estimate is a measure based on current trends for each year following the census year. A population projection is a measure based on how indicators such as births, deaths and migration may change in future years after the current year estimate.

Comparing BC Stats 2019 projection (68,533) based on the 2016 Census (in the previous LRFP report) versus the later 2019 estimate (72,625) based on actual growth trends for Comox School District, the later 2019 estimate was 5.9% higher than previously projected. This aligns with the observed higher than expected number of pupils entering the school system between 2016 and 2019.

For this update, Cascade has chosen to use the 2020 population estimate generated by Statistics Canada at the end of January 2021. This is the data base used by BC Statistics in their modeling using PEOPLE (Population Extrapolation for Organizational Planning with Less Error). Although BC Statistics advised that the data may be adjusted; this data source is considered to be sound because it reflects the actual growth trends in the region since the 2016 census. It also considers the initial effects of the pandemic in 2020 on statistical indicators, such as migration.

5.2 BOUNDARIES

SD 71, the Comox Valley Regional District (CVRD), and the Courtenay Local Health District have the same boundaries and include the communities of Courtenay, Comox and Cumberland. A map of each administrative unit is shown below.

Therefore, demographic data that applies to these administrative units will simply refer to the whole Comox Valley.

Figure 5.2a

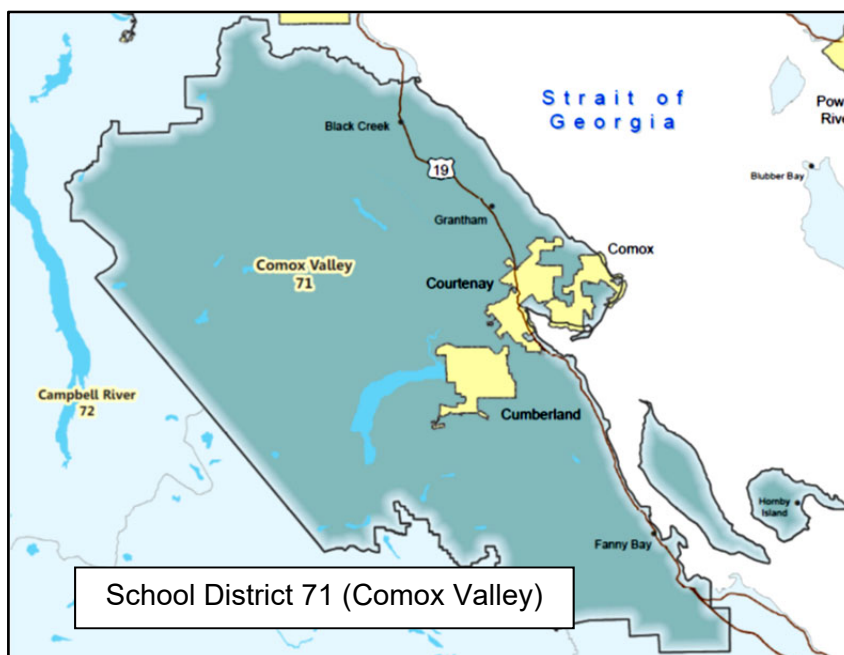


Figure 5.2b

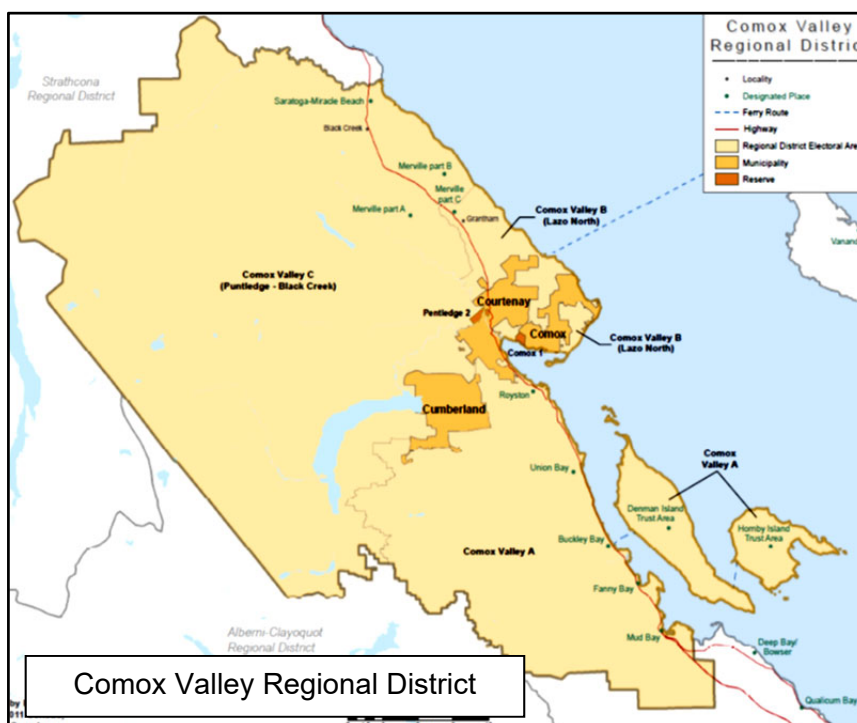
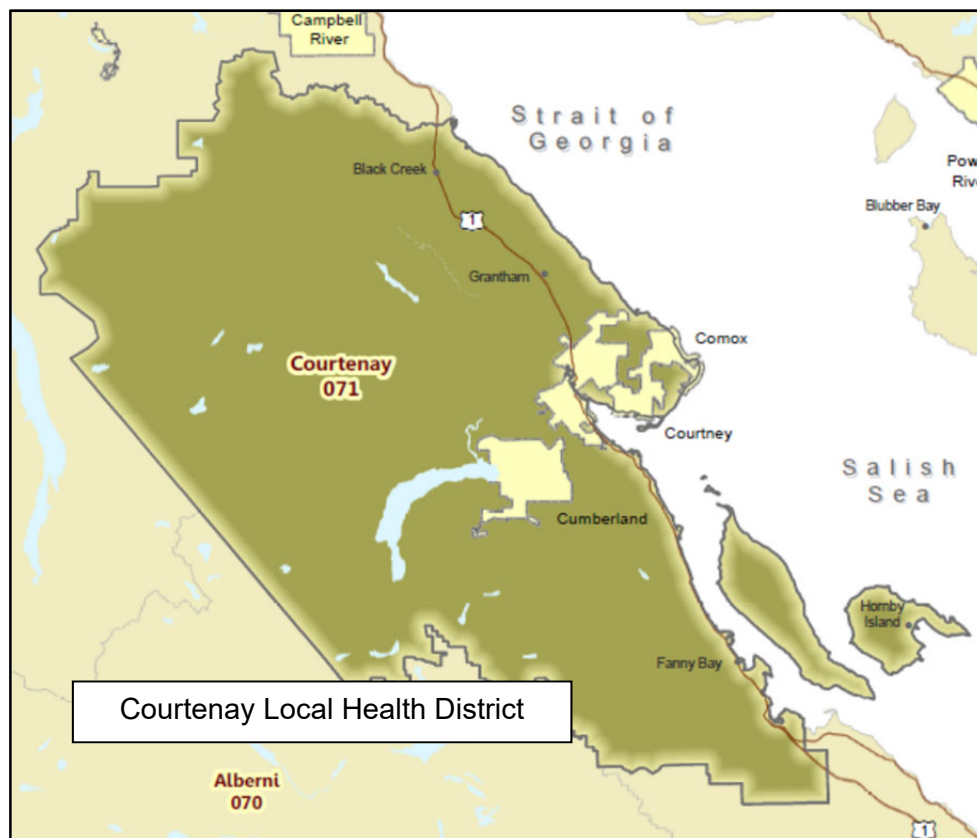


Figure 5.2c

5.3 HISTORIC AND PROJECTED POPULATION

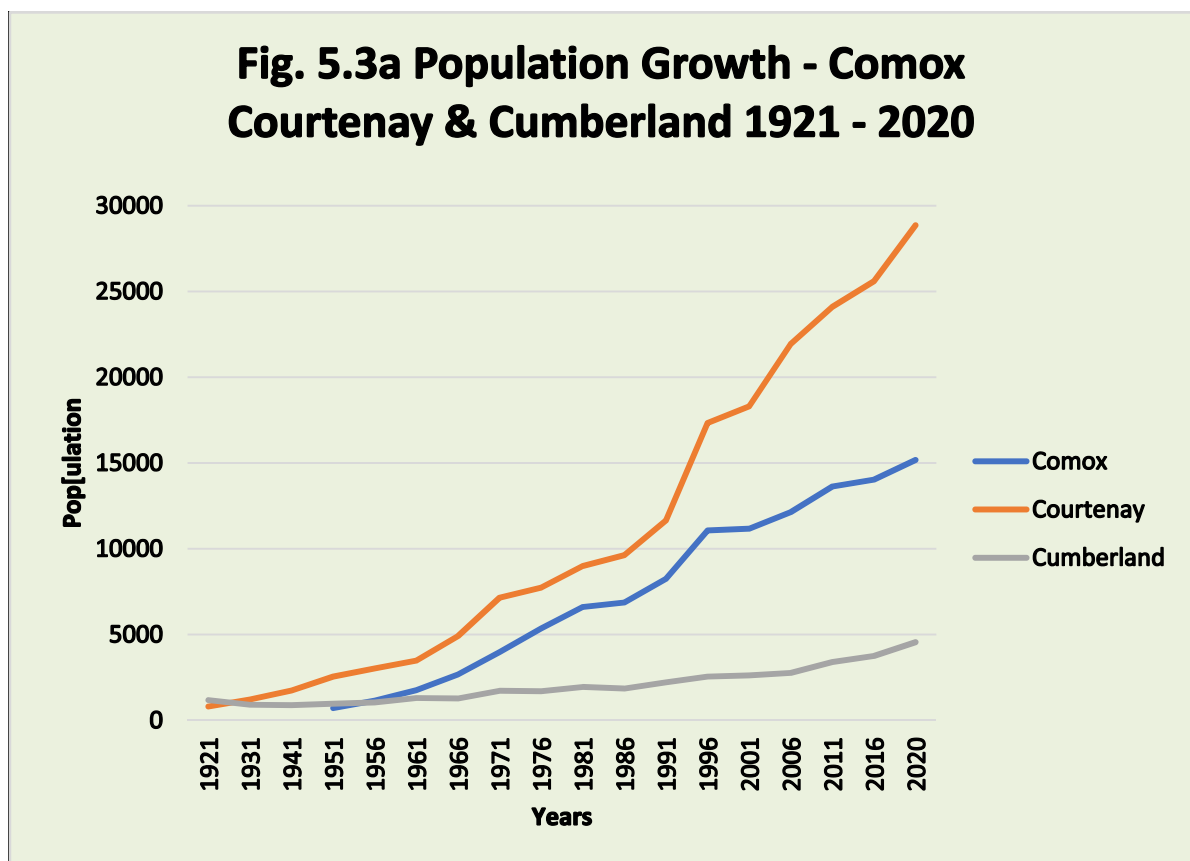
Historic Populations of Incorporated Municipalities: Municipal population statistics are maintained by BC Stats using Canada Census for the urban centres over a significant period of time. These figures may not be exactly comparable due to changes such as annexations. An example is the population gain of 824 when land was annexed by Courtenay in 2002 (Source: City of Courtenay Official Community Plan).

Notwithstanding such changes, the long period of time gives a good indication of the historic growth. Figure 5.3a below graphs the historic populations for Comox, Courtenay and Cumberland. Since about 1931, Courtenay has had the highest population of the three centres. Both Comox and Courtenay show a history of growth over many decades.

Since 2006 Cumberland's growth rate increased from its earlier historic flat rate. In the five years between 2001 and 2006, the increase was only 5.5%. More recently this changed dramatically as follows:

- Between 2006 and 2011, the increase was 23.0%;
- Between 2011 and 2016 it moderated to 10.4%; and
- Between 2016 and 2020, a shorter 4-year period, the increase was 21.4%.

Cumberland Growth. Although Courtenay remains the largest and fastest growing urban area in the Comox Valley, Cumberland has become an area of growth, doubling its rate from 10.4% in the five-year period of 2011 to 2016 to 21.4% for the four-year period of 2016 to 2020. If this trend continues, the 2021 Census may reveal a five-year growth rate close to 25%.



Population of Entire Regional District: BC Stats also developed tables based on Canada Census data for consistent comparison of Regional Districts, but not on a community level. The numbers are not the same as above, but are relatively close and are comparable for the Census years. The following Figure 5.3b shows BC Stats data for the Comox Valley for 1986 to 2016 and the population estimate from Statistics Canada for 2020:

Figure 5.3b: Population of the Region

	Population	% Change
1986	38,798	n/a
1991	45,653	17.7%
1996	56,914	24.7%
2001	56,371	-1.0%
2006	60,365	7.1%
2011	64,417	6.7%
2016	66,527	3.3%
2020	73,664	9.7%

The area has gradually grown over the period of 1986 to 2020 (as shown in Figure 5.3b). However, there is uncertainty if this variability is a statistical anomaly or due to repeated census boundary changes or other factors. The historic population line does generally follow a steady linear increase, with some evidence of slightly reduced growth following the 1996 census. Although the 2016 census statistics showed the growth rate was moderating, the current population estimate in fact reveals the opposite. There is an upsurge in growth, potentially rivaling or exceeding that of the 1990's.

The change in population for Comox Valley was compared with other areas as shown in Figure 5.3c. The growth has fluctuated over the 14-year period of 2006 to 2020, with growth slowing from 2011 to 2016, and rebounding to previous levels between 2016 and 2020.

Between 2006 and 2011, the population of the Comox Valley grew at a faster rate than that of British Columbia (6.1%) and Vancouver Island (5.6%). For the period of 2011 to 2016, the growth rate of the Comox Valley is almost half of what it was before (3.3%) and was less than both the provincial growth rate (5.6%) and Vancouver Island growth rate (5.3%).

Between 2016 and 2020, this four-year period experienced an increase in population of 6.9%; higher percentage of growth than that of Vancouver Island (6.1%) or the Province (5.9%).

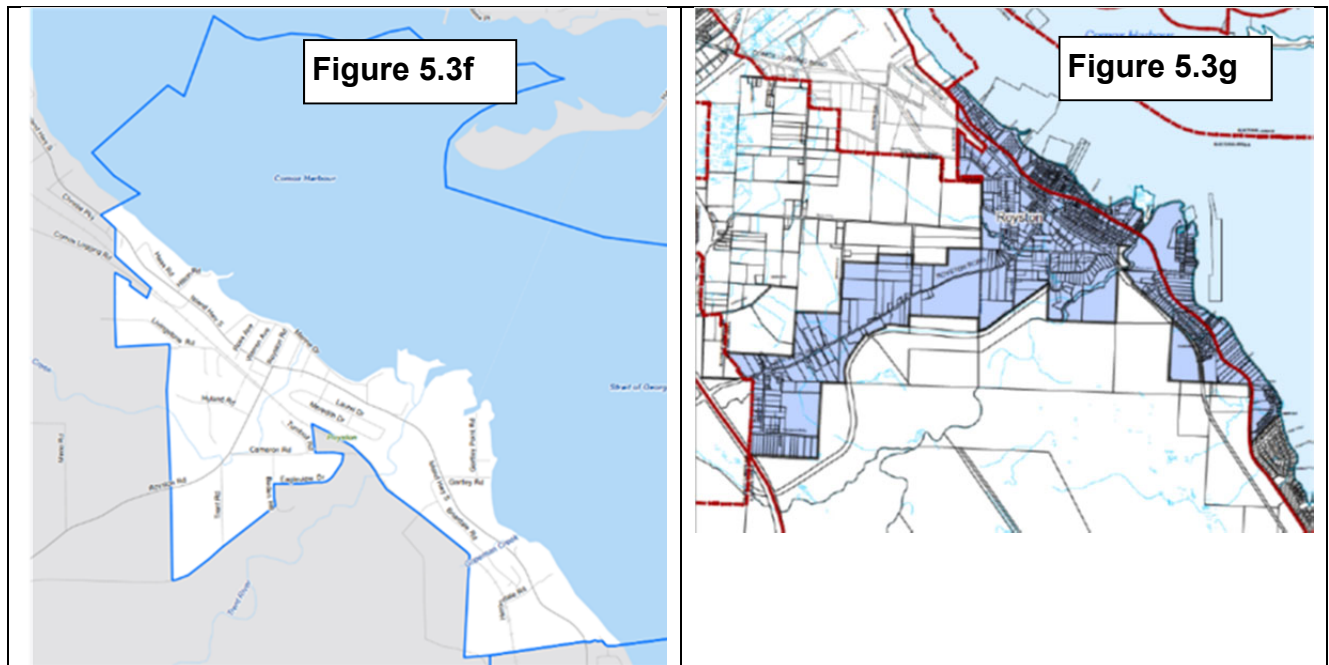
Figure 5.3e: Populations of the Region and Communities

Location	Census Data									Statistics Canada Data	
	1996	2001	1996 - 2001 change (3)	2006	2001 - 2006 change (3)	2011	2006 - 2011 change	2016	2011 - 2016 change (4)	2020	2016 - 2020 change
Comox Valley				59,482		63,538	6.8%	66,527	4.7%	73,664	10.7%
Comox (1)	11,069	11,172	0.9%	12,385	10.9%	13,627	10.0%	14,028	2.9%	15,182	8.2%
Courtenay (1)	17,404	18,304	5.2%	22,021	20.3%	24,099	9.4%	25,599	5.7%	28,862	12.7%
Cumberland	2,548	2,618	2.7%	2,762	5.5%	3,398	23.0%	3,753	10.4%	4,558	21.4%
First Nations Reserves (5)				272		251	-7.7%			247	-1.6%
Comox Valley A (2)	6,988	6,762	-3.2%	6,973	3.1%	6,899	-1.1%	7,213	7.1%	7,837	8.7%
Comox Valley B (Lazo North) (1)	8,074	7,941	-1.6%	6,970	-12.2%	6,939	-0.4%	7,095	2.0%	7,677	8.2%
Comox Valley C (Puntledge - Black Creek)	8,615	7,584	-12.0%	8,099	6.8%	8,325	2.8%	8,617	3.2%	9,301	7.9%

Notations. The following notes apply to Figure 5.3e above:

- (1) On-line data tables include notations that the boundaries of geographic areas may change from one census to another. Therefore, there may be a fair margin of error in comparing population figures between the Census periods.
- (2) For 1996 and 2001, this area has been estimated by Cascade by combining the statistics for Comox-Strathcona Areas A and K. These two areas are combined into Comox Valley Area A for the 2006 and 2011 Census. On-line data tables include notations that the boundaries changed over the four Census periods. Therefore, there may be a fair margin of error in comparing population figures between the Census periods.
- (3) May not be reliable because the boundaries of geographic areas may have changed.
- (4) The boundaries between Courtenay and the three Electoral Areas have changed between the 2011 and 2016 Census. Some of the data sources have adjusted the 2011 census figures to follow the new boundaries; therefore, there may be minor inconsistencies in the figures for the same year quoted for these four areas in this report.
- (5) There are two Census subdivisions for Indigenous areas (IRI). These are Puntledge 2 and Comox 1. Most of the population under this aggregated category is in Comox 1. In 2006, 2011 and 2016, there was no population reported in Puntledge 2.

Rural Settlement of Royston: The rural settlement of Royston, located in Electoral Area A, is considered by Statistics Canada as a Designated Place for statistical purposes. According to their definitions, a designated place is a small community that does not meet the criteria used to define municipalities or population centres (areas with a population of at least 1,000 and no fewer than 400 persons per square kilometre). They are created in cooperation with Statistics Canada because they are a concentration of growth that may be of interest to provinces and local authorities.



Limited statistics are available for Royston. The map above in Figure 5.3f shows the boundaries for this statistical area used by Statistics Canada. Its boundaries are not consistent over census periods nor does the boundary reflect the actual geographic area locally associated with Royston. Figure 5.3g shows another boundary for Royston related to the water district. This area may not fully align with what is historically considered to be the Royston community.

In 2006, the population of Royston was 1,718. It declined to 1,562 in 2011, but increased again in 2016 to 1,616. It is not possible to establish a trend until 2021 census data becomes available in 2022.

From the 2011 and 2016 data, it is possible to observe the youth population structure. It appears to be very stable. Each age group remained the same, except of an increase of 13% in the 15 to 19 age group. Again, no analysis is possible with respect to trends with the data available.

Figure 5.3h shows the youth population breakdown.

Figure 5.3h: Population for Rural Settlement of Royston		
Age Group	2011	2016
0 to 4 years	65	65
5 to 9 years	70	70
10 to 14 years	55	55
15 to 19 years	75	85
Total Youth	265	275

5.4 AGE OF POPULATION

In the Comox Valley Regional District, the age of the population for 2006, 2011 and 2016 is from Canada Census data, and for 2020 is from BC Statistics projection data. The data collected is shown in the Figure 5.4a below. The projection data is slightly higher than the figures used earlier in this section because current indicators have not been reflected in the projection data base.

Youth Age Groups Characteristics: Each of the youth age groups, as shown the bar graph in Figure 5.4b, have their own growth characteristics.

Of the three youth age groups, only the 0 to 4 year age group consistently grew between 2006 and 2020. The growth was highest in the 2006 to 2011 period (9.3%), a lesser growth at 1.4% between 2006 and 2011, increasing to 3.5%. If this four year (2011 to 2020) growth continues, the 2021 Census may reveal an increase closer to 4%.

For the three remaining youth age groups, each had initial declines that have more recently reversed. The 5 to 9 year age group declined by 4.7% between 2001 and 2006, but experienced an increase of 9% between 2006 and 2011, reversing and exceeding the 2001 group population level by 100. The growth has continued between 2011 and 2020, by a further increase of 6.4% over nine years.

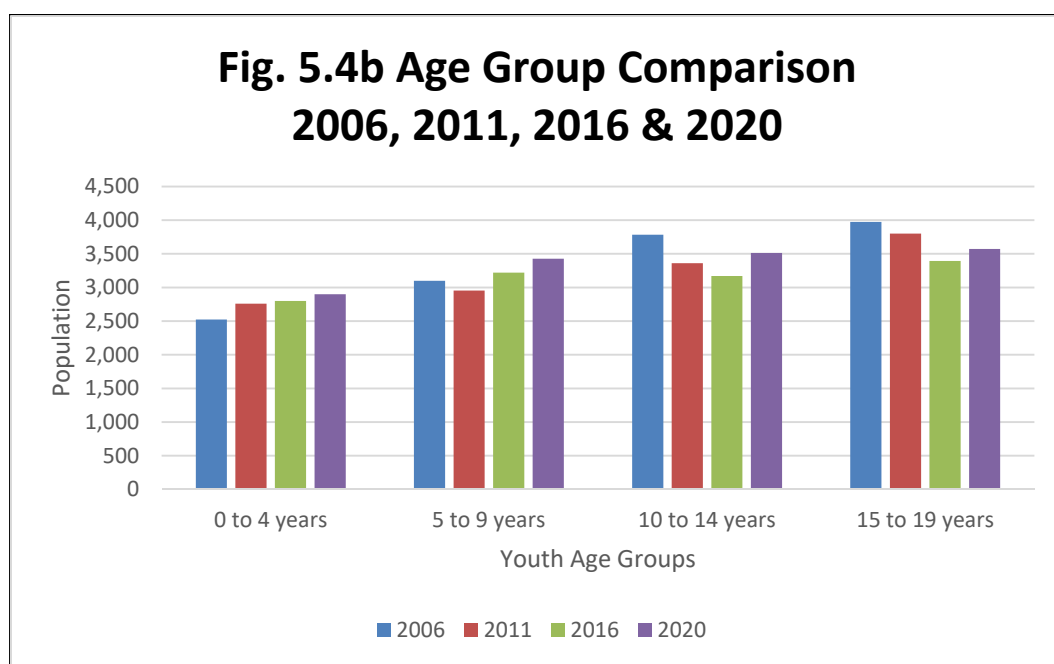
The 10 to 14 and 15 to 19 age groups both experienced decline from 2001 to 2011, but increased from 2011 to 2020. The decline between 2006 and 2011 was 11.2% for the 10 to 14 year age group and 4.4% for the 15 to 19 year age group. Between 2011 and 2016, the decline was 5.7% for the 10 to 14 year age group and 10.7% for the 15 to 19 year age group. For the four year period of 2016 and 2020, the decline was reversed. Although there was no rebound to the 2001 population levels, there is currently a strong increase in the last five years of 10.9% for the 10 to 14 year age group and 5.2% for the 15 to 19 year age group. If

this growth is sustained, the percentage gains can be confirmed once data from the 2021 census is available.

**Figure 5.4a: Population by Age Group
2006 - 2020**

	2006	2011	% Change 2001 - 2011	2016	% Change 2011 - 2016	2020	% Change 2016 – 2020 (1)
0 to 4 years	2,525	2,760	+9.3 %	2,800	+1.4 %	2,899	+3.5%
5 to 9 years	3,100	2,955	-4.7 %	3,220	+9.0 %	3,427	+6.4%
10 to 14 years	3,785	3,360	-11.2 %	3,170	-5.7 %	3,514	+10.9%
15 to 19 years	3,975	3,800	-4.4 %	3,395	-10.7 %	3,572	+5.2%
20 to 44 years	15,855	15,690	-1.0 %	16,035	+2.2%	19,503	+21.6%
45 to 64 years	18,875	21,375	+13.2 %	20,835	-2.5 %	21,416	+2.8%
65 years and more	10,745	13,585	+18.0 %	17,060	+25.6 %	20,052	+17.5%

Note: this is a comparison of a 4 year rather than a 5 year period.



Adult and Seniors Age Groups Characteristics: The 20 to 44 age group which declined slight by 1% between 2006 and 2011, grew by 2.2% between 2011 and 2016. Between 2016 and 2020, the growth rate in this group was significant – a 21.6% increase. As this is the family forming age group, a resulting increase has already been detected in the population of the 0-4 age group, driving future youth population pressures and facility requirements.

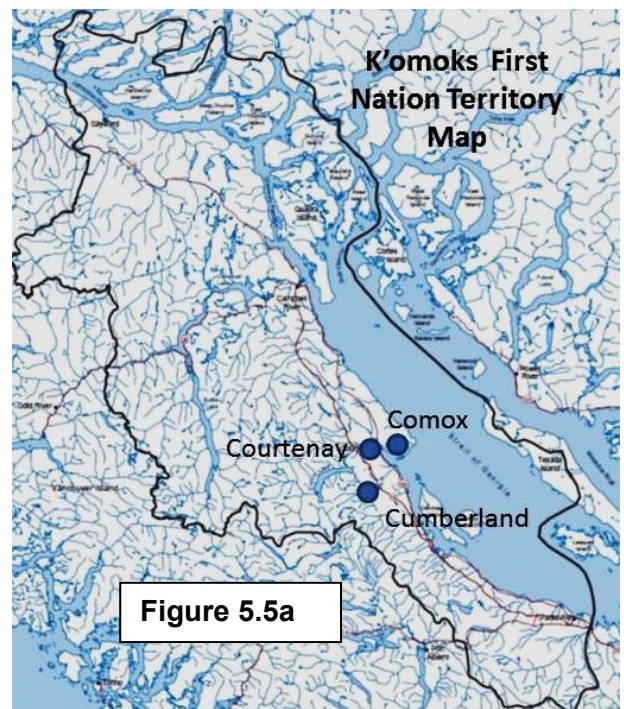
The growth for the 45 to 64 years age group declined significantly from 13.2% growth between 2006 and 2011 to 2.5% decline between the 2011 and 2016 census. However, this decline appears to have been reversed by a 2.8% increase between 2016 and 2020.

The age group showing the most consistent and the highest growth between 2006 and 2020, is the seniors age group of 65 years of age and over. During 2006 to 2011, this group had an 18% increase, 2011-2016 a 25.5% increase, and 2016-2020 a 17.5% increase. This is a shorter statistical period (a four year period) than the usual five year census period. At this rate of growth, the 2021 Census may show an increase close to 20%.

Once the 2021 Census is completed, age group data will be available to better determine the full five year trends. The population and age grouping data is expected to be released early in 2022.

5.5 INDIGENOUS POPULATION

A robust assessment of population and age characteristics is difficult. Not only do the boundary changes over the years affect the ability to compare numbers and establish trends, the statistics for some area are not reported. Statistics Canada suppresses all data for geographic areas with populations below a specified size for reasons of confidentiality. Where data is for communities over this size, it is randomly rounded either up or down to a multiple of 5 or 10. Therefore there is either no data or the total value may not match the sum of a list of values. This applies to data collected in each Canada Census or the 2011 National Household Survey. Estimates for 2020 are not available.



The Comox Valley is located in the southern portion of the Territory of the K'omoks First Nation. The Figure 5.5a map shows the K'omoks Territory with the three urban areas of Comox, Courtenay and Cumberland within the Comox Valley.

The following Figure 5.5b shows the Indigenous populations in Courtenay, Comox and Cumberland (upper portion of the table) and the Indigenous populations in the overall rural area on reserves, and the total for the Comox Valley (lower portion of the table).

Courtenay. The Indigenous population in Courtenay has grown, making up a constant 5% of the total population of Courtenay in both 2006 and 2011, but increasing to 6.9% of the population in 2016.

Comox. In Comox, the Indigenous population increased in numbers as well as in percentage. In 2006, the Indigenous population was 360 or 2.9% of the population and more than doubling to 780 or 5.6% of the population ten years later in 2016.

Cumberland. For Cumberland, only the total Indigenous populations, but not the age characteristics were available. The 2006 population was 225 people or 8.1% of the total population. For 2011, this population declined to 175 people making up 5.2% of the total population of Cumberland. The numbers remained relatively unchanged in 2016, with a population of 180 or 4.8%.

Rural Areas. For the rural areas, the Indigenous population in Electoral Areas was grouped. The 2011 Indigenous population of 825 made up 3.3% of the population. This increased in both numbers and percentage to 975 and 4.3% in 2016.

For the entire Comox Valley, the Indigenous population was 2,910 people in 2011, making up 4.6% of the total population. Since then, this has increased, with the 2016 population at 3,825, which is 5.7% of the total district population.

Figure 5.5b (Part 1): Indigenous Population Statistics

	Courtenay			Comox			Cumberland		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total Indigenous identity population	1,110	1,205	1,770	360	455	780	225	175	180
Indigenous Population as a percentage of total population	5.0%	5.0%	6.9%	2.9%	3.3%	5.6%	8.3%	5.2%	4.8%
0 to 4 years	105	105		25	0				
5 to 9 years	80	70		25	50				
10 to 14 years	125	95		50	55				
15 to 19 years	105	90		35	65				

Figure 5.5b (Part 2): Indigenous Population Statistics

	Comox Valley A, B and C		Comox 1 IRI			Comox Valley	
	2011	2016	2006	2011	2016	2011	2016
Total Indigenous identity population	825	975	270	251	222	2,910	3,825
Indigenous Population as a percentage of total population	3.3%	4.3%	n/a	n/a	n/a	4.6%	5.7%
0 to 4 years			10		15	170	
5 to 9 years			15		5	240	
10 to 14 years			15		10	255	
15 to 19 years			25		15	325	

Sources: Statistics Canada 2006 and 2016 Census and the 2011 National Household Survey. Note: Some statistics are not available for given years or age groups. Due to rounding, the totals may not add up.

A comparison of median age (defined in Section 5.6.2), summarised in Figure 5.5c, shows a striking difference between Indigenous and the overall Comox Valley population data with respect to median ages. The lower median age is indicative of the more youthful profile of the Indigenous community.

Figure 5.5c: Comparison of 2016 Median Age for the Total Population compared to the Indigenous Population

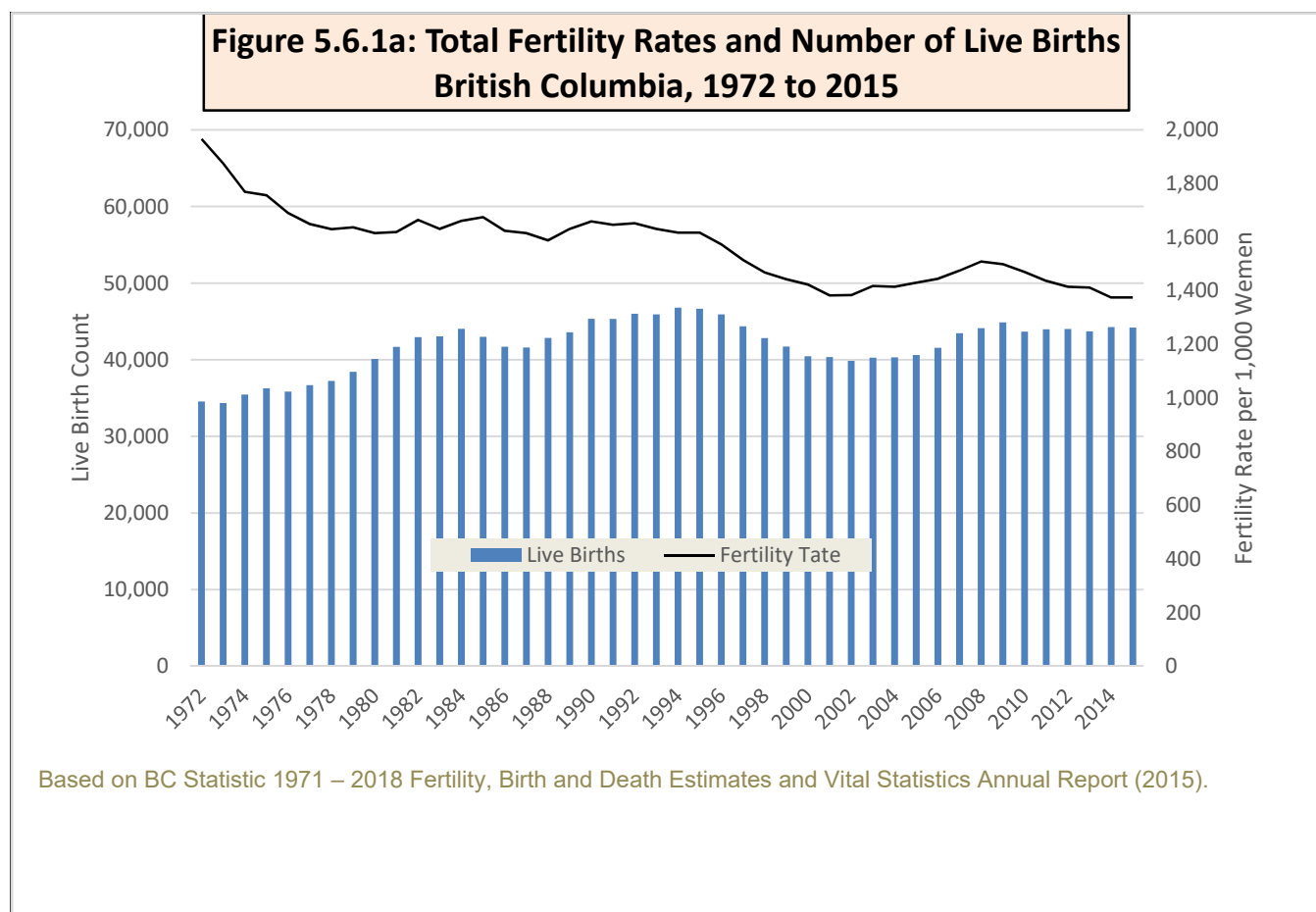
	Total Population	Indigenous Population
Comox Valley	50.8	31.5
Comox	51.8	28.3
Courtenay	48.3	28.4
Cumberland	39.9	29.5
Comox Valley Area A	56.9	42.2
Comox Valley B (Lazo North)	52.9	42.5
Comox Valley C (Puntledge - Black Creek)	51.0	34.0

5.6 FACTORS INFLUENCING POPULATION

There are a number of factors influencing population growth.

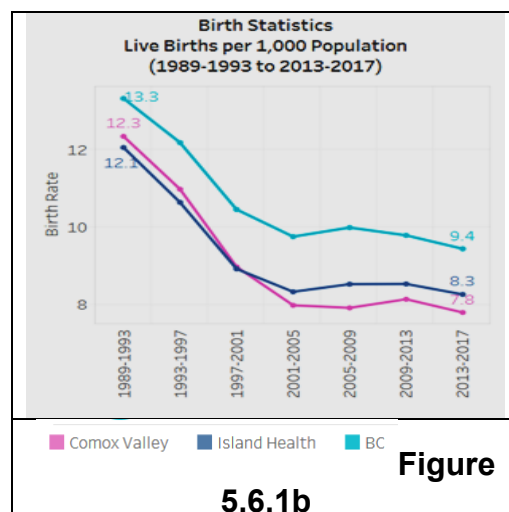
5.6.1 Fertility rates in BC have changed over the years, becoming relatively level in recent years. Figure 5.6.1a concerning fertility rates and live births shown below is from data accessed. Historic fertility rates increased after World War II through the decades of 1950 and 1960. There is a pronounced decline until the late 1970s. This declining trend slowed with some variations until a low in 2002, then increased until about 2007, after which fertility rates declined again, before levelling off in 2013 - 2015.

In a report *Our Babies, Our Future: Aboriginal Birth Outcomes in British Columbia*, the authors observe that the younger population structure of Indigenous population in BC is linked to a higher fertility rate for Indigenous women compared to the non-Indigenous women. According to the 2005 report by V. O'Donnell *Aboriginal Women in Canada*, in the period between 1996 and 2001, the fertility rate of Indigenous women was 2.6 children compared to 1.5 for all Canadian women.



Considering birth rates, The Comox Valley Local Health Profile from 2019 indicates that the Comox Valley has birth rates lower than elsewhere on the Island or in BC. The local authority attributes this to fewer births for women in the category of 35 years and older.

The chart from their report in Figure 5.6.1b shows the decline generally and the lower rate for the Comox Valley (in pink). The rate for the Comox Valley is 7.8 per 1,000 population. This is less than the provincial average of 9.4 or the Island rate of 8.3.



Source: <https://www.islandhealth.ca/sites/default/files/comox-valley-local-health-area-profile.pdf>

5.6.2 Median Age. Median age is the exact age where half of the population is older and half is younger. In other words, it is the age where there are as many people over as there are under this age. Areas with lower median age tend to have higher population growth rates because there is a higher proportion of women in their childbearing age.

Using 2016 Census data, Comox Valley had a median age of 50.8 years, compared to the Vancouver Island/Coast Region median age of 47.8 years and all of BC of 43.0 years. Therefore, the population of the Comox Valley is slightly older in composition than the Island/Coast area and moderately older than the province in general.

Comparing median age for Comox Valley of the rural areas reveals the Electoral Area A has a median age of 53.9 years and Lazo North has a median age of 50.1 years, meaning both have a slightly older population than the average in the entire Comox Valley in general. Puntledge-Black Creek census area has a median age of 48.1, which is slightly less than that of the entire Comox Valley in general.

Median age data is not contained in the 2020 data set. As is the case for age group data, 2021 Census will establish and report the 2021 median age statistics towards the end of 2021 or the beginning of 2022.

The median ages for the communities in the Comox Valley area are shown in Figure 5.6.2 below:

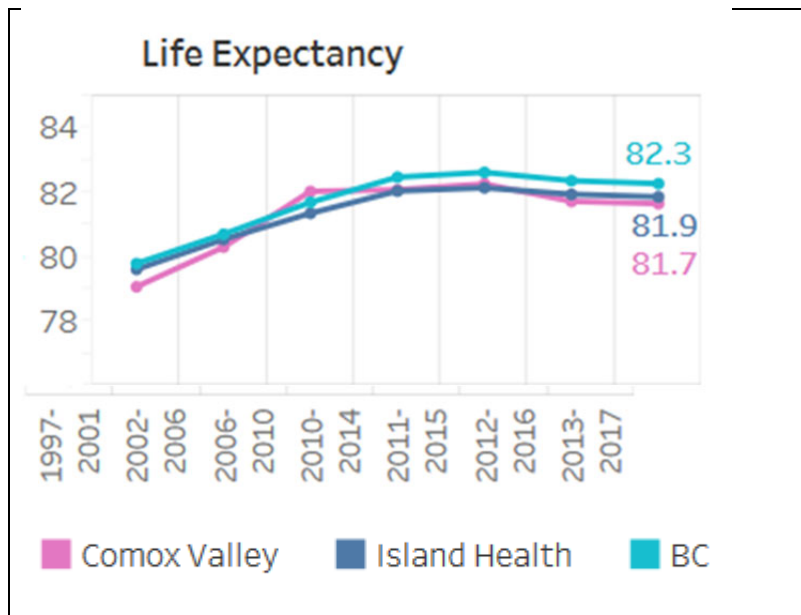
Figure 5.6.2: Median Age by Community			
Community	Census Year		
	2006	2011	2016
Comox Valley Regl Dist	44.3	48.3	50.8
Cumberland	40.4	38.2	39.3
Comox	44.6	49.1	51.8
Courtenay	43.0	46.5	48.3
Comox Valley Area A	52.8	53.9	56.9
Comox Valley B	47.4	50.1	52.9
Lazo North	44.4	48.1	51.0

Note – 2006 figure for Comox Valley Area A was combined from two previous separate sectors

From these figures it is possible to observe:

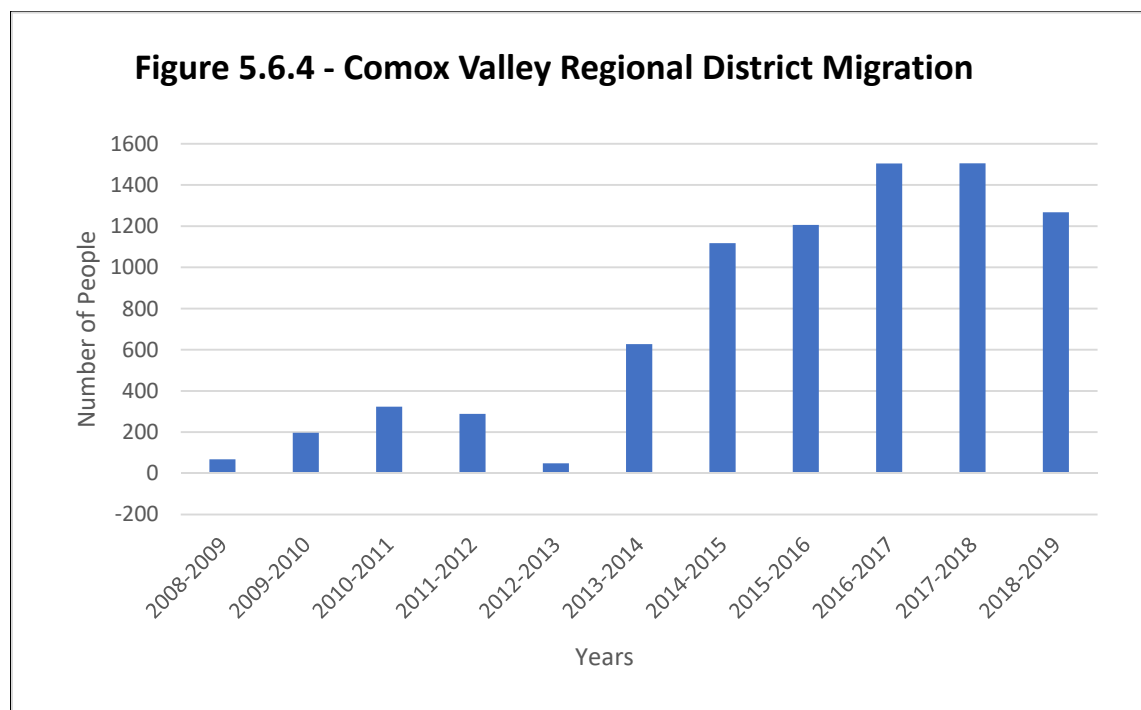
- Cumberland can be characterised as the most youthful community, generally growing even younger over time;
- Comox can be considered the most aging community;
- The urban communities are more youthful than the rural areas; and
- The rural communities are becoming generally less youthful over time.

5.6.3 Life Expectancy. The increase in the **life expectancy** of residents in the Comox Valley mirrors that of Vancouver Island and the Province. From the same report produced by Local Health and noted earlier, it shows that the average life expectancy at birth has increased from about 79.0 years in 1997-2001 to 81.7 in 2013-2017. Refer to Figure 5.6.3.

Figure 5.6.3 - Life Expectancy Comox Valley LHA

5.6.4 Migration

People migrating into the Comox Valley Regional District add to the local population. Figure 5.6.4 shows the migration trend (mainly in-migration).

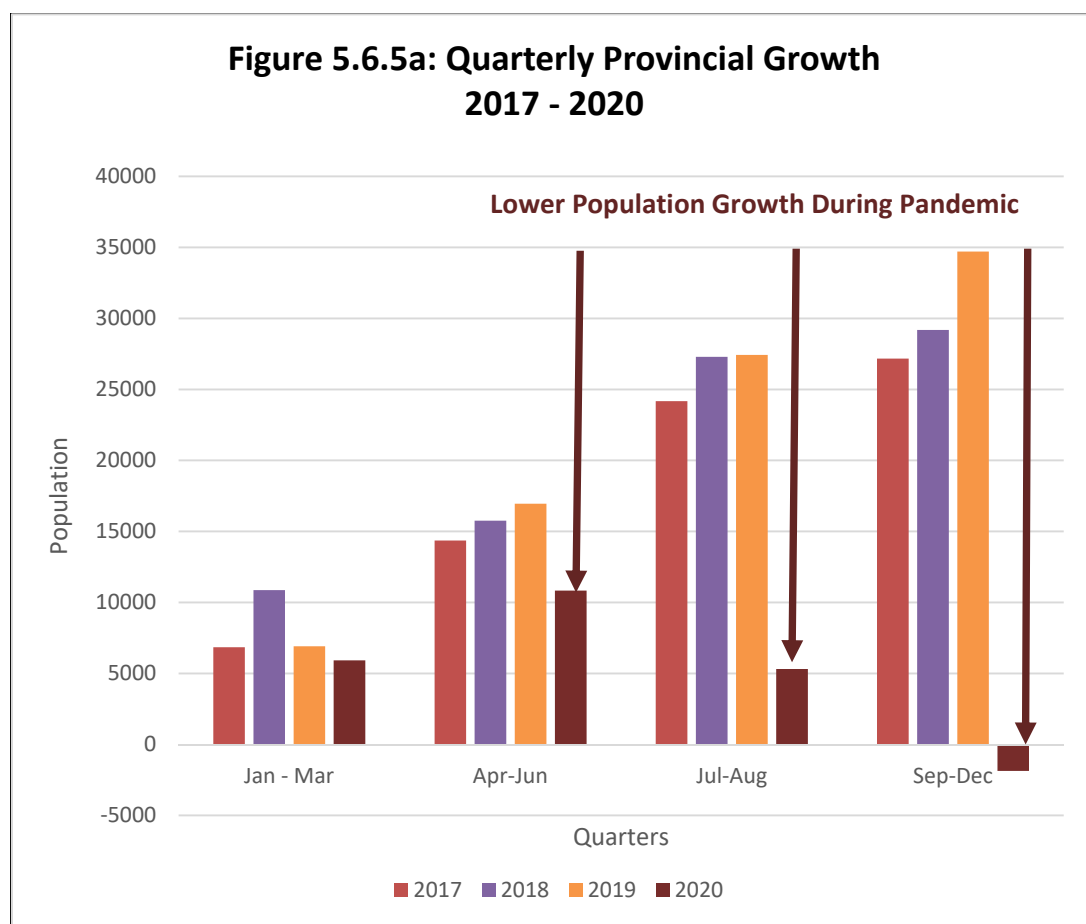


Source: BC Regional District Migration Components (Released 2020-02-13)

Comox Valley was the destination for a small and variable number of immigrants up to the statistical period of 2012-2013. Beginning in 2014 – 2015, the migration rate in the Comox Valley area increased substantially. Much of this growth was from net inter and intra provincial in-migration. For the period depicted in the graph, 83.1% of the immigrants originated from other places in BC or from other provinces.

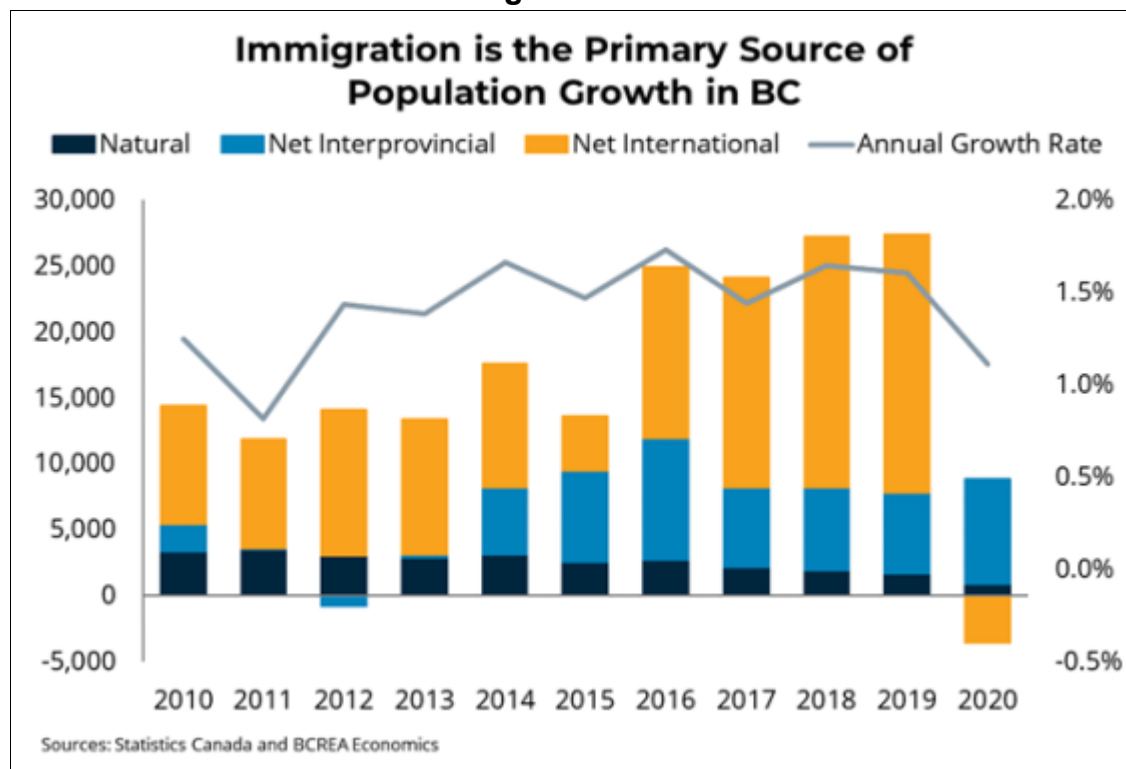
5.6.5 Effects of the COVID Pandemic on Growth. Though there is limited statistical data, one year since the first cases and full or partial shutdowns, the COVID pandemic appears to be influencing various indicators. Anecdotally, this appears to stem from two reasons.

Travel restrictions have impacted migration into Canada from other countries. This impact on British Columbia is shown in Figure 5.6.5a based on the quarterly migration statistic published by Statistics Canada. Apart from natural growth, an important source of growth for the Comox Valley is from other areas in the province. The impact of this may not be as pronounced in the Comox Valley as it might be in other parts of the province.



The British Columbia Real Estate Association in a recent report also concluded that with immigration being the most important driver of population in BC, the global pandemic has resulted in the sharpest decline in immigration in 30 years. It is anticipated to be a short-term impact, however, as the Figure 5.6.5b below shows, with an effective leveling off in the annual migration since about 2014. The COVID impact has resulted in the annual growth rate in BC declining from about 1.6% to about 1.0% with no migration from outside of Canada to BC.

Figure 5.6.5b



Another impact of the COVID pandemic may be a decline in birth rates. There is early data that suggests the province is heading to a “baby bust” that might be attributed to the pandemic. The Province averages 3,600 births per month, but December 2020 saw a 20% decrease in the number of births. For the Comox Valley, the average number of births per month is about 40 babies. In January 2021, the number of births was 32 and in February the number of births was 19.

Quoting from an interview by Vancouver News on January 23, 2021, according to UBC Associate Professor Nathanael Lauster, the following comments were made about school projections:

It's quite possible that we'll end up with a significant dearth, a drop in births throughout the whole year. Certainly, it affects at a very pragmatic level things like planning for how many kids are going to be in school. We may end up with school projections and understandings of how many kids we have to plan for that are significantly off.

In the same article, Kate Choi, a family demographer and Associate Professor of Sociology at Western University in Ontario, cited a similar decline following the Spanish Flu of 1918. According to a December 2020 article in *Frontiers in Public Health*, from the start of other recent epidemics in Hong Kong (2002), Brazil (2015), and West Africa (2016), a reduction in birth rates was apparent for about 8–12 months and was followed by a noticeable upward trend in the birth rates that lasted for nearly two years after the beginning of each of these epidemics.

Therefore, it is anticipated that the decline from the historical birth rates in the Comox Valley area will continue through 2021, with recovery and possibly higher rates in 2022 - 2023.

5.6.6 Housing Affordability. Although the cost of housing is increasing in the Comox Valley, residential housing prices are more affordable than in other parts of the province. This can be one of the factors influencing decisions to move into the region.

Benchmark data is available from the Vancouver Island Real Estate Board and the Victoria Real Estate Board to compare housing process. Benchmarking means the price of a notional dwelling that shares a specific set of qualitative and quantitative attributes. The benchmark price for single residential housing in the Comox Valley was \$620,100 in January 2021 and in Victoria was \$948,200 in February 2021. This is a difference of approximately 41.8%.

According to Kevin Reid, the president Vancouver Island Real Estate Board, as reported in the local media in September 2020:

“A lot of family life is centred around the home, having a safe place to be, (and) the pandemic has highlighted safety and distance, so people are liking their single-family homes with a nice yard, close to some nice places to recreate where they are not in a very dense population, so we are seeing some migration out of major population centres, like cities, for example, moving to smaller communities.”

The benchmark single residence price advantage of the Comox Valley relative to other urban areas such as Victoria, and pandemic safety considerations, make the Comox Valley relatively affordable. Nonetheless the area's house prices are rising quickly as they are elsewhere in BC. The relative advantage of lower house prices as the incentive to migrate into the Comox Valley area may not last, at least in the short term.

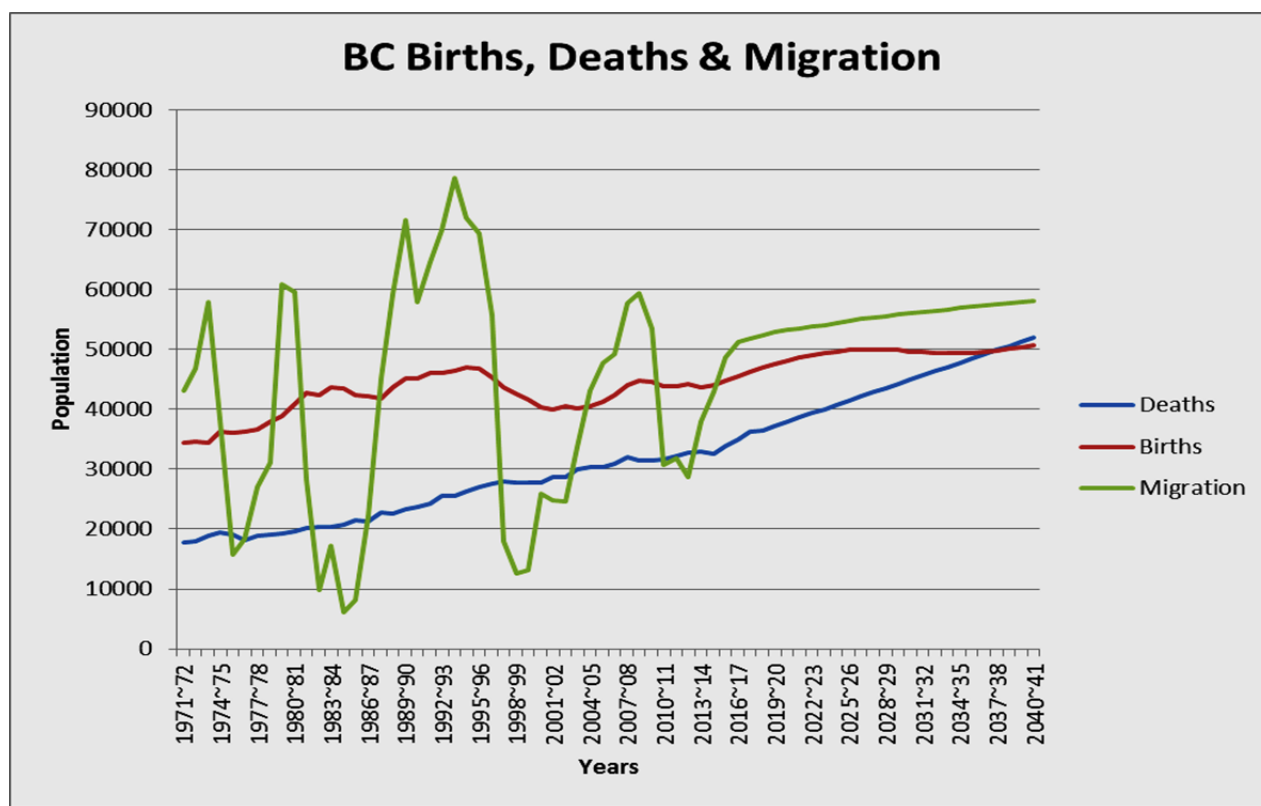
5.6.7 Provincial Trends: . The main determinants of growth are natural growth and migration. Natural growth consists of births adding to the population and deaths reducing the population. Provincial analysis predicts deaths will begin to exceed births with the aging population. Therefore, natural growth will become negative and the population will decline without in-migration.

Until the start of the pandemic in 2020, in-migration has been predicted to become the main source for growth in the province. This growth would offset the decline once natural growth becomes negative.

Provincial level data from BC Stats about BC births, deaths and in-migration was used to generate Figure 5.6.7 below. Cascade smoothed the initial projection data to reflect the most recent historic death statistics. For both projections, the number of deaths will become greater than the number of births in the 2030's and any further growth will be from migration into the province.

However, the extent and the duration of the pandemic effects on in-migration rates needs to be better understood to predict the longer term growth trends of the combined factors.

Figure 5.6.7



5.6.8 Conclusion about Births, Deaths and Migration Factors: In considering all of the above factors, the following is observed:

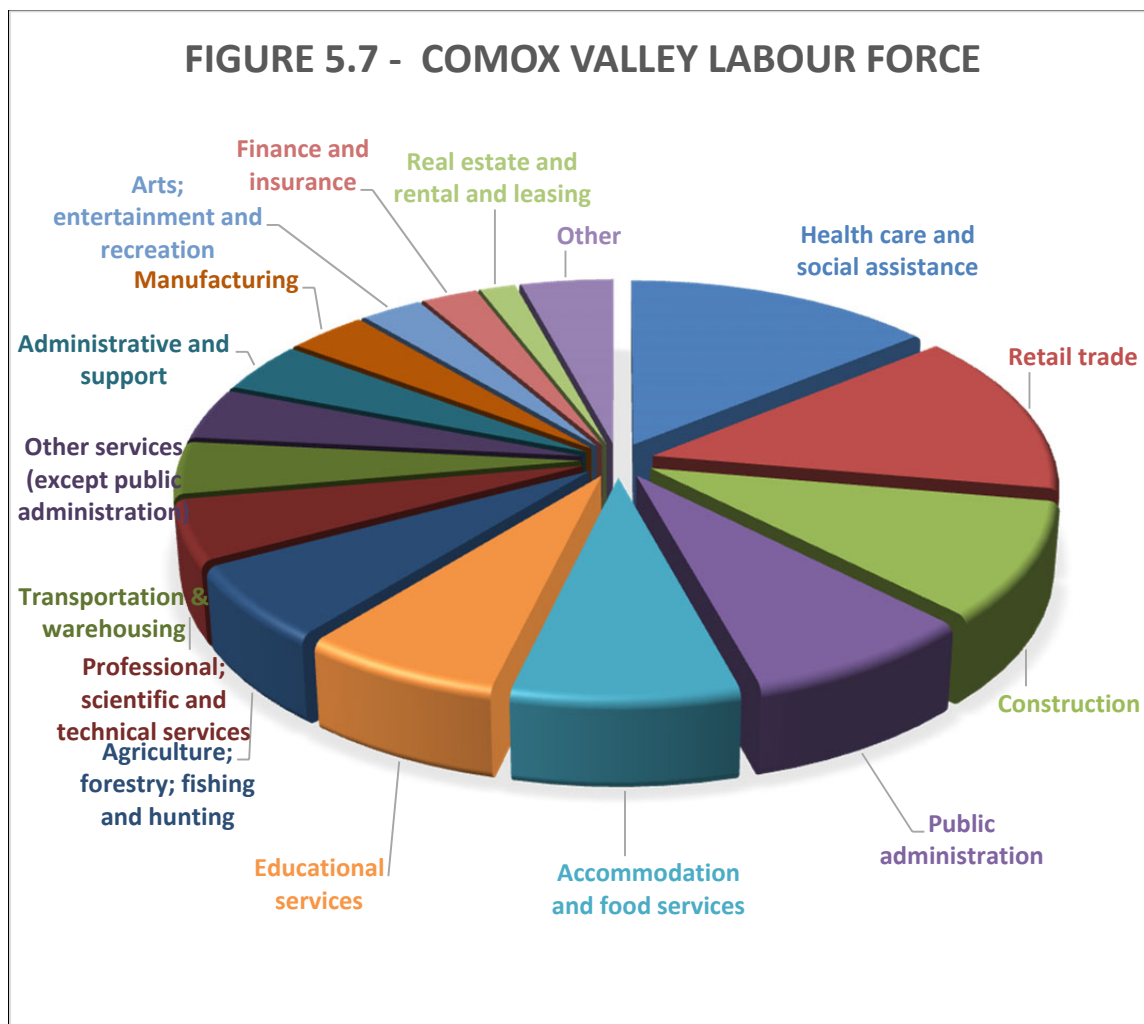
- Natural growth and migration are the two historical sources for growth in the Comox Valley area;
- The pandemic has affected migration rates, with inter-provincial and international movement being restricted. This is expected to be a temporary phenomenon until such time as higher levels of immunity allow for more typical migration patterns to re-establish;
- To the extent that the family-forming segment of the population moves into this region, the level of natural growth may be positively affected;
- Advances in health technology will continue to contribute to survival rates and higher life expectancy. However, life expectancy is slightly lower in the Comox Valley than on Vancouver Island as a whole or across the province, and the high proportion of seniors in the Comox Valley contributes to a higher death rate.
- Provincial analysis suggests the number of deaths will increase more rapidly than the number of births. By about 2040, the number of deaths will exceed the number of births and the population will naturally decrease (without in-migration). Given the proportion of seniors in the population, the same trend can be expected for the Comox Valley.

5.7 LABOUR FORCE

Based on the 2016 Census, the following is known about the area's labour force:

- The total labour force comprises 31,400 people;
- 81.0% of the total labour force work in the top ten labour categories; and
- The top three labour categories are:
 - Health care and social assistance;
 - Retail trade;
 - Construction.

The following Figure 5.7 displays the labour force sectors:



There are a number of major employers in the Comox Valley area.

Comox Valley School District 71 is the largest employer in the Comox Valley with 1,700 employees.

The 19 Wing Canadian Forces Base (CFB) Comox is the second largest employer in the region. According to information from Comox Valley Economic Development, CFB Comox currently employs more than 1,600 people, who earn a total of about \$55 million per year. Indirectly, a further 2,100 permanent jobs are generated by CFB Comox.

Other employers include:

- The North Island Hospital Comox Valley;
- Mt. Washington Alpine resort; and
- The Comox Campus of the North Island College.

5.8 COMMUNITY LAND USE AND GROWTH

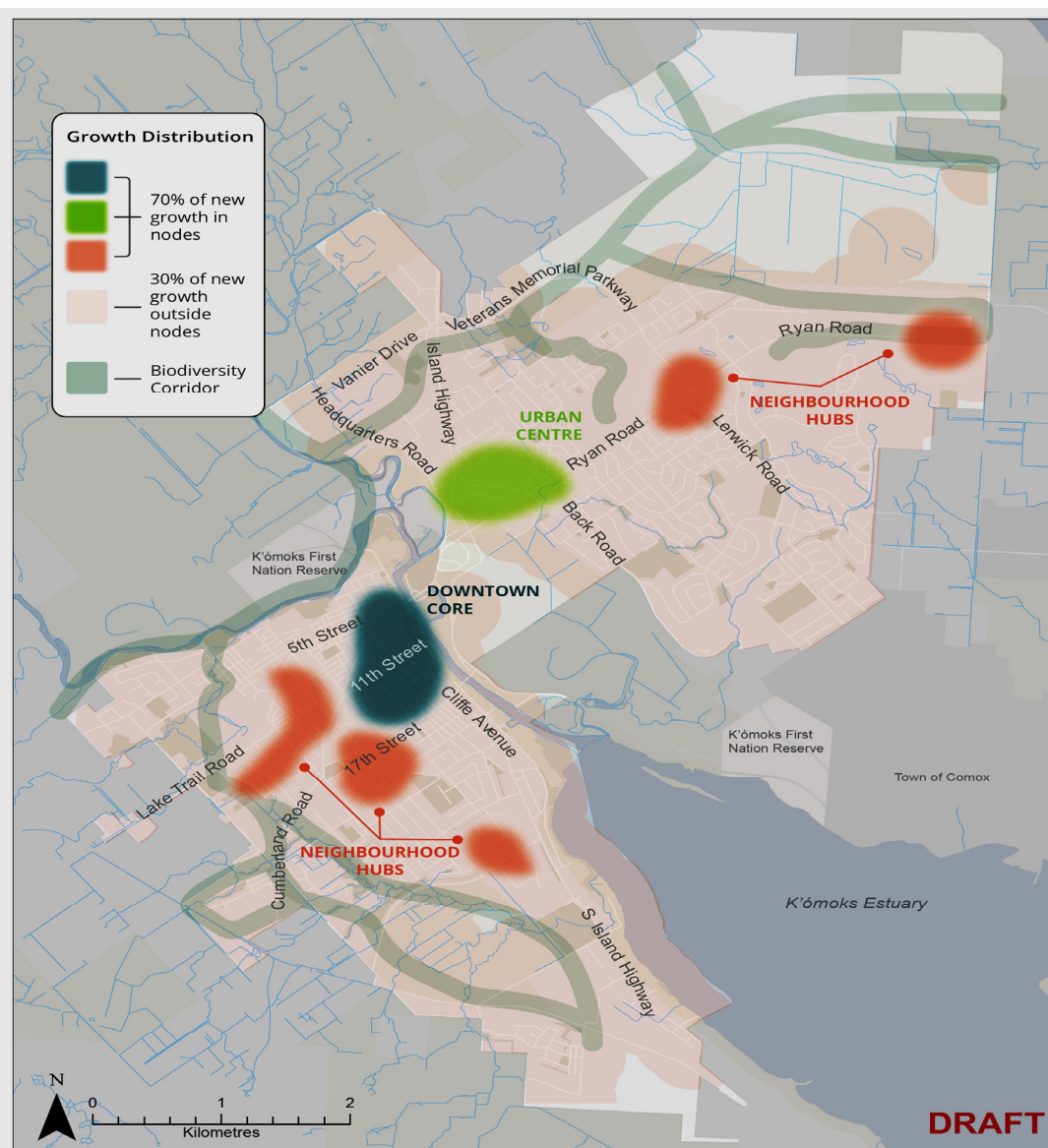
Municipalities and Regional District staff were contacted to gain some understanding of land use planning and growth potential. The following is a summary:

5.8.1 Courtenay: This municipality's Official Community Plan, dating back to 2005, is currently under review. As of March 2021, the public consultation process has been completed with general support given for intensification of growth in centres and through infilling. The generalized land use concept arising from this process is shown in Figure 5.8a. It envisions a 3-level hierarchy consisting of a Downtown Core, an Urban Centre, and a series of Neighbourhood Hubs. Selected areas located between these would become candidates for infilling.

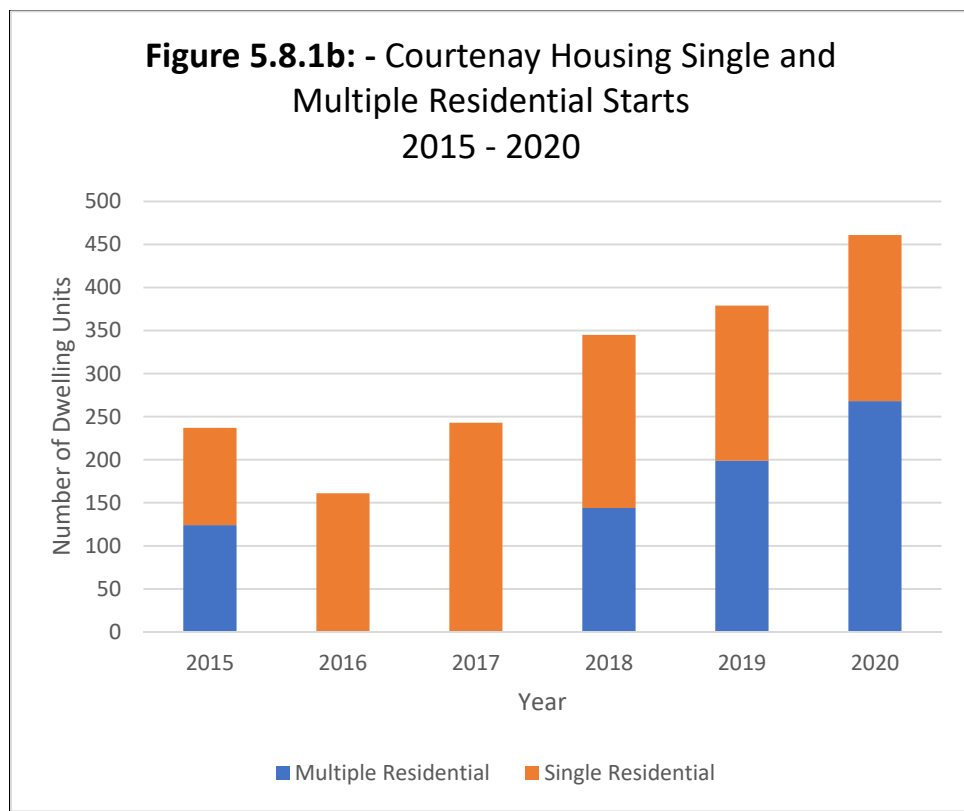
The new plan is expected to be considered by Council in 2021. Once prepared, the exact areas being designated for growth and infill will be identified. There will also be an estimate of the number of potential residential units by location to better understand the potential changes and locations to expect growth in family populations.

Urban growth may also take place on lands currently in the Regional District that could be amalgamated with the City of Courtenay, thus expanding the urban area. See the map of potential expansion areas for both Courtenay and Comox in Figure 5.8.2a in the section on Comox.

Once adopted by Council, the land use pattern, the potential number of residential dwelling units, and the resulting long term population potential will be established. This together with population statistics from the 2021 Census (expected in 2022), will allow for a sharper focus and understanding about the location and numbers of students expected in Courtenay in the coming years.

Figure 5.8.1a - Courtenay Growth Distribution (Draft from City)

Another measure of growth is the trend in housing starts. The following Figure 5.8.1b was derived from BC Statistics and the City of Courtenay Development Services Department (Building Division) data:



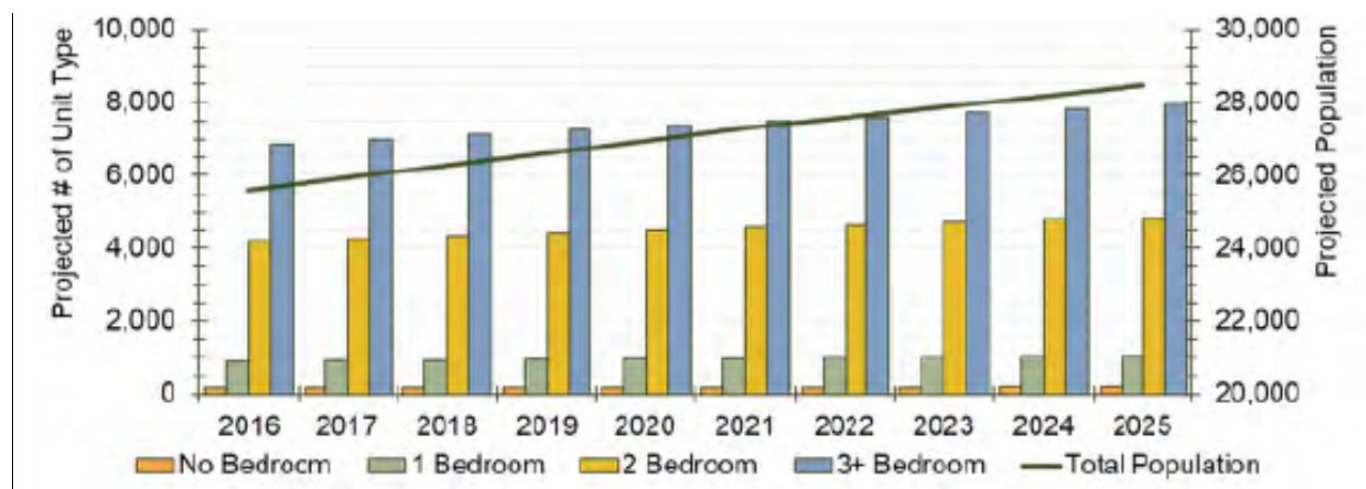
After declining between 2015 and 2016, the number of dwelling units being built is increasing each year. Part of the increase includes more multiple residential housing being constructed; however, the number of single family or infills (eg. duplex and 3 to 5 plex development) averaged an additional 150 dwelling units per year in the six years of 2015 to 2020.

The May 2020 City of Courtenay Housing Needs Report contains the following projection for the number of housing units required to accommodate the expected population by 2025 (Figure 5.8.1c). The population projections used may not match exactly, but are similar to the projections used elsewhere in this report.

The conclusion is that by the method the City used to generate this chart, housing demand in Courtenay can be expected to reach 14,030 units in 2025, an increase of 1,240 units over 2019 for an average annual increase of 207 units. Applying this average to the year of 2031, which is the projection end date used by Cascade in this report, there would be 1,242 more units or a total of about 15,272 units if the same trend continues to 2031. Of course, many of these housing units will likely be occupied by older couples or retirees.

Figure 5.8.1c - Courtenay Housing Growth

From the May 2020 City of Courtenay Housing Needs Report

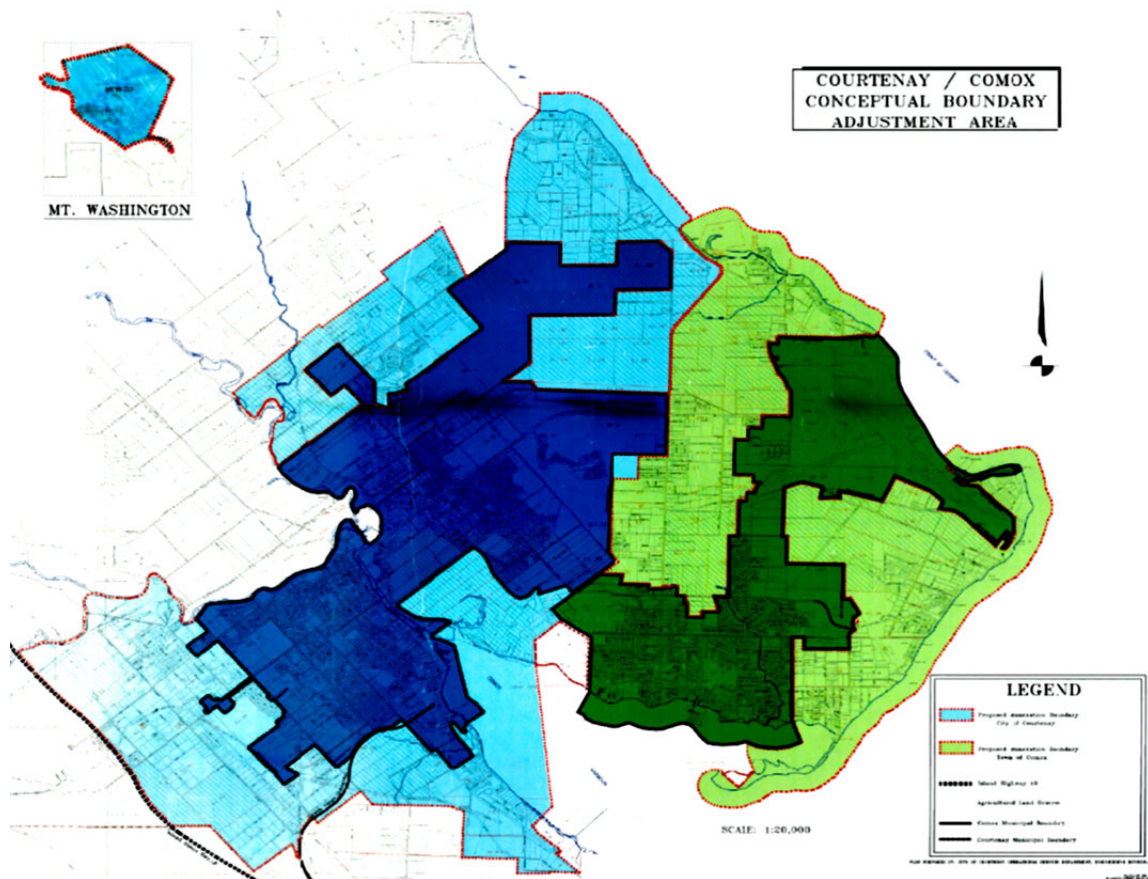


5.8.2 Comox: The Comox OCP dates back to 2011, providing a 20-year vision from 2010 to 2030. It anticipates a growth rate of between 1.3% and 1.6% annually. Growth is to be accommodated by densification within the existing municipal boundaries.

The plan also indicated growth could take place on lands added to the municipality through selective boundary extensions. Under the Regional Plan, existing land on the fringes of municipal may be identified that should eventually be incorporated through boundary extension provided they become serviced. The following Figure 5.8.2a, supplied by Comox Planning staff, shows areas in green that could become part of Comox and in blue areas that could become part of Courtenay.

These extension areas could be densified in the future from their current rural densities. Specifically, the Comox Planning staff anticipated that the lands parallel to Courtenay border (Anderton Road corridor up to Ryan Road) may be incorporated within next 30 years and a new school will be built to service the new neighbourhood.

A local area plan for each area added or an overall plan review would be necessary to determine the land use patterns and potential population, in order to anticipate any change in student populations and the impact on school facilities.

Figure 5.8.2a - Comox & Courtenay Areas for Potential Municipal Expansion

For Comox, the housing starts were:

- 57 in 2016;
- 792 in 2017;
- 132 in 2019;
- 128 in 2018; and
- 7 dwelling units as of the end of November 2020.

The number of units built in Comox is less than that in Courtenay, increasing to and then remaining relatively stable at about 130 dwelling units in each of 2018 and 2019, but declining to under 100 in 2020 based on year-to-date data.

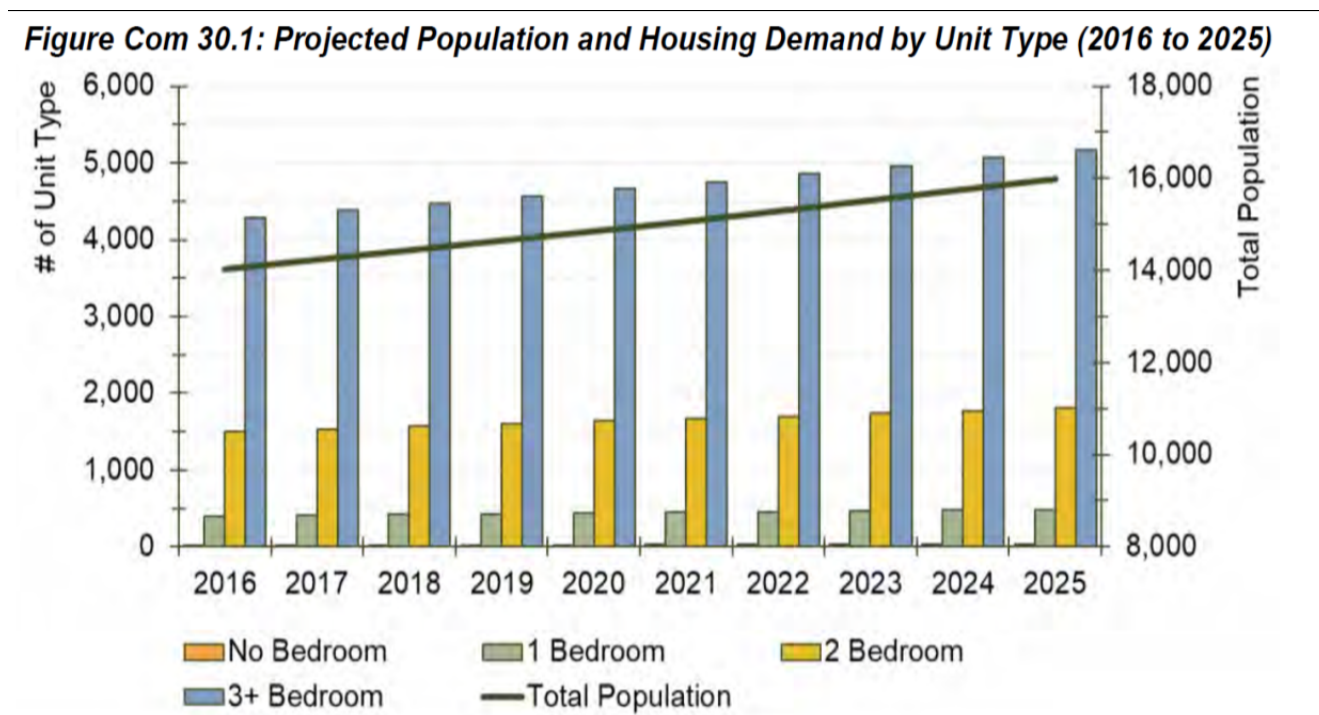
The May 2020 City of Comox Housing Needs Report, contains the following trend and projection for the number of housing units required to accommodate the expected population by 2025 (Figure 5.8.2b). As noted earlier, there may be differences in population projections due to Cascade's use of a more recent source.

The conclusion is that by the method employed to generate their chart, housing demand in Comox can be expected to reach 7,495 units in 2025, an increase of 865 units over 2019 for

an average annual increase of 144 units. Applying this average to the year of 2031, there would be 864 more units or a total of about 8,359 units if the same trend continues to 2031.

Figure 5.8.2b - Comox Housing Growth

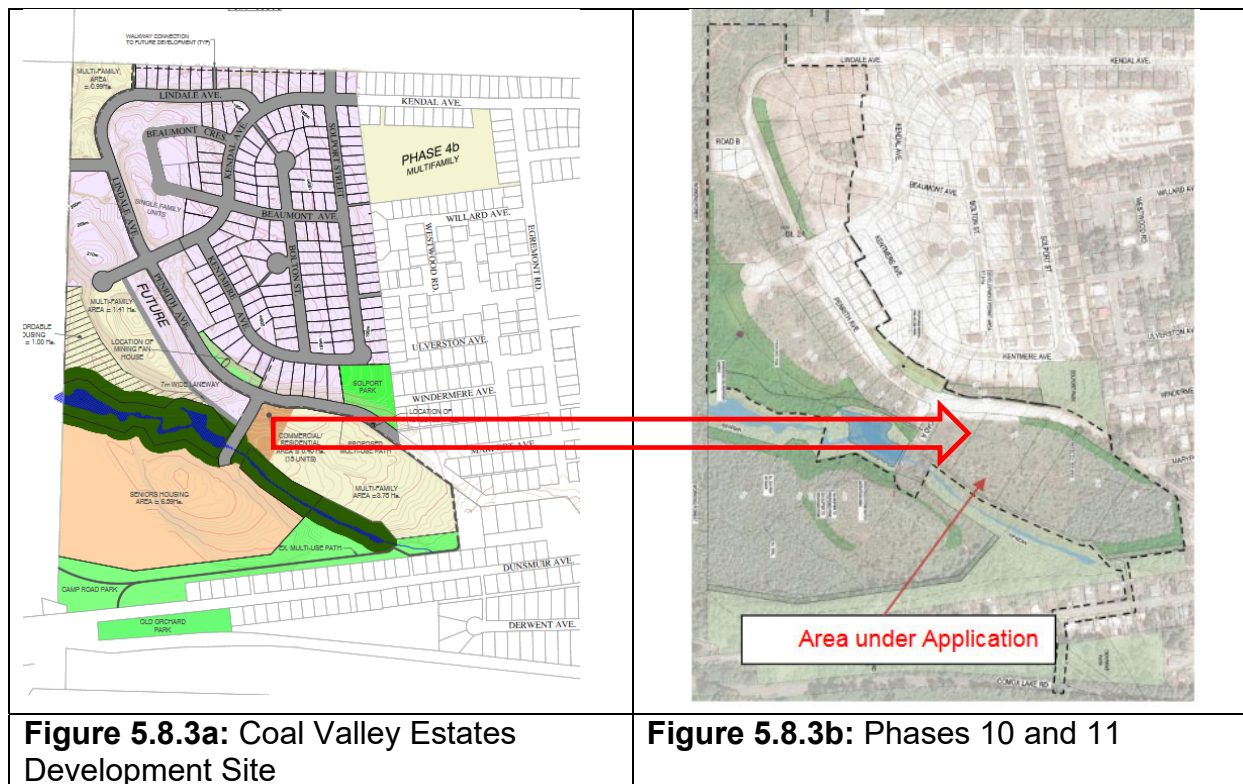
From the May 2020 Town of Comox Housing Needs Report



5.8.3 Cumberland: One of the most significant development sites in Cumberland is Coal Valley Estates, a multiple phased development (see Figure 5.8.3a). It is located in the northwestern part of Cumberland. Based on a 2015 Council report, the residential component consists of the following:

- 253 single detached units (excluding secondary suites);
- 210 multiple dwelling units;
- 180 senior dwelling units; and
- 12 dwellings associated with other uses, such as retail units.

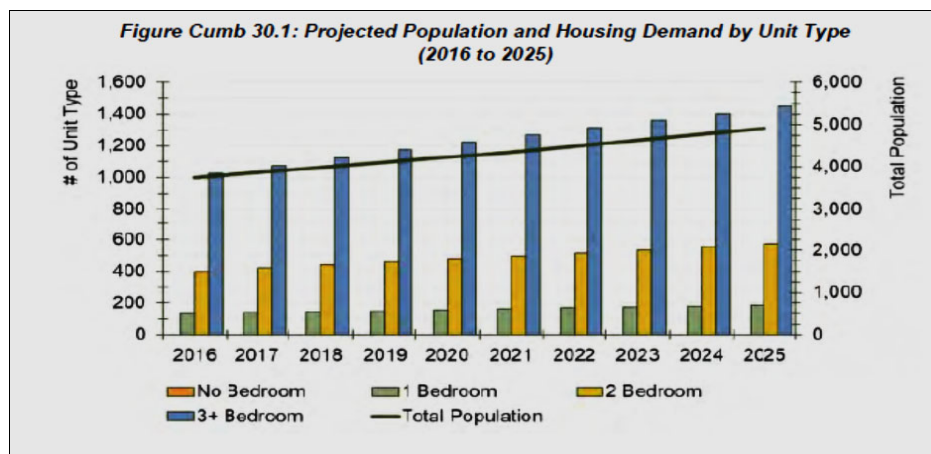
About half of the lots now have constructed homes and the Phase 4b multiple residential portion has been constructed. According to the Development Services Quarterly report of 31 December 2020, Phase 8 consisting of 22 lots is underway in a maintenance period ending in April 2024, and the environmental permit for Phases 10 and 11 (see Figure 5.8.3b) is being processed for an unspecified number of lots before subdivision approval.



The May 2020 Village of Cumberland Housing Needs Report contains the following trend and projection for the number of housing units required to accommodate the expected population by 2025 (Figure 5.8.3c). The conclusion is that by the method employed to generate their chart, housing demand in Cumberland can be expected to reach 2,210 units in 2025, for an average annual increase of 71 units. Applying this average to the year of 2031, there would be 426 more units or a total of about 2,636 units if the same trend continues to 2031.

Figure 5.8.3c: Cumberland Housing Growth

From the May 2020 Village of Cumberland Housing Needs Report



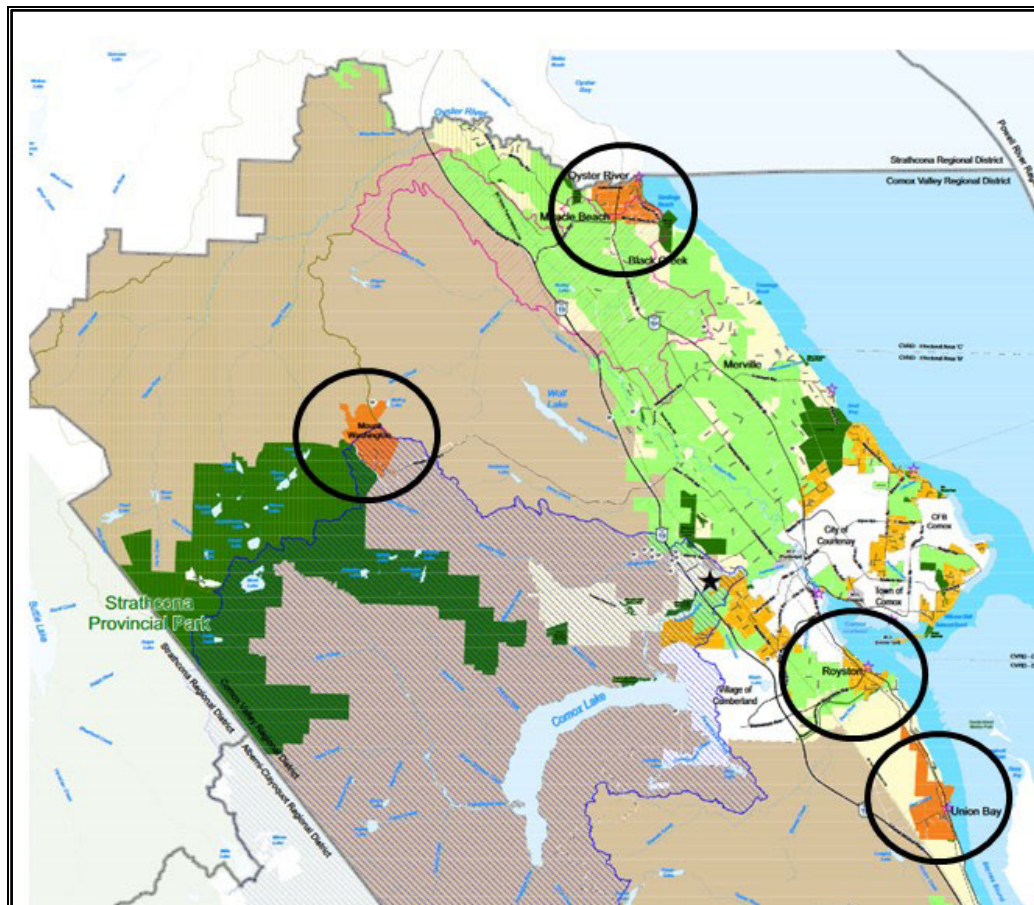
5.8.4 Rural Areas: The Comox Valley Rural Community Plan governs growth and development in the areas outside of the three incorporated municipalities. These areas consist of three electoral areas shown in Figure 5.3d on Page 30.

In this plan, the Rural Areas have three development designations. These designations are: Settlement Node, Settlement Expansion Area and Rural Settlement Area. The Plan's policy objective is to direct 90 per cent of new residential development to Settlement Nodes.

The map below (Figure 5.8.4a) is the Land Use Designation map from the Regional Plan. The settlement nodes are either clustered north or east, or between the municipalities. In future, some may be annexed and become incorporated into the adjoining municipality as has been described earlier.

The remaining ones are identified by Cascade with black circles because they are geographically separate and do not directly abut the municipalities. Union Bay, Mount Washington and Miracle Beach areas are Settlement Nodes. Royston is a settlement Expansion Area and is one of the identified settlements outside the municipalities.

Figure 5.8.4a: Regional Plan Land Use Map Showing Settlements and Settlement Expansion Areas



a. Union Bay is one of the identified Settlement Areas in the Regional Plan, which may be a major growth area in future years. The major stumbling block is the provision of services, mainly water and sanitary sewers. Whether it will become an incorporated municipality has not been determined. Currently the Regional District administers the land use plan and development proposals.

In 2010, followed by an amendment in 2017, the Comox Valley Regional Board approved a Master Development Agreement (MDA) for an area of about 309 hectares (764 acres), for a major land development in the Union Bay Settlement Area. Union Bay Estates, originally known as Kensington Island Properties was proposed to be developed with a range of uses, to accommodate up 2,889 residential units. This can be increased to 2,949 residential units as a density bonus by providing additional community amenities as part of the development application process. The housing form would include: houses, secondary suites, carriage houses, townhouses and apartments. The development also includes areas for commercial, institutional, recreational and resort land uses.

The specific designations and zoning of the development site is shown in Figure 5.8.4b.

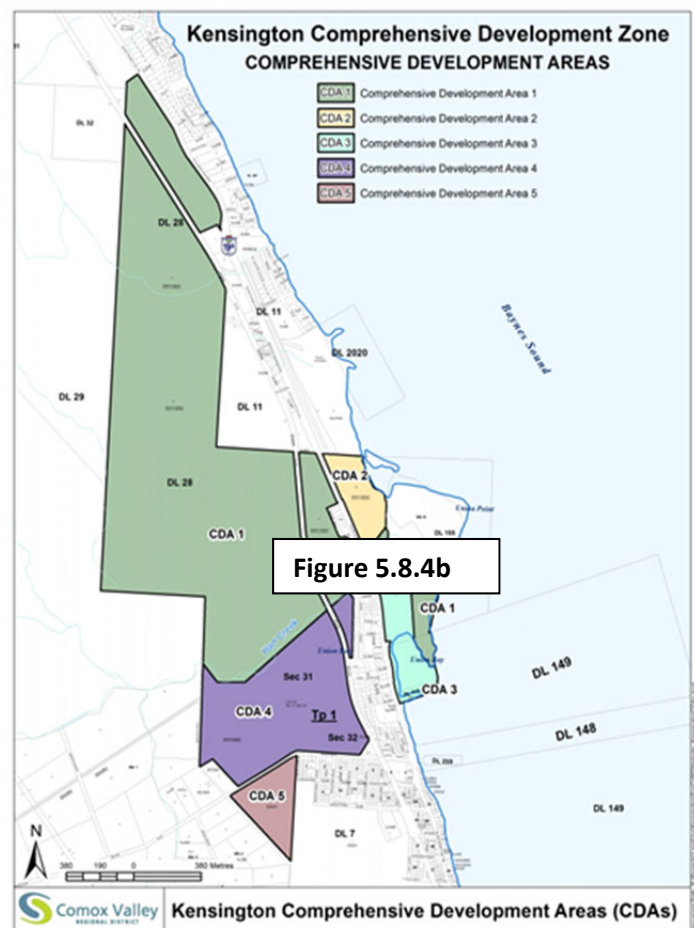
There are the following the five Comprehensive Development Areas:

- CDA-1 - Golf Course-Residential (GCR)
- CDA-2 - Residential-Public Facilities (RPF)
- CDA-3 - Mixed-Use Commercial-Residential (MUCR)
- CDA-4 - Mixed-Residential (MR)
- CDA-5 - Mixed-Residential-Institutional (MRI)

The breakdown of housing types and their locations will evolve over the life of the project, expected to take place over the next 20 to 30 years. The main thrust of the MDA, is to set target densities in each of the CDA's for single family and multi-family residential densities, setting aside lots and units in certain minimum numbers for affordable housing.

The densities envisioned are as follows:

- CDA 1 (Golf Course-Residential Zone) will allow a maximum of 15 residential units per hectare for single-family and maximum of 40 residential units per

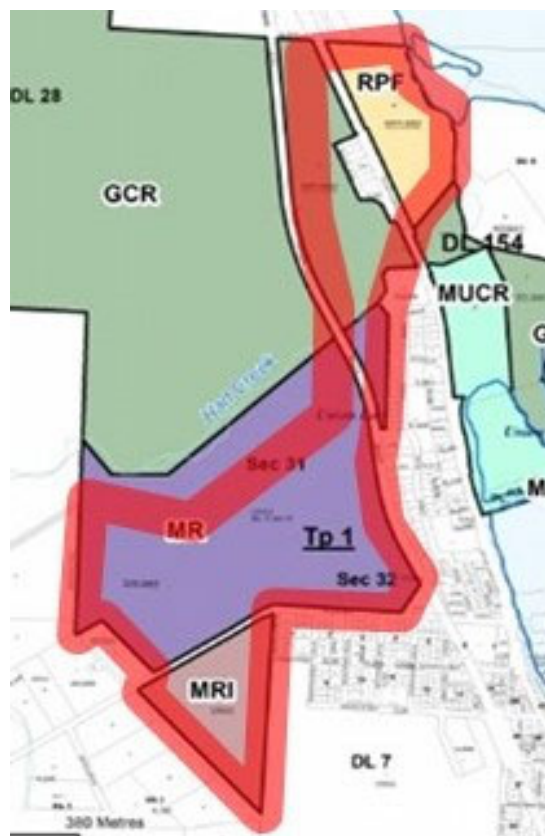


hectare for multi-family. A total combined limited commercial floor area of 3,251 square metres plus 3,716 square metres for golf course related buildings, excluding maintenance facilities, would be allowed. This would likely include houses on individual lots and mixed commercial/residential uses;

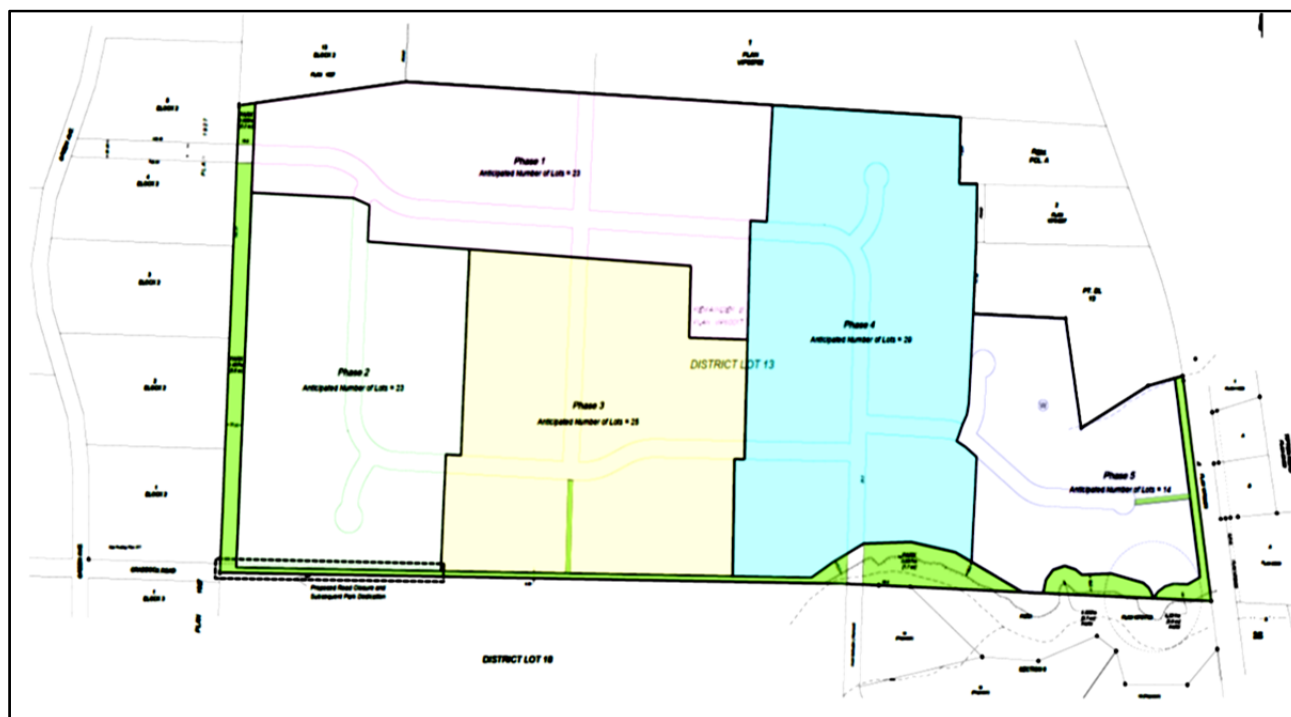
- CDA 2 (Residential Public Facilities Zone) will allow for more density than in CDA 1, allowing a maximum of 20 residential units per hectare for single-family and 60 residential units per hectare for multi-family. There would be far less opportunity for commercial uses, but more recreational and assembly land uses. This may be an area where the development plans might be able to accommodate a school as an assembly use;
- CDA 3 (Mixed-Use Commercial-Residential Zone (MUCR)) would be the Village Core, with mixed uses and the principal commercial focus of the Union Bay Estates area. There will not be any single detached residential subdivisions in this area. The housing will be entirely of multi-residential, at the highest densities in the community. The maximum density is set at 90 units per hectare. Commercial uses within the MUCR zone shall not exceed 30,000 square metres;
- CDA 4 (Mixed-Residential Zone) is to provide a variety of residential use, congregate care, recreation facilities and assembly uses. Single detached will have a maximum density of 20 residential units per hectare like CDA 2, but a lesser multi-residential maximum density of 40 residential units per hectare. There will be limited neighbourhood commercial uses within this area, but not exceed 1,858 square metres;
- CDA 5 (Mixed Residential / Institutional Zone) is to provide for a mixture of uses. As in the CDA 4, single detached will have a maximum density of 20 residential units per hectare and multi-residential will have a maximum density of 40 residential units per hectare. Limited neighbourhood commercial uses within this zone are not allowed to exceed 929 square metres;
- Each of CDA 1, 2, 4 and 5 allows for accessory residential uses like carriage houses or secondary suites and assembly uses, and could include schools. CDA 2 and 5 allude most strongly to accommodating schools.

Based on the planned residential land uses and densities, and the environmentally sensitive areas that will not be developable, the area outlined in red in Figure 5.8.4c is likely to have a concentration of single residential dwellings, and will be more likely to attract families with school age children.

Figure 5.8.4c - Union Bay - Anticipated Single Family Residential Growth Concentration Area over the 20 – 30 years



An example of a subdivision in the Union Bay area is shown in **Figure 5.8.4d** below. This is a 5-phase development that will result in 105 lots.



b. Mount Washington is a settlement node, with its own local area plan, supporting the potential of growing substantially as a resort and recreation destination. Adopted in 2011, the figures in the plan indicated a build out of 681 residential units with a potential to expand to 2,200 units. A resort-related village with supporting uses and services in the form of mixed use commercial and residential is envisioned.

In the other settlements, residential growth is envisioned by subdivisions where the density (lot size) is determined by variety of factors such as soil conditions, environmental setbacks, dedication of greenspace or for environmental protection, ground water capability, septic approval, etc.

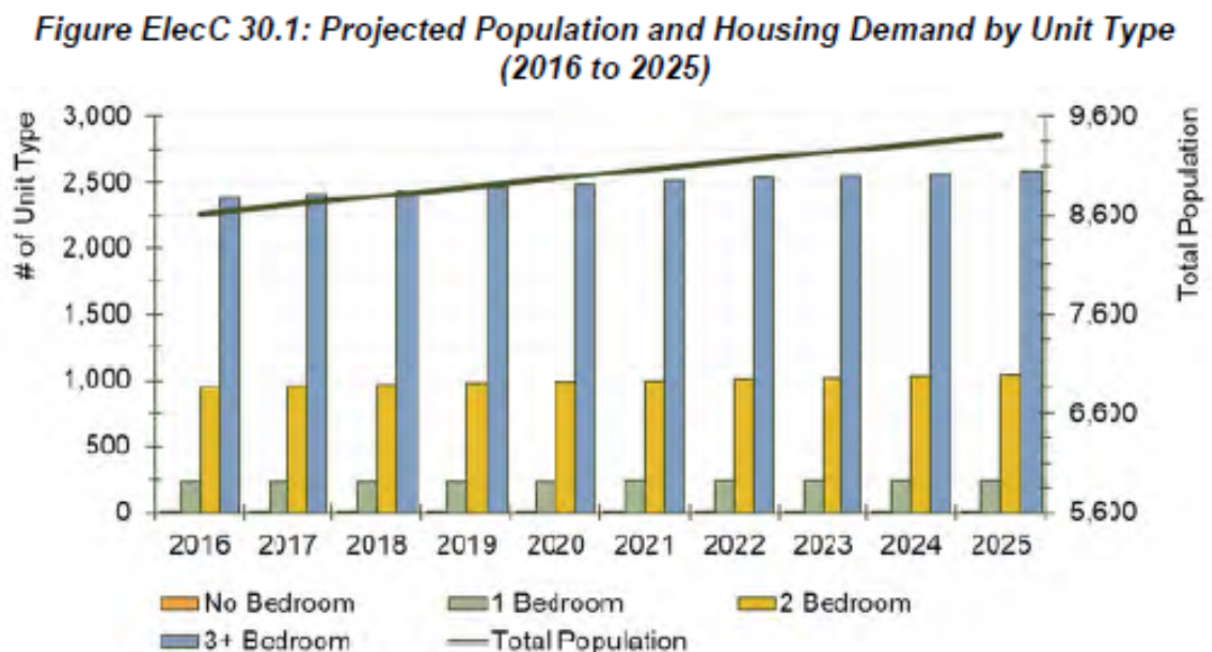
Of the three Electoral Areas, the northernmost Comox Valley C area (Puntledge - Black Creek), has experienced, and is expected to continue experiencing, growth due to their proximity to the urban centres of Cumberland, Comox and Courtenay.

These three Electoral Areas each have their own Housing Assessment Study completed in May 2020. Electoral Area C is showing the most demand for housing. Electoral Areas A and B remain steady or have slight decreases in number of dwelling units to be required to 2025.

The May 2020 CVRD - Electoral Area C Housing Needs Report, contains the following trend and projection for the number of housing units required to accommodate the expected population by 2025 (Figure 5.8.4e).

Figure 5.8.4e - CVRD – Electoral Area C Housing Growth

From the May 2020 CVRD – Electoral Area C Housing Needs Report



The conclusion is that housing demand in Electoral Area C can be expected to reach 3,880 units in 2025. This is an increase of 200 units over 2019 for an average annual increase of 33 units. Applying this average to the year of 2031, there would be 198 more units or a total of about 4,078 units if the same trend continues to 2031.

c. Royston. Royston, as a statistical area, was identified in the map in Figure 5.8.4a. Although it may appear as being an area exhibiting growth, in most cases, the existing housing is being upgraded or is being replaced by new stock. There is no multiple residential growth being drawn to the area; however, there is interest in building secondary suites. This area suffers from the same servicing constraints (e.g. lack of sanitary sewer and water) as other rural settlement areas in the Regional District. The main difference between the Royston and Union Bay areas is that Royston has a greater probability of amalgamating with Cumberland and/or Courtenay, thereby permitting the extension of services to support residential development. The density and type of development would be subject to a future servicing and land use review process.

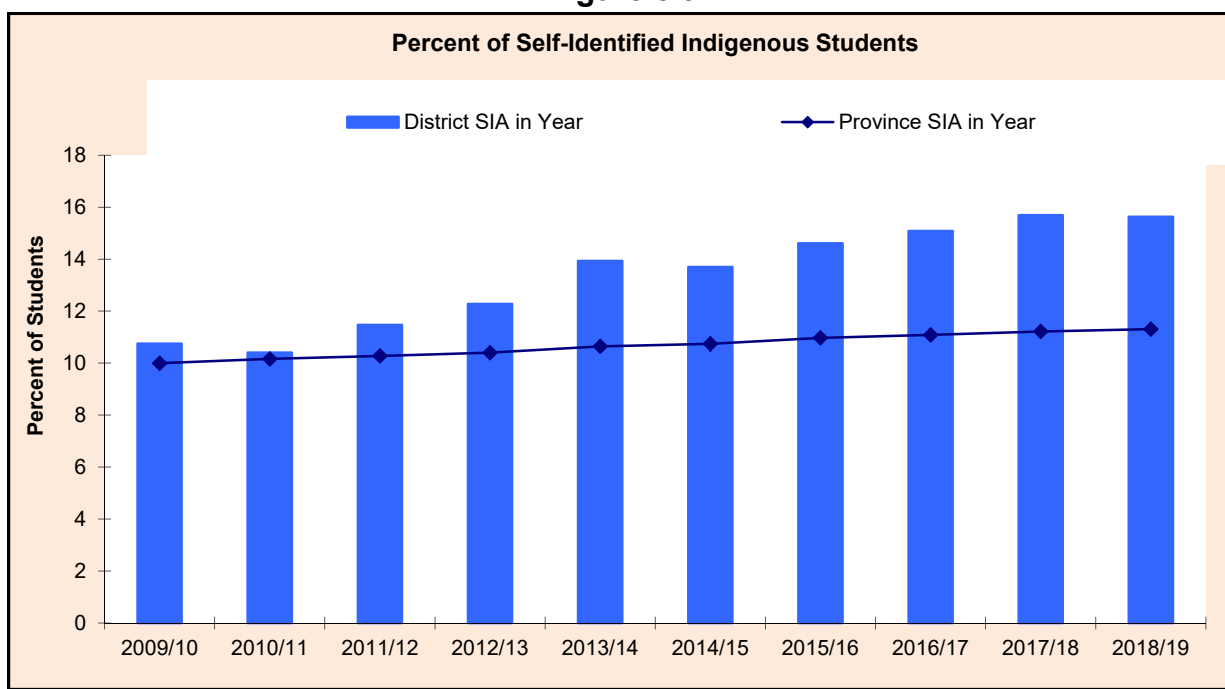
5.8.5 Conclusion: Most growth will continue within the urbanised areas, and in those nearby rural areas which can be incorporated and serviced by the existing municipalities. Infill within the various communities is identified as another source of growth, in addition to new areas being opened up for development.

Applying the findings of the Housing Needs Studies, there could be demand for about 2,730 dwelling units to be added between 2021 and 2031 in the Comox Valley Area.

5.9 INDIGENOUS STUDENT POPULATION

The Ministry of Education's report *Aboriginal Report 2014/15 - 2018/19 How Are We Doing?* reports on the Indigenous populations within various School Districts in BC, including SD 71. The Indigenous student population is increasing slightly, both in numbers (increasing from 1,000 to 1,436) and as a portion of the total student population (10.7% to 15.6%). in the 10 year period depicted in Figure 5.9.

This increase is partially due to the higher fertility rate of the Indigenous population compared to Canada as a whole. Indigenous students in SD 71 make up a higher percentage of the overall school population in comparison to British Columbia as a whole.

Figure 5.9

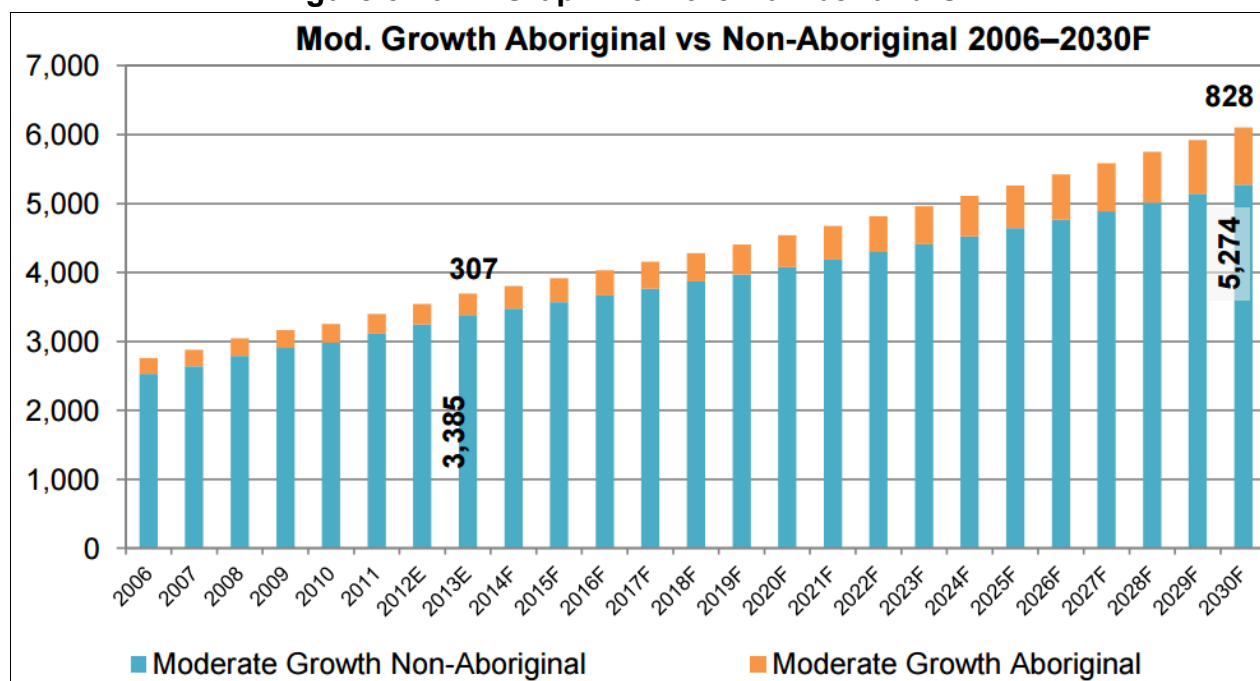
5.10 POPULATION PROJECTIONS

5.10.1 Indigenous Peoples

Growth is expected to continue in the general populations as well as in the Indigenous population.

Population projections for the Indigenous population are available at the national and provincial levels, but not at the community or school district levels, nor for youth age categories.

A glimpse at potential Indigenous population growth is provided in the Cumberland Official Community Plan (OCP). The Plan includes a graph for growth of Indigenous and Non-Indigenous populations shown in Figure 5.10.1. It is based on a growth rate of 6% in the Indigenous community and 3% in the general population.

Figure 5.10.1 - Graph from the Cumberland OCP

5.10.2 School Age Population Projection

Note that this Section develops the population projection for school-age children in the Comox Valley. It is not an enrolment projection for SD 71, which will be developed in Section 6 of the LRFP. The discussion below applies to all school-age children, some of whom will be unregistered in SD 71. These may be attending private schools, Francophone School District schools, Indigenous schools, adjacent school districts, or even be home-schooled without registration in SD 71.

BC Stats is a Provincial agency that collects and analyzes data, and provides estimates or projections of future populations, including the population of school districts. British Columbia provincial-level Population Projections, referred to as P.E.O.P.L.E., is a model that generates population figures based on trends and assumptions of future trends for the factors described in the previous section. P.E.O.P.L.E. population projection for the Comox Valley shown below in Figure 5.10.2a, were generated by BC Stats in November 2020.

School ages are extracted from Census data ranging between 5 to 19 years of age. Thus, the census categories of ages 5 to 9 years, 10 to 14 years and 15 to 19 years are assessed in this section.

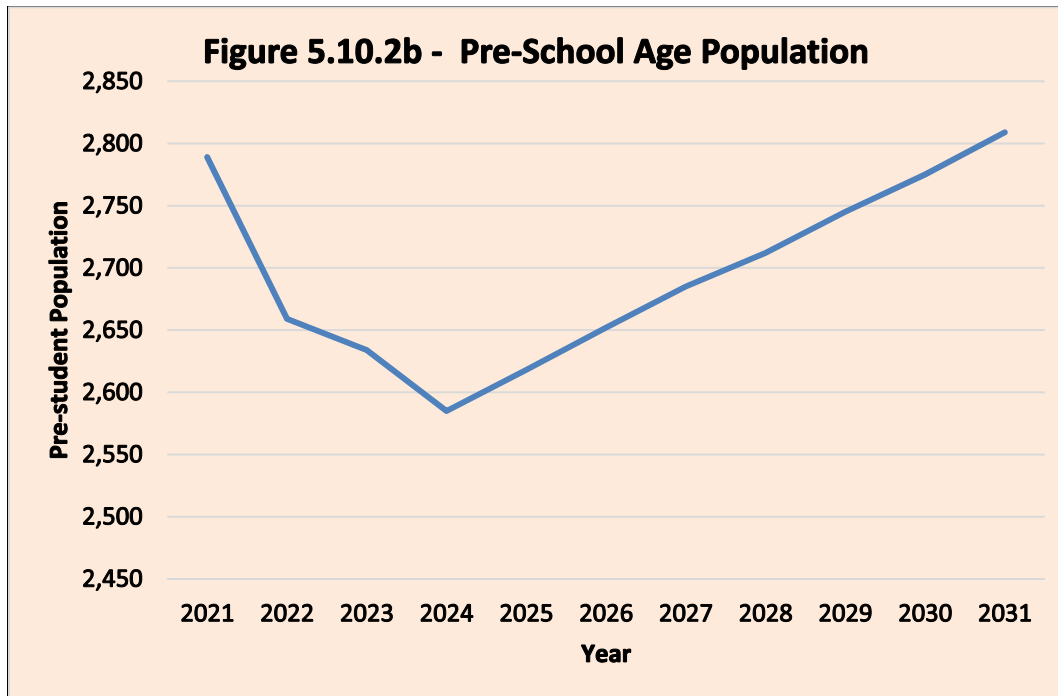
Knowing the number of students in these five-year age groups allows a better understanding of the numbers of school-age students that flow through the system and the capacity to accommodate them.

Tracking the trend for the preschool groups is valuable in determining the capacity needed for each year's incoming kindergarten students.

The figures for the Comox Valley generated by the P.E.O.P.L.E. model are shown in Figure 5.10.2a below and graphed in Figures 5.10.2b and c.

Figure 5.10.2a - Preschool and School Age Population Projections

Years	Under 5 years	5 to 9 years	10 to 14 years	15 to 19 years
2021	2,789	3,345	3,559	3,708
2022	2,659	3,333	3,624	3,780
2023	2,634	3,206	3,643	3,862
2024	2,585	3,218	3,614	3,871
2025	2,618	3,119	3,595	4,003
2026	2,652	3,034	3,530	4,029
2027	2,685	2,930	3,525	4,083
2028	2,712	2,928	3,405	4,087
2029	2,745	2,903	3,437	4,065
2030	2,775	2,933	3,344	4,047
2031	2,809	2,969	3,257	3,978



Pre-School Age Group Review: The graph in Figure 5.10.2b shows the numbers of pre-school age children declining from 2,789 in 2021, down to 2,585 in 2024, and then rebounding back to slightly higher than 2021 levels with 2,809 children after ten years.

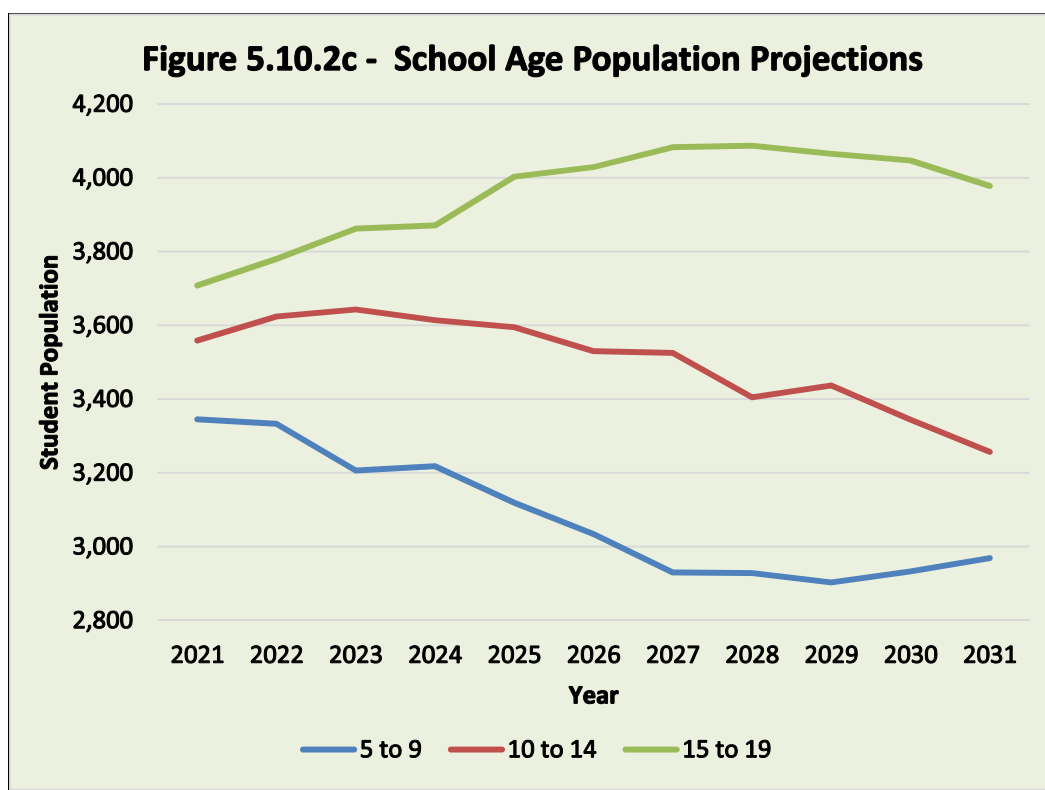
This declining or level pattern in the pre-school age cohort is supported by other data sources. SD 71 uses Baragar Systems of Surrey to identify current and future student populations by geographic area. The Baragar school enrolment projections for kindergarten show a similar decline for the number of students to be entering kindergarten. This means Baragar is also anticipating a decline in the number of students under 5 years old.

This trend reflects the potential “birth bust” due to the COVID pandemic based on UBC Sociologist and Demographer Nathanael Lauster and the Frontiers article on past epidemics and birth rates.

As the number of pre-school youth begins to grow again after bottoming out in 2025, the growing number of youth in the pre-school cohort should be evident in kindergarten enrolment figures beginning in 2029 – 2030.

School Age Groups Review: Each of the three school age groups have different patterns in their numbers in the projecting period of 2021 to 2031. See Figure 5.10.2c below. These trends are as follows:

- The 5 to 9 age group is generally declining over most of the 10 year projection period. In 2021, the population of this age group is 3,345. Two years later it levels out at 3,200, but then continues dropping to a low of 2,903 by 2028. Between 2030 and 2031, there is a slight increase to 2,969 students in this youth age group;
- The 10 to 14 year age group increases to maximum of 3,643 students in 2023 and then declines. There is some fluctuation in the latter portion between 2026 and 2031, with the decline reaching 3,257 in 2031;
- The 15 to 19 year age group rises from 3,708 in 2021, levels out at a high in the 4,080's in 2027 and 2028 and declines to 3,978 in 2031.



Reminder. This Section 5 reflects the population data, including school-age children, but not the enrolment in School District 71. Not all of these school age children will be enrolled in SD 71. They could be attending in other districts including the Francophone School District or distance-learning in other districts, attending First Nations or private schools, or home schooled without registration in SD 71.

6. ENROLMENT PROJECTIONS AND SCHOOL CAPACITIES

6.1 CONCLUSIONS FROM THE DEMOGRAPHIC ANALYSIS.

The Demographic Analysis in Section 5 leads us to the following conclusions as they affect public school enrolments:

- a. School age population growth will continue but at a lower rate than some forecasts and optimistic municipal housing scenarios. General population growth will mostly occur in empty-nest families (singles and retirees);
- b. The increases in school age population will occur mainly in the urban areas of Courtenay and Comox and the village of Cumberland, plus rural areas experiencing recent new housing such as Royston and to a lesser extent Miracle Beach;
- c. The older school age population will experience greater increase than the younger school age population. The younger group is projected to start to decrease in numbers;
- d. New housing developments, in the urban area, are more likely to result in a shift of students within the district rather than any increase greater than our forecast;
- e. The pandemic phenomenon (working at home) which has generated the current exodus from metropolitan areas to the suburbs and to a lesser degree to Vancouver Island, is expected to wind down. While many businesses may be able to continue with a hybrid employment arrangement, most are expected to resume on-site attendance. Therefore caution is advised when predicting a future influx of families with school-age children based on in-migration which occurred during the past year.

6.2 CURRENT YEAR ENROLMENT.

The starting point for any enrolment projection is the current year enrolment. Different versions exist in any school district, based on when the count was taken and whether it is the funded FTE enrolment or the Headcount (physical bodies in seats). Another variable is whether to include home-schooled and distance-learning students, who are not physically in the buildings. Figure 6.2a shows the official headcount submitted on the 1701 form to the Ministry of Education effective 30 September 2020, and not including any registered students not attending in SD 71 buildings.

Projection for September 2021. This current year 2020-21 enrolment is considered unreflective of realistic enrolments because of the impact of COVID-19. It is believed that a number of students are not registered to a school this year and are doing home-schooling, or enrolled in distance learning elsewhere, or even dropped out of school. In the Spring of 2021, the school district has endeavoured to determine how many students will register at each school next September assuming the pandemic has ended. Figure 6.2b provides the district's best projection as of April 2021 for enrolment in September 2021. The LRFP projection will be based on the right-hand column of Figure 6.2b.

Figure 6.2a – Current Enrolment

Ministry of Education - 1701 Verification (exported to Excel from MOE pdf)

DATE : OCT-05-2020 13:48

(FORM 1701) HEADCOUNT* FOR SCHOOLS FUNDED WITHIN THE F.A.S. - AS AT :

DISTRICT SUMMARY : 071 Comox Valley

=====

SCHOOL CODE	SCHOOL NAME	KGN FULL TIME	1	2	3	4	5	6	7	ELEM UNGR	8	9	10	11	12	SECN UNGR	GRAD. ADULT TOTAL	HOME SCHL	
07171040	Georges P Vanier Second	0	0	0	0	0	0	0	0	0	133	127	244	232	229	0	0	965	0
07171041	Highland Secondary	0	0	0	0	0	0	0	0	0	138	114	108	103	111	0	0	574	0
07171054	Mark R Isfeld Senior S	0	0	0	0	0	0	0	1	0	180	156	172	199	163	0	0	871	0
07171050	Ecole Robb Road	59	59	56	46	62	54	43	70	0	0	0	0	0	0	0	0	449	0
07171052	Lake Trail Community School	0	0	0	0	0	0	88	103	0	77	73	0	0	0	0	0	341	0
07171053	Cumberland Community Sc	53	62	46	46	50	50	53	52	0	59	56	0	0	0	0	0	527	0
07171060	Arden Elementary	35	41	37	36	53	43	0	0	0	0	0	0	0	0	0	0	245	6
07171063	Brooklyn Elementary	35	39	35	36	50	44	59	53	0	0	0	0	0	0	0	0	351	2
07171065	Courtenay Elementary	34	26	36	27	29	30	0	0	0	0	0	0	0	0	0	0	182	1
07171067	Denman Island Community	7	9	7	11	2	10	6	6	0	0	0	0	0	0	0	0	58	3
07171070	Hornby Island Elementar	6	6	6	4	9	4	4	4	0	0	0	0	0	0	0	0	43	3
07171071	Ecole Puntledge Park El	70	64	65	57	51	60	54	37	0	0	0	0	0	0	0	0	458	7
07171072	Royston Elementary	34	33	46	39	32	44	34	0	0	0	0	0	0	0	0	0	262	1
07171077	Airport Elementary	25	21	12	16	19	20	18	8	0	0	0	0	0	0	0	0	139	0
07171079	Miracle Beach Elementar	29	31	35	33	31	30	24	43	0	0	0	0	0	0	0	0	256	2
07171080	Valley View Elementary	26	29	36	47	51	40	40	54	0	0	0	0	0	0	0	0	323	11
07171081	Huband Park Elementary	39	42	37	51	44	55	33	33	0	0	0	0	0	0	0	0	334	0
07171155	Aspen Park Elementary	27	35	32	40	50	31	57	64	0	0	0	0	0	0	0	0	336	1
07171156	Queeneesh Elementary	53	50	44	60	46	53	37	45	0	0	0	0	0	0	0	0	388	8
	Total without Alternate Programs	532	547	530	549	579	568	550	573	0	587	526	524	534	503	0	0	7102	45
07171043	Glacier View Secondary	0	0	0	0	0	0	0	1	0	19	38	51	49	8	0	0	166	0
07171082	Navigate Academy	8	12	17	15	15	24	13	14	0	8	0	0	0	0	0	0	126	2
07199299	Nala'atsi Alternate Pro	0	0	0	0	0	0	0	0	0	0	0	0	8	10	0	0	18	0
07198008	North Island Distance E	173	182	179	196	171	176	171	171	0	151	148	435	574	1022	1	239	3989	15
TOTAL SUM OF ABOVE:		713	741	726	760	765	768	734	759	0	765	712	1010	1165	1543	1	239	11401	62
TOTAL REPORTED MOE ENROLMENT FOR SCHOOLS FUNDED WITHIN THE F.A.S.		713	741	726	760	765	768	734	759	0	765	712	1010	1165	1543	1	239	11401	62

NOTE: Report does not include students whose funding FTE = 0

Totals Excluding NIDES from above table:

Kindergarten total:	532	
Grade 1 - 7 total:	3896	
Elementary K-7 total	4428	Elem K-6 total: 3855
Grade 7 - 9 total:	1686	Middle 7-9 total: 1686
Secondary 8 - 12 total:	2674	Sec 10-12 total: 1561
Alternate Programs:	310	Alternate Programs: 310
Total without NIDES:	7412	7412
With NIDES:	11401	

Fig 6.2b - SD 71 Projected FTE Enrolment for 2021-22 - registered by April 2021

Facility Name	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Total K-7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Total 8-12	2021-22 Projected by School & Registered	Baragar Projection	District reported to MOE in Feb
Ecole Robb Road Elementary	60	63	57	55	46	64	56	44	445						-	445	445	445
Arden Elementary	30	38	46	41	54	55	-	-	264						-	264	257	254
Brooklyn Elementary -school	42	40	41	40	42	56	49	62	372						-	372	362	369
Courtenay Elementary	32	33	26	35	29	33	-	-	188						-	188	197	189
Denman Island Community School	4	7	9	9	12	4	10	6	61						-	61	66	61
Hornby Island Elementary	7	6	6	6	5	12	3	5	50						-	50	52	50
Ecole Puntledge Park Elementary	59	74	68	73	64	55	58	54	505						-	505	509	512
Royston Elementary	47	42	40	51	46	35	44	-	305						-	305	294	304
Airport Elementary	24	23	22	15	17	21	18	20	160						-	160	160	154
Miracle Beach Elementary	28	32	34	41	37	35	33	27	267						-	267	256	267
Valley View Elementary	43	33	33	44	53	50	42	47	345						-	345	347	345
Huband Park Elementary	36	38	46	37	59	48	54	36	354						-	354	360	353
Aspen Park Elementary (+27 at Enter)	35	31	39	33	41	51	51	57	338						-	338	348	329
Queeneesh Elementary	40	57	60	48	63	50	55	40	413						-	413	405	419
Cumberland Community School-Elem	54	56	65	50	49	54	52		380						-	380	399	380
Sub Total (Elementary)	541	573	592	578	617	623	525	398	4,447	-	-	-	-	-	-	4,447	4,457	4,431
Lake Trail Community School							107	86	193	103	83.0				186	379	374	374
Cumberland Community School-Middle							90		90	56	57				113	203	196	203
Sub Total (Middle School)	-	-	-	-	-	-	107	176	283	159	140	-	-	-	299	582	570	577
Georges P. Vanier Secondary										122	127	248	232	256	985	985	1,062	1,079
Highland Secondary										125	140	120	125	124	634	634	608	630
Mark R. Isfeld Senior Secondary										184	179	165	179	198	905	905	902	905
Sub Total (Secondary)	-	-	-	-	-	-	-	-	-	431	446	533	536	578	2,524	2,524	2,572	2,614
Glacier View Secondary Center								3	3	25	32	48	40	32	177	180	177	170
Navigate Academy	15	14	11	14	21	15	21	11	122	8	-	-	-	-	8	130	131	132
Nala'atsi Alternate Program									-	-	-	4	2	4	10	10	17	17
Sub Total (Alternate)	15	14	11	14	21	15	21	14	125	33	32	52	42	36	195	320	325	319
School Totals	556	587	603	592	638	638	653	588	4,855	623	618	585	578	614	3,018	7,873	7,924	7,941
NIDES	106	106	106	106	106	95	81	81	787	81	81	181	100	100	543	1,330	1,330	1,330
TOTAL ENROLMENT																9,203	9,254	9,271

6.3 BARAGAR ENROLMENT PROJECTION.

The SD 71 Enrolment Projection based on analysis by Baragar Systems has been relied upon by the school district for capital planning and the annual projection to the Ministry of Education. The Baragar enrolment projection is shown in Figure 6.3a.

In Section 6.7, this LRFP will offer an adjusted enrolment projection based on the school district projection for next September, Cascade demographic analysis, consideration of the Baragar projection, the Ministry of Education projection, and other local factors.

Figure 6.3a – Baragar Demographics Feb 2021 Enrolment Projection

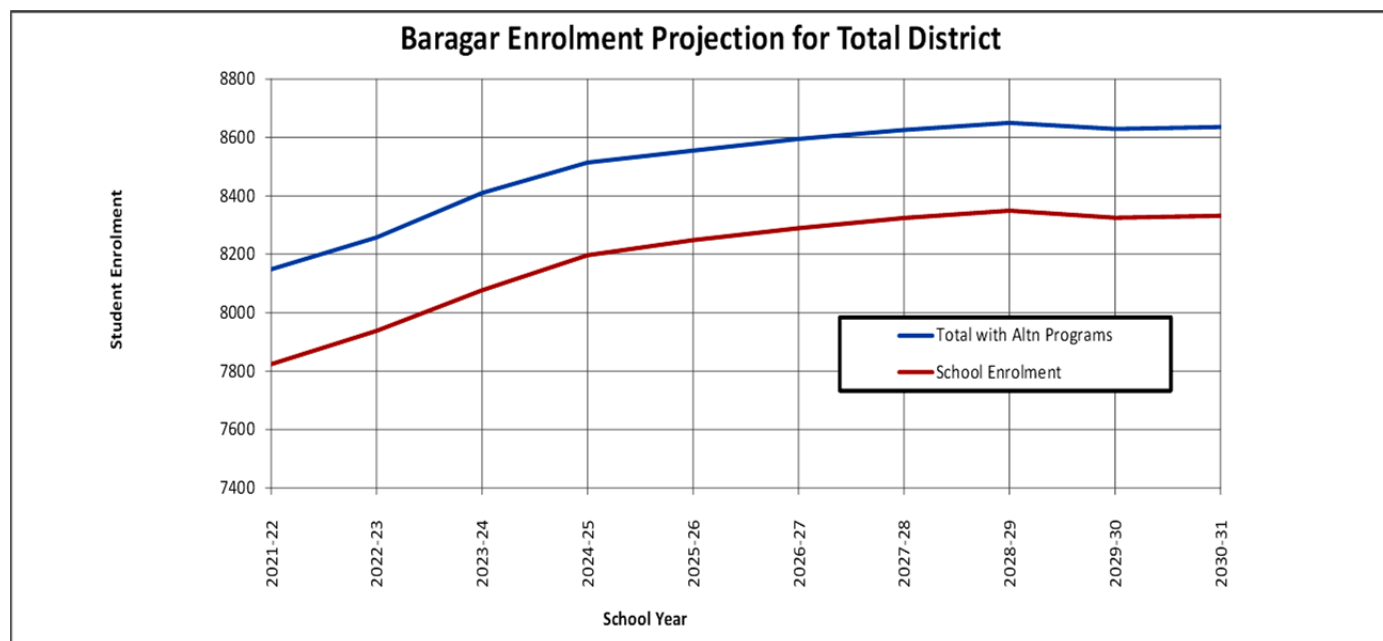
Figure 6.3a - Baragar Projection for Total Enrolment by School

SCHOOL	ACTUAL REPORTED		PROJECTION									
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Airport EI	134	139	160	160	161	167	172	182	176	174	170	173
Arden EI	300	245	257	241	245	251	254	265	271	277	275	274
Aspen Park EI	329	336	348	349	367	355	357	361	352	347	340	336
Brooklyn EI	351	351	362	354	357	352	357	360	356	349	348	339
Courtenay EI	185	182	197	206	210	208	219	225	219	217	219	222
Cumberland Comm	418	527	595	637	675	696	710	713	717	726	712	709
Denman Is EI	48	58	66	72	72	78	73	71	67	64	65	64
Ecole Puntledge Pk	507	458	509	533	550	556	556	548	549	543	541	544
Ecole Robb Road	473	449	445	457	456	449	459	461	463	462	462	462
GP Vanier Sec	969	965	1143	1142	1193	1229	1287	1311	1336	1333	1339	1319
Highland Sec	559	574	684	724	729	765	750	745	753	781	777	794
Hornby Island EI	36	43	52	52	55	56	59	61	63	65	64	67
Huband Park EI	397	334	360	363	343	332	314	312	307	306	308	311
Lake Trail Community Sch	368	341	374	395	387	395	394	392	402	410	421	421
Mark Isfeld Sec	874	871	970	947	955	989	993	990	999	1008	1012	1012
Miracle Beach EI	251	256	256	251	261	265	270	267	267	265	265	274
Queeneesh EI	427	388	405	417	410	403	384	378	369	360	357	350
Royston EI	267	262	294	296	304	304	301	304	307	300	299	300
Valley View EI	347	323	347	342	347	347	340	343	351	362	351	361
Total	7240	7102	7824	7938	8077	8197	8249	8289	8324	8349	8325	8332
Glacier View Alt	163	166	177	174	181	171	159	159	159	159	159	159
Nala'atsi Alt		18	17	15	18	18	18	18	18	18	18	18
Navigate Academy		126	131	131	134	128	129	129	125	124	127	127
Grand Total excl NIDES		7412	8149	8258	8410	8514	8555	8595	8626	8650	8629	8636

Source for 2019-20 enrolment: CP-3 for Cap Proj Submission 2020-21

Source for 2020-21 enrolment: 30 Sept 2020 in file "MOE 1701 Enrolment Headcount Verification Report as of 30 Sep 2020.xlsx"

This Baragar Enrolment Projection shows the student population predicted for each school by year. The simplified graph in Figure 6.3b summarizes the enrolment trend for the district using the Baragar Demographics models. It should be noted that these models do not include all “local factors” such as employment opportunities, housing availability, new developments, opening of new private schools, etc. Nevertheless the school district has found their projections to be useful and reasonably accurate in recent years.

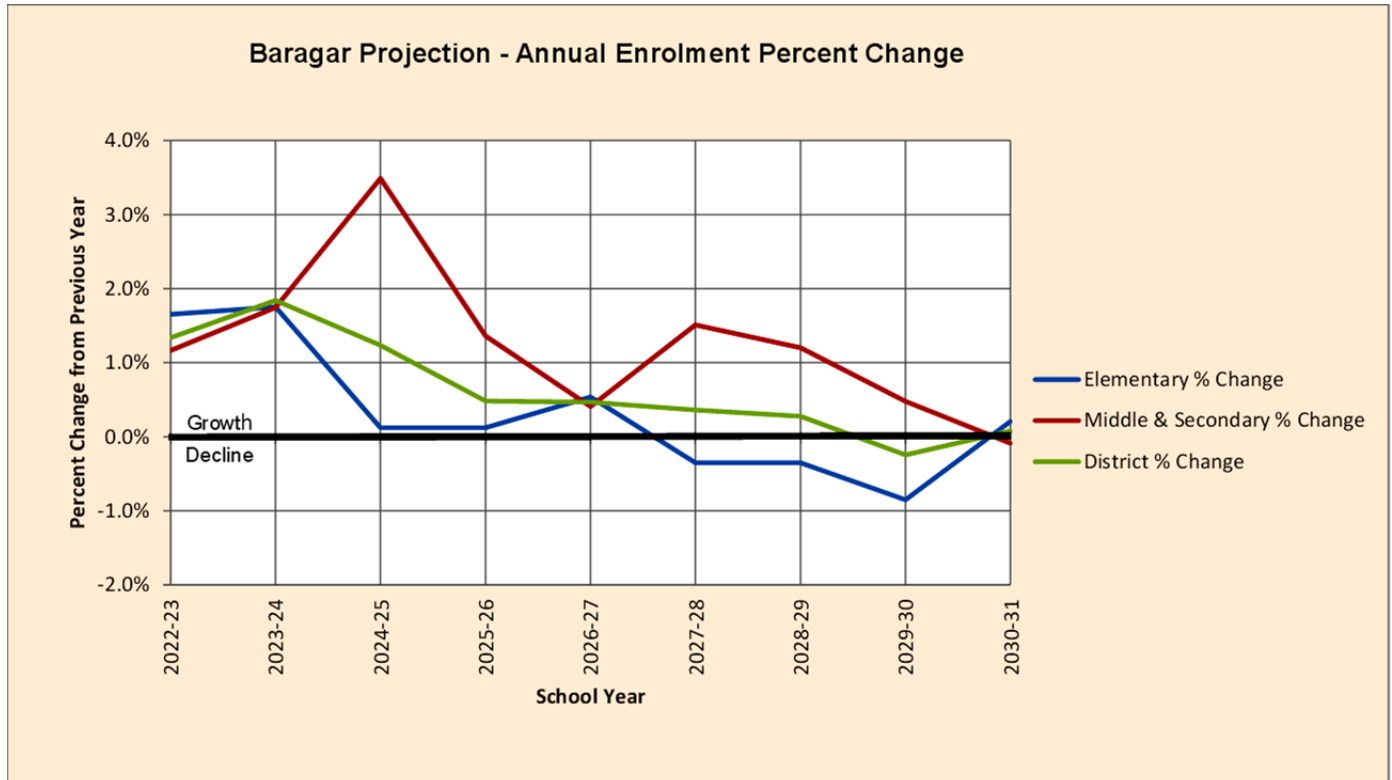
Figure 6.3b – Baragar Demographics – Graph of Total Enrolment Projection 2021-2030

6.4 BARAGAR PROJECTION ANNUAL PERCENT CHANGE.

The annual percent enrolment change is the most interesting data for facilities planning. Figure 6.4 shows the percent change in enrolment for elementary, middle & secondary, and total district during the next ten years based on the Baragar Projection. Note that the total District includes Alternate Programs, but not NiDES.

The percent change from the current year 2020-21 to next year 2021-22 is not shown in this graph because the current enrolment base used by Baragar did not agree with the 1701 data in Figure 6.2a. Therefore this graph below starts with the percent change from next year to the year after (2022-23).

This graph shows quite weak elementary growth until 2024 and then enrolment decrease thereafter, with a blip in 2025. The secondary enrolment growth is stronger throughout the next eight years, but diminishes to zero growth late in the decade.

Figure 6.4 – Baragar Demographics – Graph of Annual Percent Change 2021-2030

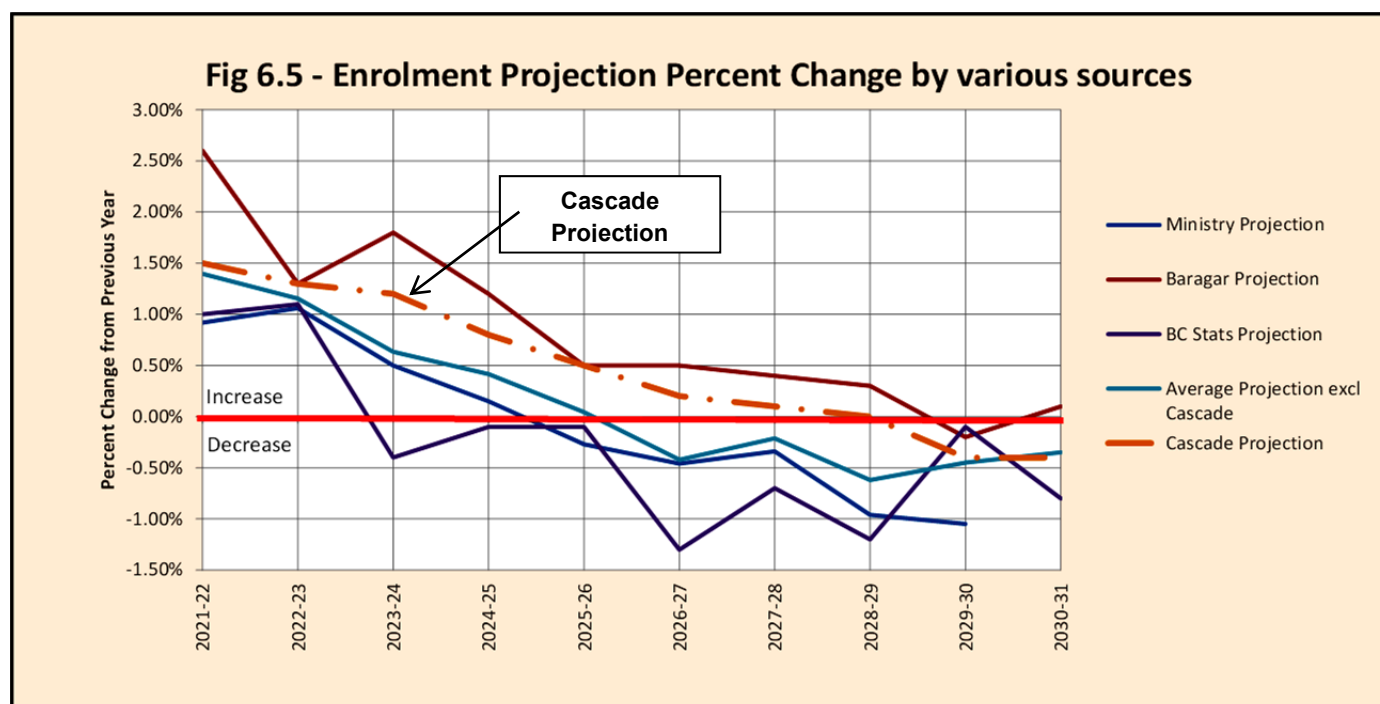
6.5 OTHER PROJECTIONS COMPARED

Three enrolment projections are available for consideration. These include:

- The Baragar projection presented in Section 6.3;
- The BC Stats School-age Population projection in Section 5; and
- The Ministry of Education (MOE) school district enrolment projection available on the MOE website.

Figure 6.5 shows the percent change in enrolment forecast by these three projections, the average of the three, and the projection that Cascade will use in this LRFP, presented in Section 6.7.

The Cascade projection line for the total district will trend downward from 1.5% increase to a decrease in enrolment at the end of the decade. This is a total district projection, but the enrolment forecast by school will be adjusted for growth and non-growth areas of the district. This is addressed in Section 6.7.



6.6 COMPARISON OF PROJECTIONS.

Analysis of the three different enrolment projections for the Comox Valley over the next five and nine years in Figure 6.6 show wildly varying percentage changes for the elementary and secondary school populations:

Figure 6.6 - Comparison of Projections - % Enrolment Change

YEARS	Baragar - SD 71 Enrolment			BC Stats Child-age Population			MOE - SD 71 Enrolment		
ELEMENTARY	Forecast	Change	% Change	Forecast	Change	% Change	Forecast	Change	% Change
2020 actual	4634			6300			4634		
2021	4653	19	0.4%	6192	-108	-1.7%	4875	241	5.2%
2025	4825	172	3.7%	5995	-197	-3.2%	4727	-148	-3.0%
2029	4776	-49	-1.0%	5608	-387	-6.5%	4531	-196	-4.1%
Elem change 2020 to 2029:		142	3.1%		-692	-11.0%		-103	-2.2%
MID - SEC	Forecast	Change	% Change	Forecast	Change	% Change	Forecast	Change	% Change
2020 actual	2988			3500			2988		
2021	3171	183	6.1%	3678	178	5.1%	3023	35	1.2%
2025	3424	253	8.0%	3921	243	6.6%	3285	262	8.7%
2029	3549	125	3.7%	3939	18	0.5%	3258	-27	-0.8%
Mid & Sec change 2020 to 2029:		561	18.8%		439	12.5%		270	9.0%

Elementary Enrolment. Over the next 9 years, for elementary school populations, Baragar projects a mere 3.1% increase while both BC Stats and the Ministry of Education actually project decreased populations.

Middle and Secondary Enrolment. Over the same period, for middle and secondary school populations, all three projections predict increased populations ranging from 9% to 18%.

With the current organization, accommodation pressures will occur at the middle and secondary level, and at a very small number of elementary schools in growth neighbourhoods.

6.7 CASCADE ENROLMENT PROJECTION.

From the demographic analysis and the Baragar projection, Cascade has developed a new Enrolment Projection, which also takes into account varying enrolment forecasts for potential growth or decline in different areas of the district. The new Enrolment Projection is presented in Figure 6.7a and b below.

Fig 6.7a - ENROLMENT PROJECTION % BY CATEGORY					
SEP 30 OF YEAR	DISTRICT	ENROLMENT CHANGE CLASSIFICATION			
	BASELINE	BELOW DISTRICT BASELINE	AT DISTRICT BASELINE	SLIGHTLY ABOVE BASELINE	WELL ABOVE BASELINE
	Category ->	A	B	C	D
2021	1.5%	0.6%	1.5%	1.8%	3.0%
2022	1.3%	0.5%	1.3%	1.6%	2.6%
2023	1.2%	0.5%	1.2%	1.4%	2.4%
2024	0.8%	0.3%	0.8%	1.0%	1.6%
2025	0.5%	0.2%	0.5%	0.6%	1.0%
2026	0.2%	0.0%	0.2%	0.2%	0.4%
2027	0.1%	0.0%	0.1%	0.1%	0.2%
2028	0.0%	-0.1%	0.0%	0.1%	0.2%
2029	-0.4%	-0.5%	-0.4%	-0.1%	0.0%
2030	-0.4%	-0.6%	-0.4%	-0.2%	0.0%
Ten Yr:	0.5%	0.1%	0.5%	0.7%	1.1%
<p align="center"><u>Schools by Enrolment Change Category:</u></p> <p>A Denman Island, Hornby Island, Huband Park Elem, Queneesh Elem</p> <p>B Airport Elem, Aspen Park Elem, Ecole Robb Road, Valley View Elem</p> <p>C Arden Elem, Brooklyn Elem, Miracle Beach Elem, Royston Elem, Mark Isfeld Sec</p> <p>D Courtenay Elem, Ecole Puntledge Pk, Cumberland Community School, Lake Trail Community School, GP Vanier Sec, Highland Sec</p>					

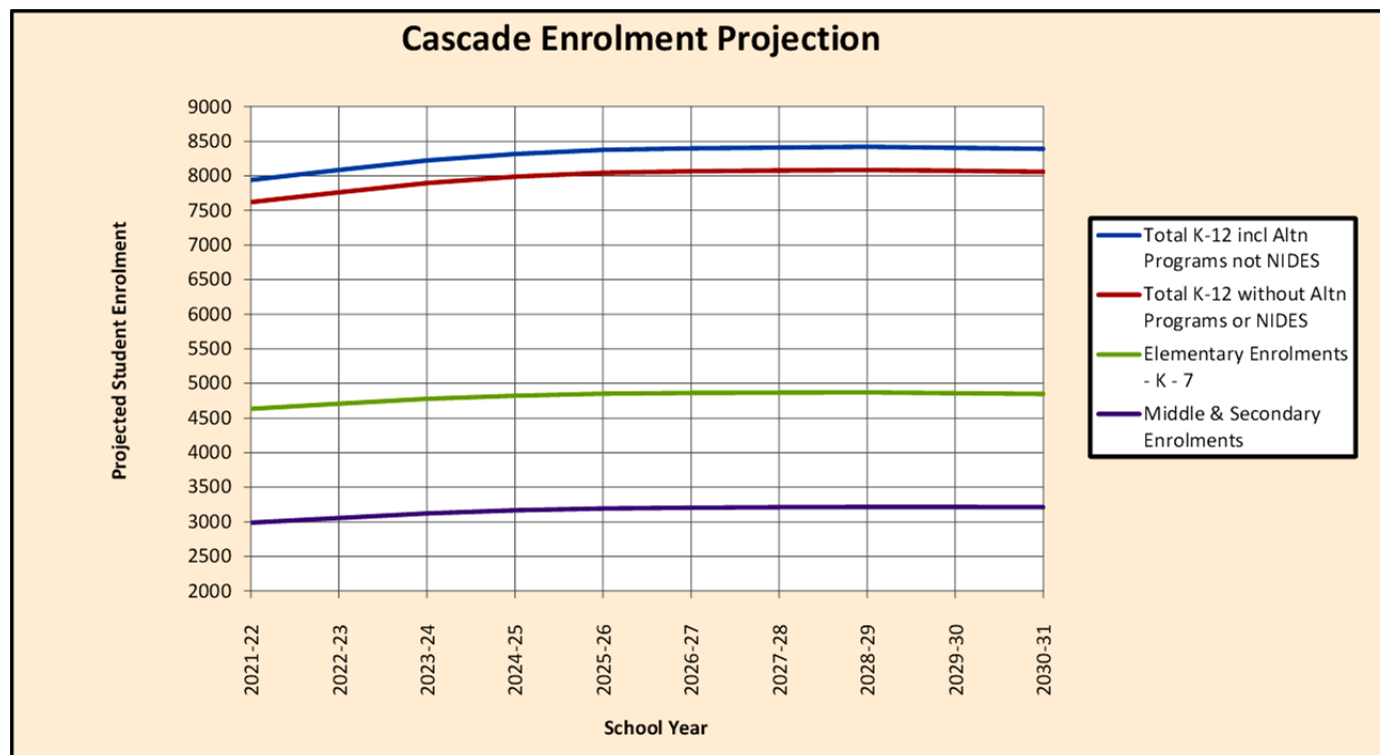
Figure 6.7b – Proposed Enrolment Forecast

Figure 6.7b - Cascade Projection and Percent Change for Total Enrolment by School													
School	Classification	MOE 1701		CASCADE ENROLMENT PROJECTION BY SCHOOL AND YEAR									
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Overall Change
													Five Yr %
													Ten Yr %
Airport EI	B - Baseline	139	154	156	158	159	160	160	160	160	160	159	3.9%
Arden EI	C - Slightly Above	245	254	258	262	264	266	266	267	267	267	266	4.6%
Aspen Park EI	B - Baseline	336	329	333	337	340	342	342	343	343	341	340	3.9%
Brooklyn EI	C - Slightly Above	351	369	375	380	384	386	387	387	388	387	387	4.6%
Courtenay EI	D - Well Above	182	189	194	199	202	204	205	205	205	205	205	7.8%
Cumberland Comm	D - Well Above	527	583	598	613	622	629	631	632	634	634	634	7.8%
Denman Is EI	A - Below Baseline	58	61	61	62	62	62	62	62	62	62	61	1.5%
Ecole Puntledge Pk	D - Well Above	458	512	525	538	547	552	554	555	556	556	556	7.8%
Ecole Robb Road	B - Baseline	449	445	451	456	460	462	463	464	464	462	460	3.9%
Hornby Island EI	A - Below Baseline	43	50	50	51	51	51	51	51	51	50	50	1.5%
Huband Park EI	A - Below Baseline	334	353	355	357	358	358	358	358	358	356	354	1.5%
Miracle Beach EI	C - Slightly Above	256	267	271	275	278	279	280	280	281	280	280	4.6%
Queneesh EI	A - Below Baseline	388	419	421	423	425	425	425	425	425	423	420	1.5%
Royston EI	C - Slightly Above	262	304	309	313	316	318	319	319	319	319	319	4.6%
Valley View EI	B - Baseline	323	345	349	354	357	358	359	359	359	358	356	3.9%
Total Elementary (including Cumberland K-9)		4351	4634	4707	4776	4823	4852	4863	4869	4872	4861	4848	4.7%
Middle & Secondary													
Lake Trail Community Sch	D - Well Above	341	374	384	393	399	403	405	406	406	406	406	7.8%
GP Vanier Sec	D - Well Above	965	1079	1107	1134	1152	1163	1168	1170	1173	1173	1173	7.8%
Highland Sec	D - Well Above	574	630	646	662	672	679	682	683	685	685	685	7.8%
Mark Isfeld Sec	C - Slightly Above	871	905	919	932	941	947	949	950	951	950	948	4.6%
Total Mid & Sec		2751	2988	3056	3121	3165	3193	3204	3209	3215	3214	3212	6.8%
Total School Enrolment K-12		7102	7622	7763	7897	7987	8045	8067	8078	8087	8075	8060	5.5%
Glacier View Alt	B - Baseline	166	170	172	174	176	177	177	177	177	176	176	3.3%
Nala'atsi Alt	C - Slightly Above	18	17	17	18	18	18	18	18	18	18	18	4.6%
Navigate Academy	B - Baseline	126	132	134	135	136	137	137	137	137	137	136	3.9%
Grand Total excl NIDES		7412	7941	8087	8224	8317	8376	8399	8411	8419	8406	8390	5.5%

Source for 2020-21 enrolment: 30 Sept 2020 in file "MOE 1701 Enrolment Headcount Verification Report as of 30 Sep 2020.xlsx"

Source for SD 2021-22 projection: "Dist reported to MOE in Feb" column in file "Fig 6.2b - April 2021 Enrolment Registrations-by school.xlsx"

Note - Cumberland Community School included with elementary count, even though it also has middle grades.

Figure 6.7c – Proposed Enrolment Forecast Graph

6.8 CAPACITY UTILIZATION

The Ministry of Education manages the province-wide school infrastructure needs by examining Capacity Utilization, the percentage of occupancy compared to building capacity.

6.8.1 Nominal Capacity. Historically the Ministry established a school “Nominal Capacity” based on 25 students per classroom for Grades 1 – 12 and did not include Kindergarten. It was excluded because at that time it was a half-day program. This has changed with full day kindergarten which has resulted in more blended classes such as K-1 across the province. Nominal capacity now includes the Kindergarten classrooms. The Ministry record of Nominal Capacity of a school can be amended by submission of a Design Aid Sheet for the school, showing the feasible usage of all spaces.

6.8.2 Operating Capacity. The Operating Capacity is the effective capacity of the school recognizing mandated maximum class sizes of 25 students for Grades 4 – 12, 21 students for Grades 1 – 3, and 19 students for Kindergarten. Local collective agreements with teachers also affect the Operating Capacity.

6.8.3 Capacity Utilization. To determine Capacity Utilization, the Nominal Capacity of a school is used. The lower the capacity utilization, the less efficiently a district is using its facilities. It

is maintaining, heating, and cleaning “unoccupied” space. The Ministry calculates this for every school as well as for the total district.

Capacity Utilization Targets. The Ministry clarified its target capacity utilization factors in the 2016/2017 Capital Plan Instructions. For School District 71 (Comox Valley) the target average across the district was 85% capacity utilization. However, the threshold to a higher utilization factor of 90% is a district enrolment total of 7,500 students which is projected for next year. The Ministry instructions state: “for most areas, a forecast of 10 years is the standard for anticipating growth and should be included when assessing utilization.”

On September 27th, 2016, the Ministry issued a letter to school districts removing the District Average Capacity Utilization Guideline Table from the Capital Plan Instructions, and stated that districts still have to optimize available space to alleviate capital investment needs. Therefore it is important to report capacity utilization, especially in neighbouring schools, when seeking approval for a space related project.

The impact of a district being below the Ministry capacity utilization factor is that priority for capital projects from that district can be reduced when the Ministry assesses competing district submissions. To have capital projects accepted into the funding approval flow, it is very important to show high capacity utilization in the neighbourhood of schools surrounding the project site.

Projected Capacity Utilization factors in Comox Valley schools in 2021/2022 are shown in Figure 6.8.3a. Capacity Utilization below the new target of 90% is shown in red.

Figure 6.8.3a - CAPACITY UTILIZATION

SCHOOL	GRADES	NOM CAP	OPER CAP	2021-22 Projection	CAP UTIL against Oper Capacity	CAP UTIL against Nom Capacity
Airport Elem	K - 7	340	318	154	48.4%	45.3%
Arden Elem	K - 5	335	306	254	83.0%	75.8%
Aspen Park Elem	K - 7	390	364	329	90.4%	84.4%
Brooklyn Elem	K - 7	365	341	369	108.2%	101.1%
Courtenay Elem	K - 5	365	337	189	56.1%	51.8%
Cumberland Comm	K - 9	565	545	583	107.0%	103.2%
Ecole Puntledge Pk	K - 7	560	523	512	97.9%	91.4%
Ecole Robb Road	K - 7	560	523	445	85.1%	79.5%
Huband Elem	K - 7	390	364	353	97.0%	90.5%
Miracle Beach Elem	K - 7	220	205	267	130.2%	121.4%
Queneesh Elem	K - 7	580	542	419	77.3%	72.2%
Royston Elem	K - 6	220	205	304	148.3%	138.2%
Valley View Elem	K - 7	390	364	345	94.8%	88.5%
ELEM TOTAL		5280	4937	4523	91.6%	85.7%
Lake Trail Community Sch	6 - 9	500	450	374	83.1%	74.8%
GP. Vanier Sec	8 - 12	1125	1125	1079	95.9%	95.9%
Highland Sec	8 - 12	800	800	630	78.8%	78.8%
Mark Isfeld Sec	8 - 12	850	850	905	106.5%	106.5%
MID & SEC TOTAL		3275	3225	2988	92.7%	91.2%
Denman Island Elem	K - 7	115	89	61	68.5%	53.0%
Hornby Island Elem	K - 7	95	79	50	63.3%	52.6%
ISLAND SCHOOLS	<i>Denman & Hornby Elementaries not included in District Utilization Factor calculation</i>					
K - 12 TOTAL without Island Schools:	K - 12	8555	8162	7511	92.0%	87.8%
K - 12 TOTAL including Island Schools:				7622		

Notes

1. For district enrolments below 7,500, the target set by the Ministry of Educ is 85% utilization;
2. When enrolment exceeds 7,500, the target rises to 90%. SD 71 is just over 7,500 enrolment now.
3. Schools with Cap Util below 90% are shown in red;
4. Portable classrooms do not count toward school capacity.
5. The Ministry uses Nominal Capacity, not Operating Capacity, for Capacity Utilization.
6. Courtenay Elementary capacity is actually reduced by significant community use programming.

Sources:

1. 2021-22 enrolment projection: "Dist reported to MOE in Feb" column in file "Fig 6.2b - April 2021 Enrolment Registrations-by school.xlsx"
2. School Capacities "2021-03-17 - SD 71 Nom & Op Cap - DAS based.xlsx"

Conclusion Regarding Capacity Utilization. In the previous 2016 Long Range Facilities Plan, the district was divided into Rural and Urban in order to avoid having the district Capacity Utilization below the Ministry's target. Rural schools were exempt from meeting the target, so when only the urban schools were calculated, SD 71 met the Ministry target.

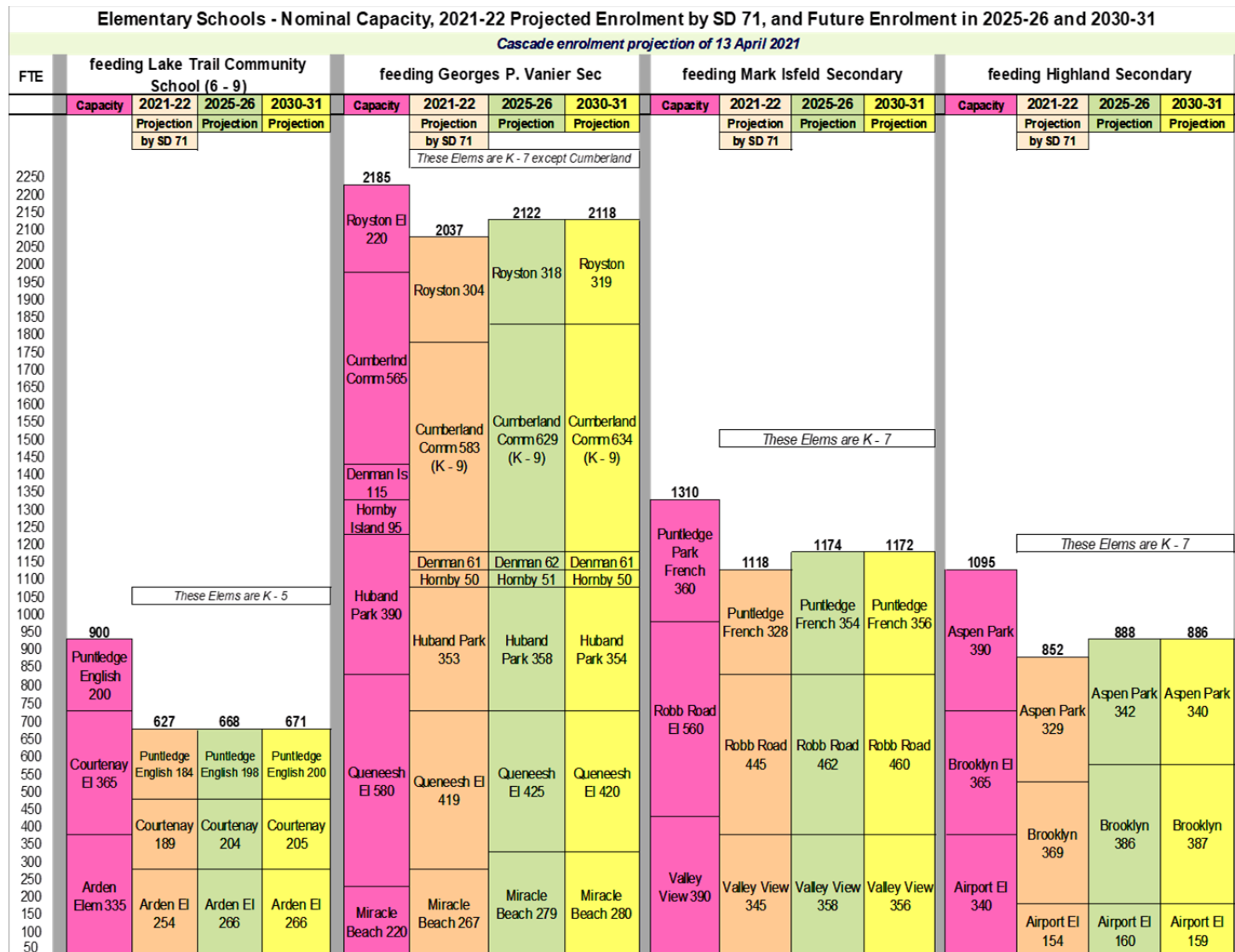
Now in 2020, some rural schools like Royston and Miracle Beach are so far over capacity that there is no advantage in separating rural and urban. Even if we do not include the two isolated schools on Denman and Hornby Islands, SD 71 falls just short of achieving the Ministry target of 90% utilization across the entire district. This will not help to get Ministry of Education support for capital projects involving new space, such as additions and new schools. Notwithstanding the 2016 relaxation of the requirements for achieving the target utilization levels, Ministry staff indicate that space-related capital projects will still be assessed against capacity availability in adjacent schools.

Capacity utilization is a concern in a few schools indicated in red in the above table.

- **Elementary** – Quite a few of the elementaries in the urban areas have low capacity utilization. However it is understood that some of them now accommodate district programs or other functions;
- **Middle** – Lake Trail Community School is currently under-capacity at about 75% occupancy. However with the current partial replacement and renovation project nearing completion, enrolment is expected to be higher. This will improve its capacity utilization;
- **Secondary** - The secondary school utilization is unbalanced, with excess capacity at Highland Secondary.

These issues could be improved between the schools by any or all of the following measures: boundary adjustments, feeder school assignments, grade structure changes, or relocation of programs of choice.

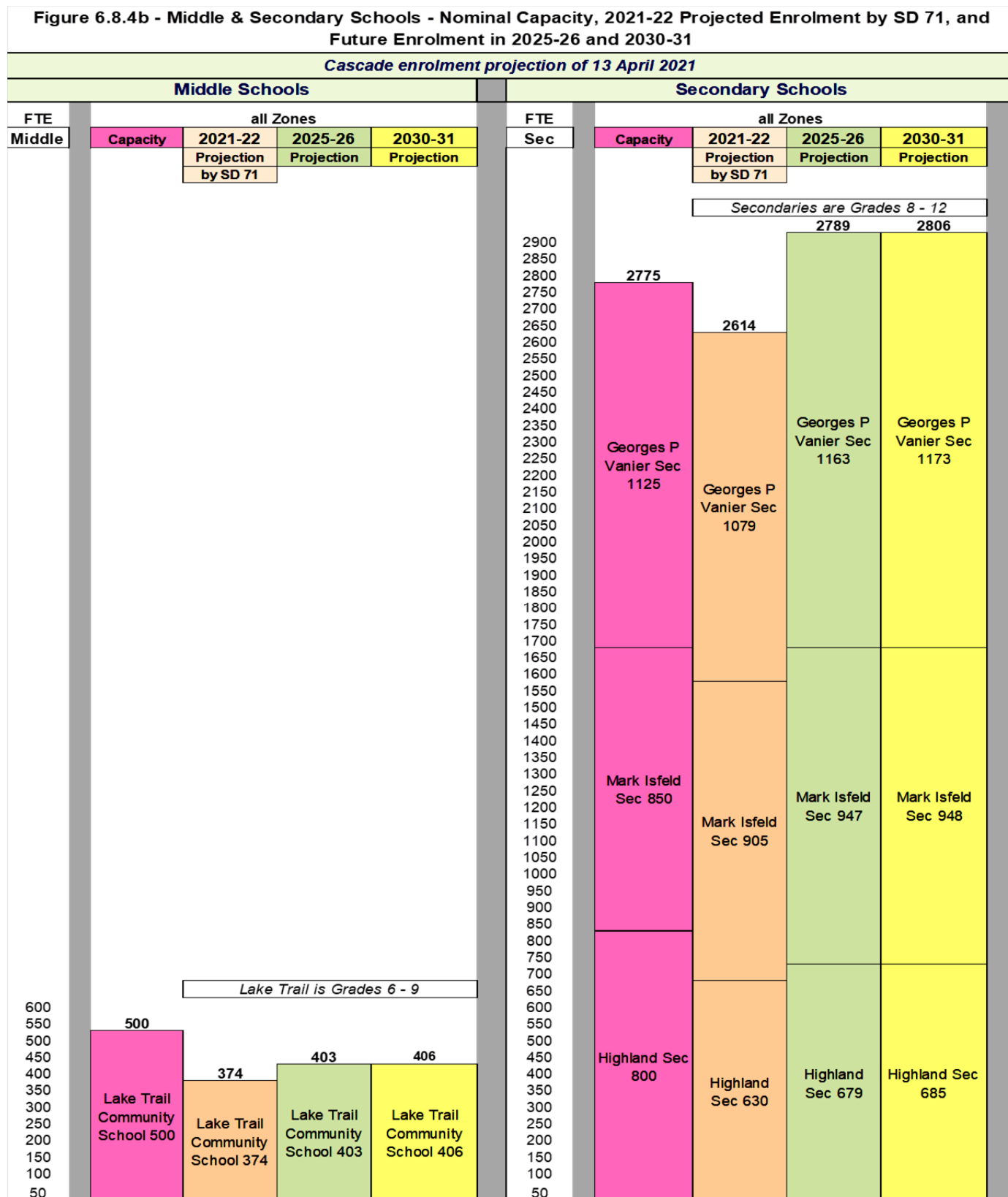
6.8.4 **Enrolment vs Capacity.** Within the Families of Schools, grouped into families based on the secondary schools and Lake Trail Community School, it is useful to compare current and future enrolment against the school Nominal Capacity. See Figures 6.8.4a and b.

Figure 6.8.4a – Elementary Capacity vs Enrolment – Current Organization (Sep 2020)

Elementary enrolment growth is projected during the first five years, but not in the second five years of the next decade.

Note that most of the current excess capacity exists in the elementary schools which feed Lake Trail Community School and Highland Secondary.

The groups of schools feeding GP Vanier Secondary and Mark Isfeld Secondary are approaching capacity but projections do not see their capacity exceeded in this 10 year planning period.

Figure 6.8.4b – Secondary Capacity vs Enrolment – Current Organization (Sep 2020)

Note that there will continue to be some excess capacity in Highland Secondary throughout the decade. However Mark Isfeld Secondary is already over capacity and it will get more over-crowded in the next five years. Vanier Secondary will also soon exceed capacity.

As with the elementary projections, these projections also show most of the growth will occur in the first five years and then level off for the second half of the decade.

6.9 OTHER FEEDS TO DISTRICT SCHOOLS.

It should also be noted that the francophone school run by SD 93 (Conseil Scolaire Francophone) known as Ecole Au-Coeur-de-l'île is a K - 12 school. The CSF does provide secondary education in this area, but a small number of these Francophone students do decide to feed into Comox Valley secondary schools to take advantage of more program offerings. There are also some small private schools that feed a small number of secondary students into the public schools.

7. ANALYSIS OF EDUCATIONAL NEED

7.1 INTRODUCTION

Comox Valley School District serves a relatively compact geographic area, with the population concentrated in the two urban centres of Courtenay and Comox. The Village of Cumberland is an area transitioning from rural to urban, with Cumberland Community School providing excellent education opportunities in the elementary and middle grades. The rural areas to the north and south of these centres are served by small elementary schools. In particular Hornby and Denman Islands, connected to the main Vancouver Island by vehicle ferries, are each served by their own elementary school. These two schools are important social centres for the two islands, and must be retained to serve at least the younger grades of the local population. Miracle Beach Elementary and Royston Elementary similarly serve small rural communities and provide important social centres for the communities to the north and south of the urban area. These latter two communities are experiencing a relative increase in home construction which may impact school enrolment. Both Miracle Beach and Royston schools are now categorized as experiencing growth in the enrolment projection.

7.2 THREE THEMES IN THE FACILITIES PLAN.

Three themes have arisen in the analysis of SD 71 educational facilities needs. These will be elaborated upon in the next three sections. Briefly they are:

- a. **Managing Enrolment Growth** – on average the school district enrolment will grow approximately 1.5% every year for the next three years and leveling out after that, with fluctuations depending on the local economy and housing. The growth by school is projected in Section 6.7. Accordingly, there is a continuing need to ensure there are student spaces to accommodate this growth. See Section 7.3 below;

- b. **Rationalizing the Varied Grade Structure** – the school district has a wide variety of grade structures throughout the district. This complicates student matriculation from elementary to middle to secondary, hinders provision of district-wide programs, and reduces the effectiveness of staffing the schools. See Section 7.4 below;
- c. **Addressing Facilities in Poor Condition or Having Deficiencies** – As shown in Section 4.6, this school district has quite a few facilities in poor condition, but has so far been able to keep these in operational service. Major capital projects plus limited minor capital funding via the Ministry of Education SEP and CNCP Programs can continue to allow the district to address urgent facilities issues. See Section 7.5 below.

7.3 **MANAGING ENROLMENT GROWTH**

7.3.1 There is operating and organizational flexibility available to the district in considering adjusting the catchment areas of some schools and district programs. Similarly, given the relative proximity of the three secondary schools, there are some opportunities to change the assignment of feeder elementaries to particular secondaries and to vary the program offerings at the three secondaries to influence student enrolment choice.

7.3.2 **Elementary**. Looking at the elementary enrolment versus capacity in Figure 6.8.4a, the group of most concern comprises those schools currently feeding GP Vanier Secondary. This also includes Cumberland Community School and Lake Trail Community School which feed Vanier after Grade 9. Figure 6.8.4a shows that the following schools feeding GP Vanier will exceed capacity: Miracle Beach, Cumberland, and Royston.

Ecole Puntledge Park, with its French students feeding to Mark Isfeld Secondary and its English students to Lake Trail Community School, is currently below capacity but will approach capacity later in the decade.

7.3.3 **Middle and Secondary**. Considering the secondary situation in Figure 6.8.4b, the total capacity of the three secondary schools combined is adequate to accommodate the current and future secondary population. Individual secondary school overcrowding, such as in Mark Isfeld Secondary, could be addressed by catchment boundary adjustments, relocation of choice programs between the secondaries, portables, or by a future addition to the school. Furthermore some pressure on the secondary schools could be eased by increasing secondary enrolment at:

- Lake Trail Community School (by adjusting its catchment boundaries and/or adding another feeder elementary) to also improve its capacity utilization; and/or
- Cumberland Community School's secondary grades (with the new addition requested in the Capital Plan).

7.3.4 Improving Capacity Utilization. The following schools, as seen in Figure 6.8.3a, are under capacity (below 90%), excluding the two island schools. Some of these schools are accommodating district programs in their excess space.

- Airport Elementary
- Arden Elementary
- Courtenay Elementary
- Queneesh Elementary
- Valley View Elementary
- Lake Trail Community School (District expects enrolment to increase following the current renovations)
- Highland Secondary

Some strategies for improving the capacity utilization of these schools include:

- a. Relocating district programs from more crowded schools (if applicable);
- b. Adjusting catchment boundaries;
- c. Adding another French Immersion program;
- d. Lowering the official capacity by closing part of a school building to all access and a “Design Aid Sheet” to the Ministry;
- e. Introducing or moving a Strong Start program;
- f. Leasing out the surplus space;
- g. Possibly for Lake Trail Community School and Highland Secondary, redirecting one or more additional elementaries to feed this school.

7.3.5 District Program Location. During the development of the previous LRFP, consideration was given to moving one of the district programs located at the former Tsolum School: namely North Island Distance Education School (NIDES) (K – 12) or Fine Arts e-Cadamy (FAE) (K – 8).

The FAE program at NIDES uses 6 classrooms and a music room. If relocation to another facility was desirable, there are two locations that could provide the needed physical space, but there are negative considerations to both:

- a. Courtenay Elementary – there are 6 rooms that are not core instruction at the school. They are dedicated to Strong start, Indigenous head start, Challenge, and Boost. It would be very difficult to pull those services from that school. Furthermore this school is in the West Courtenay area which is a fast growing enrolment area in the district. Therefore Courtenay Elementary space will probably be needed for future enrolment growth;

- b. Highland Secondary – there could be 6 rooms made available. However the majority of the FAE students are elementary age students. Therefore, as a high school, Highland would not an appropriate location for FAE.

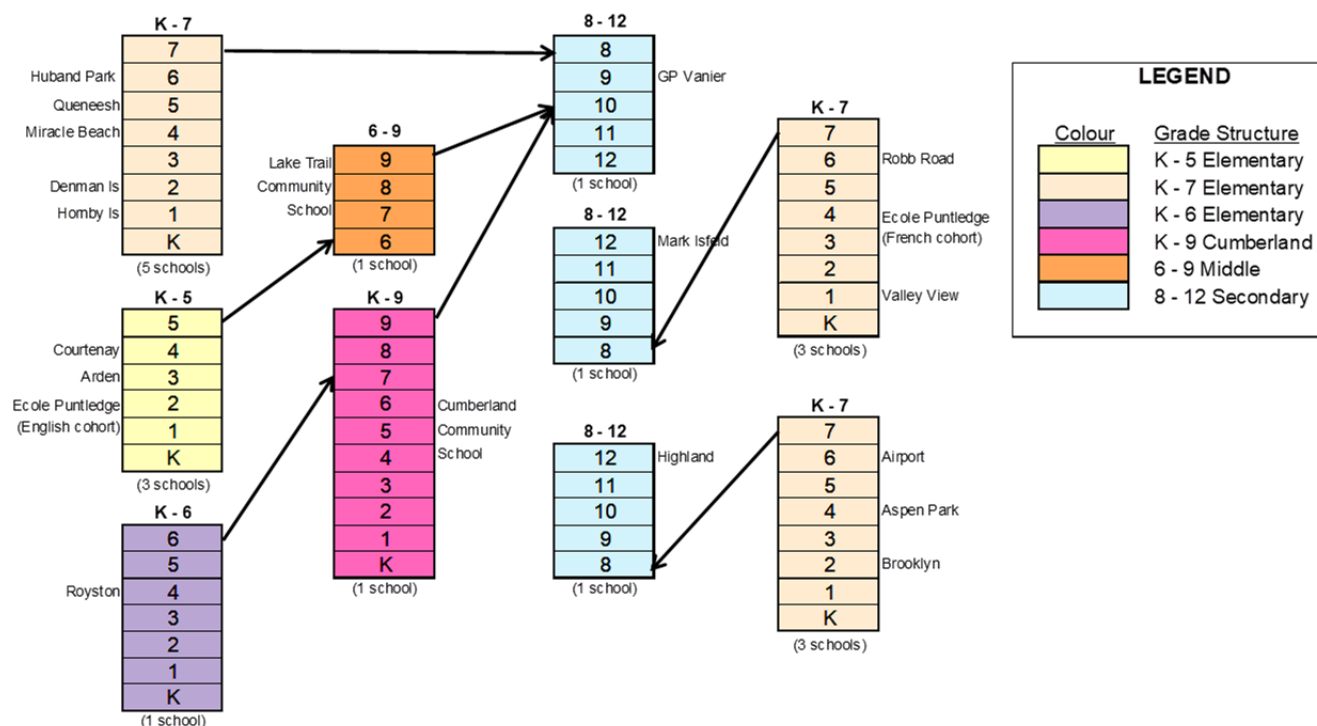
7.3.6 French Immersion Secondary Program Location. Mark Isfeld Secondary is the dual track secondary school for the district, accommodating the secondary level French Immersion program. Due to its popularity, the program attracts students from throughout the district and the school is over-capacity while Highland Secondary is below capacity. See Section 6.8.4.

However, moving the French Immersion students from Isfeld to Highland could create severe overcrowding with concomitant program, resources, and staffing disruption, therefore this potential option needs careful study to determine the implications.

7.4 RATIONALIZING THE VARIED GRADE STRUCTURE

7.4.1 As shown in Figure 7.4.1, the district has a wide variety of school grade structures. This is usually considered to be a negative factor for student progression, program delivery, provision of school resources, and teacher staffing. Therefore, if the facility needs identified in this LRFP also provide a potential opportunity to improve the grade structure, such options should be given serious consideration.

Fig. 7.4.1 - Current District Grade Structure



7.4.2 Sample Modified Grade Structure.

The Long Range Facilities Plan provides an opportunity to consider modifying the grade structure to remove some of the complications for students, families, and staff as the student cohorts advance from kindergarten to graduation. Figure 7.4.2a shows just one such modified organization which is a K-7, 8-12 structure and Figure 7.4.2b shows a different one which is K-6, 7-9, and 10-12.

Fig. 7.4.2a - Possible Elem-Secondary Grade Structure

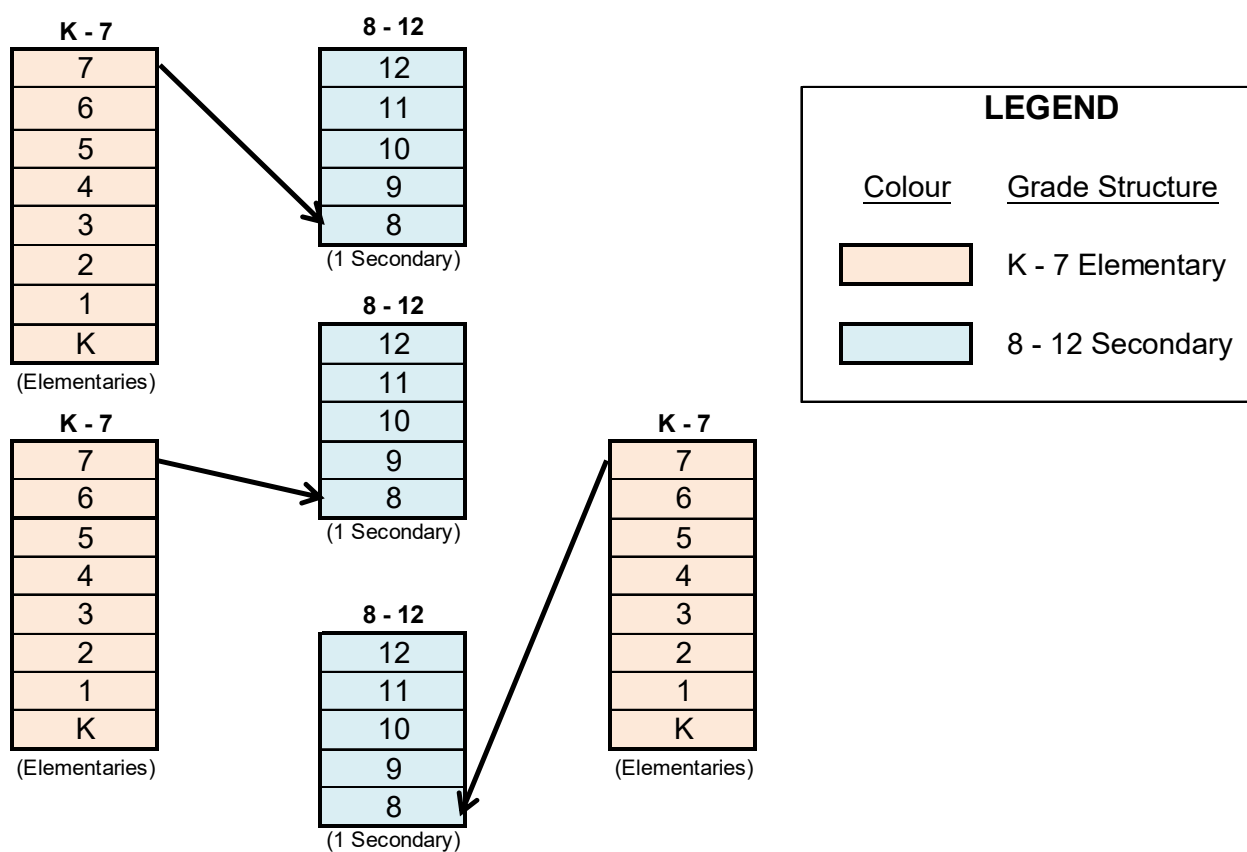
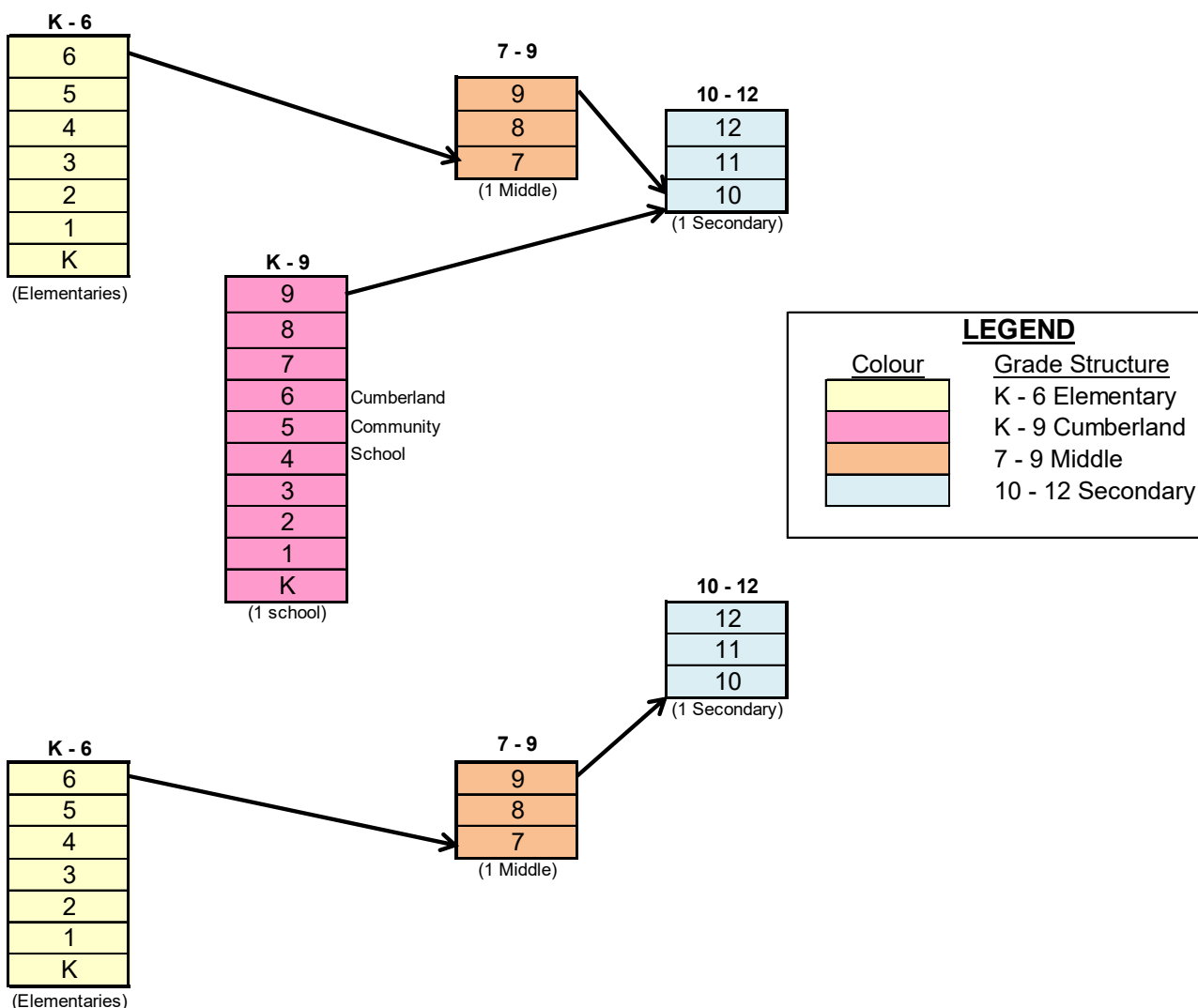


Fig. 7.4.2b - Possible Middle School Grade Structure

7.4.3 With the K-7 and 8-12 structure, the middle schools are eliminated. In considering phasing out one or both of the current middle schools in the district (Lake Trail Community School and Cumberland Community School senior grades), those Grade 8 and 9 would have to be accommodated in the current three secondary schools.

7.4.4 The development of Options in Section 8 will consider the enrolment versus capacity and facilities issues which arise in any consideration of grade configuration changes.

7.5 ADDRESSING FACILITIES IN POOR CONDITION OR HAVING DEFICIENCIES.

7.5.1 As shown in Figure 4.6b, nine school facilities are rated by the Ministry's facility condition assessment process to be in Very Poor Condition (FCI > 0.6). In every district, maintenance staff may have reason to dispute the FCI score on particular schools, but this is the data valued by the Ministry for capital project management. The following schools with FCI scores higher than 0.6 would get higher priority for replacement or upgrade, although they would have to compete with similar needs across the province:

- Arden Elementary – 0.77;
- Royston Elementary – 0.74;
- Airport Elementary – 0.70;
- Indigenous Education Centre – 0.69;
- Ecole Puntledge Park – 0.67;
- Glacier View Learning Centre – 0.64;
- School Board Office – 0.63;
- Mark R. Isfeld Secondary – 0.62;
- Highland Secondary – 0.62.

7.5.2 The most recent Capital Plan Submission is provided in Section 4.7. This LRFP supports the requested projects which will address the poor facility condition ratings:

- Additions. The additions to Royston, Cumberland, and Mark Isfeld would provide an opportunity to also upgrade and rectify many of the building deficiencies at the same time. The Cumberland addition would replace the Annex which is the worst part of the school;
- Replacements. The replacement of Ecole Puntledge Park would eliminate one of the very poor facilities;
- Seismic Upgrades. The seismic upgrades of Airport, Royston, Ecole Puntledge Park, and Glacier View will also provide an opportunity to address other deficiencies in these buildings; and
- Minor Capital Projects. A number of minor capital requests, if approved, would also reduce the FCI of these schools: Cumberland building envelope upgrade, Mark Isfeld roof replacement, Arden sprinkler system, and Glacier View HVAC upgrade.

7.5.3 It is recommended that observations in the VFA facility condition reports be reviewed carefully to ensure that future capital plan submissions, especially for the minor capital funding envelopes, address deficiencies identified by VFA inspectors.

7.6 SUMMARY OF EDUCATIONAL FACILITY NEEDS PRIORITIES

In summary, this Analysis of Educational Needs identified the following:

- a. Manage Enrolment Growth (Section 7.3):
 - (1) Address the projected need for additional student enrolment space or adjustment of boundaries in schools feeding GP Vanier, especially Miracle Beach, Cumberland, and Royston;
 - (2) Address the increasing over-capacity at Mark Isfeld Secondary;
- b. Rationalize Varied Grade Structure (Section 7.4):
 - (1) If this facilities plan also provides such an opportunity, address the dysfunctional nature of six different grade structures in the district, as depicted in Figure 7.4.1;
 - (2) Options can include a common district-wide grade structure such as “Elementary-Secondary” (K-7, 8-12) or “Middle School” (K-6, 7-9, 10-12).
- c. Address Facilities in Poor Condition (Section 7.5):
 - (1) As noted, many of the schools rated Very Poor are already identified in the Capital Plan submission for various upgrades. However, the second worst school, Arden, is only getting a sprinkler system so its needs should be assessed;
 - (2) Highland Secondary should be reviewed for needed upgrades.

8. DEVELOPMENT OF OPTIONS AND SHORT-LISTING

8.1 OPTION DEVELOPMENT

The intent of developing options for the Board to consider was to see if the LRFP could provide a path to standardize the grade structure in the district. The current grade structure provides a middle school model in part of the district and an elementary-secondary model in another part of the district. There are advantages to standardizing the matriculation of students through the schools, especially with respect to program offerings, staffing specialist teachers, and optimizing choices and resources. Therefore the options developed, in addition to the “stability” option of keeping the current organization, were variations on providing consistent elementary-secondary grade structure or providing consistent middle school grade structure across the district. Even so, the possibility of retaining a community school at Cumberland and of perhaps allowing non-standard grade levels in the two remote island schools were maintained.

8.2 SHORT-LISTED OPTIONS

The following options have been short-listed by the SD 71 Senior Leadership Team from a longer list of Initial Options. Deleted Options can be viewed in Schedule E if required.

- A. **Status Quo** – District continues with its current organization with Lake Trail as a 6 – 9 middle school, Cumberland as a K – 9 community school, and three secondary schools Grades 8 - 12. Royston feeds to Cumberland Community School after Grade 6. Puntledge English stream feeds to Lake Trail after Grade 5 and Puntledge French stream feeds to Isfeld Secondary after Grade 7. Some elementaries are K – 5, some K – 7, and one K – 6. See Figure 8.2a.
- B. **Elementary-Secondary Model with one K – 9 School** – District converts Lake Trail Community School to an elementary K – 7 but retains Cumberland as a K – 9 school. Three secondary schools Grades 8 – 12 continue. All elementaries are K – 7 including Royston which feeds to Vanier Secondary. Ecole Puntledge continues as dual track with all students advancing together to Isfeld Secondary. See Figure 8.2b.
- C. **Two Middle Schools and two K - 9 Schools** - District converts Highland Secondary to a middle school to join Lake Trail, both Grades 7 – 9, with Highland as dual track. All elementaries are K – 6. Only two secondary schools Grades 10 - 12: Mark Isfeld and GP Vanier. Cumberland continues as a K – 9 community school and feeds to GP Vanier for Grade 10. Royston feeds to Cumberland for Grade 7. Queneesh becomes a community school at K – 9. Ecole Puntledge continues as dual track with English and French students advancing together to Highland Middle. See Figure 8.2c.
- D. **Three Middle Schools and one K - 9 School** – District converts Highland Secondary and Queneesh Elementary to middle schools to join Lake Trail, all at Grades 7 – 9.

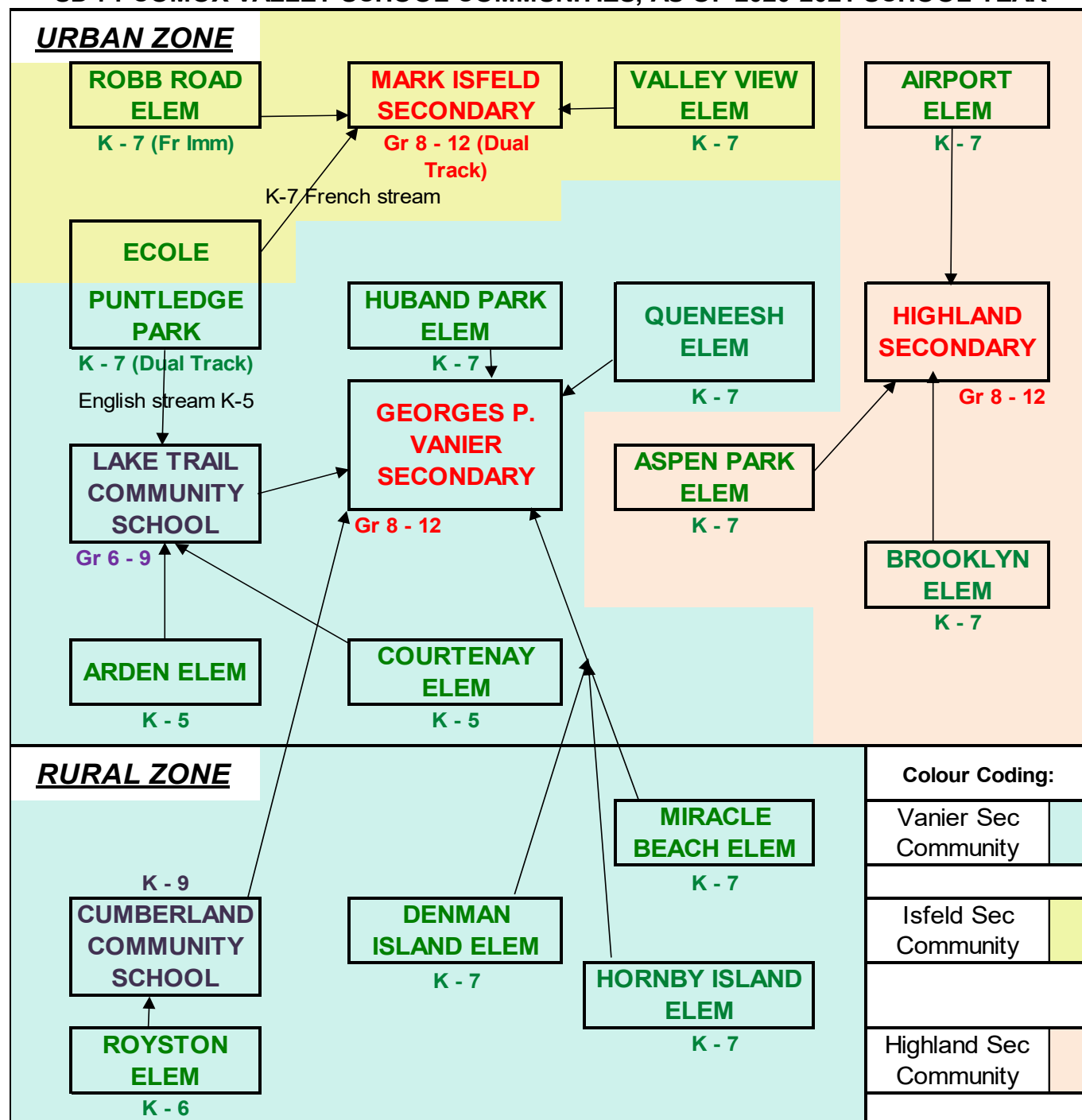
Highland is dual track. All elementaries are K – 6. Only two secondary schools Grades 10 - 12: Mark Isfeld and GP Vanier. Cumberland continues as a K – 9 community school and feeds to GP Vanier for Grade 10. Royston feeds to Cumberland for Grade 7. Ecole Puntledge continues as dual track with English and French students advancing together to Highland Middle. See Figure 8.2d.

SHORT-LISTED OPTIONS QUICK SUMMARY SHEET

OPTIONS→	A	B	C	D
Description:	Status Quo	K-7, 8-12, one K-9	K-6, two K-9, two 7-9, two 10-12	K-6, one K-9, three 7-9, two 10-12
Elementaries:	14 with two K-5, one K-6, eleven K-7	15 with all at K-7 incl Lake Trail Community Sch	13 with all K-6	13 with all K-6
K - 9 schools:	one K-9: Cumberland	one K-9: Cumberland	two K-9: Cumberland & Queneesh	one K-9: Cumberland
Middles 7 - 9:	one 7-9: Lake Trail	none	two 7-9: Lake Trail & Highland	three 7-9: Lake Trail, Highland, Queneesh
Secondaries:	three 8-12: Vanier, Isfeld, Highland	three 8-12: Vanier, Isfeld, Highland	two 10-12: Vanier and Isfeld	two 10-12: Vanier and Isfeld
French Imm & Dual Track:	FI = Robb Road, Dual Track = Puntledge, Isfeld	FI = Robb Road, Dual Track = Puntledge, Isfeld	FI = Robb Road, Dual Track = Puntledge, Highland Middle, Isfeld	FI = Robb Road, Dual Track = Puntledge, Highland Middle, Isfeld
Royston Elementary:	Royston K-6 feeds to Cumberland	Royston K-7 feeds to Vanier	Royston K-6 feeds to Cumberland	Royston K-6 feeds to Cumberland
Ecole Puntledge Park:	Eng K-5 to Lake Trail, Fr K-7 to Isfeld	All students K-7 feed to Isfeld	All students K-6 feed to Highland Middle	All students K-6 feed to Highland Middle
Miracle Beach Elementary:	Miracle Beach K-7 feeds to Vanier Secondary	Miracle Beach K-7 feeds to Vanier Secondary	Miracle Beach K-6 feeds to Lake Trail Community School	Miracle Beach K-6 feeds to Queneesh Middle

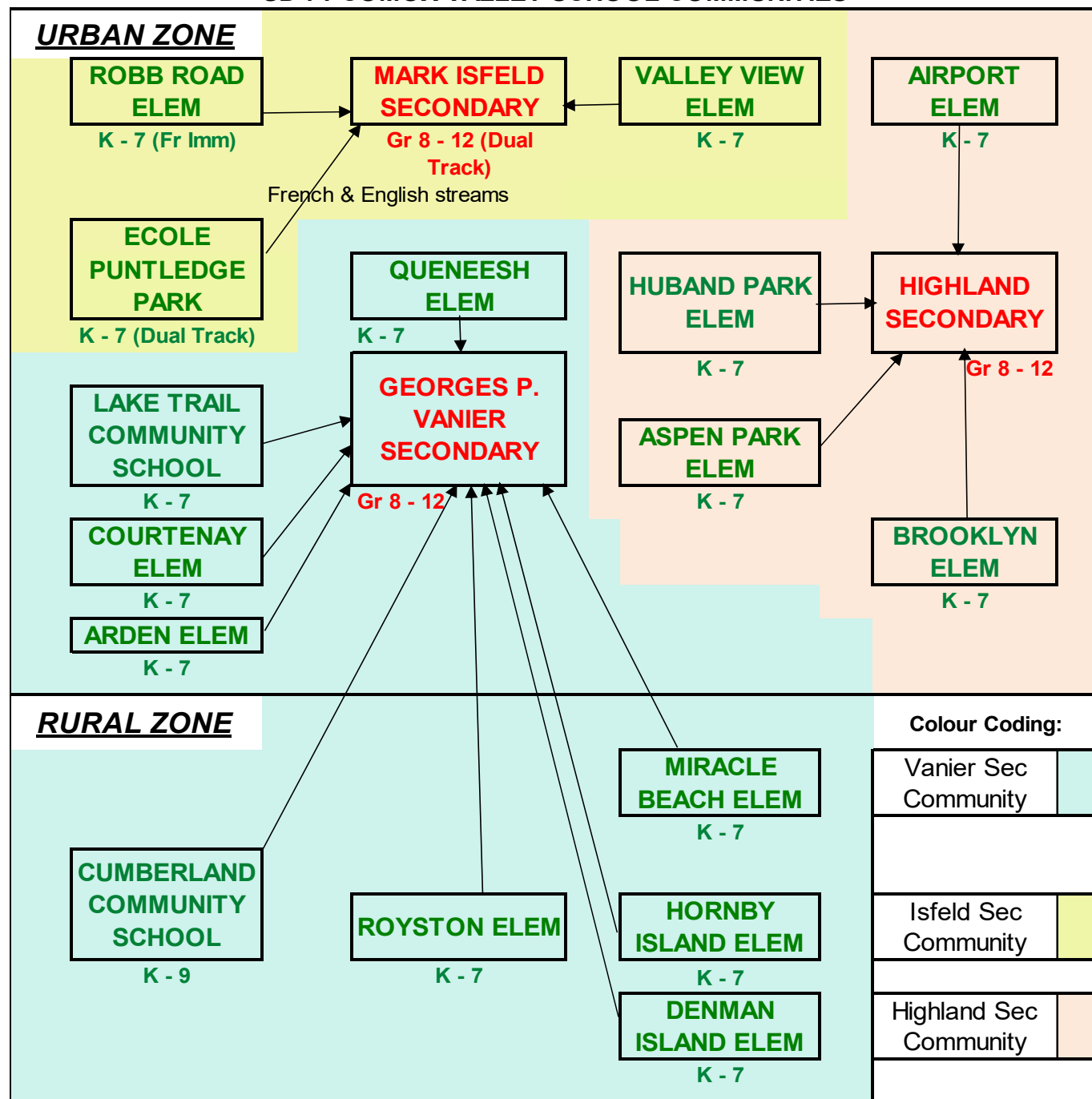
Option Review Process - During Option Analysis, two early options were removed from further consideration, as they were not found to be feasible. These were **X1 - Elementary-Secondary model** (K-7, 8-12) with no K-9 school; and **X2 - Middle School model** (K-6, 7-9, 10-12) with two middle schools and one K-9 school. The deleted options are in the Schedule E attachment to the LRFP.

Figures 8.2 a to d - The following bubble diagrams depict these four options visually:

Figure 8.2a - OPTION A - STATUS QUO**SD 71 COMOX VALLEY SCHOOL COMMUNITIES, AS OF 2020-2021 SCHOOL YEAR****NOTES**

- Excess space in some elementary schools
- Overcrowding in some elementaries and secondaries
- District has a mix of grade structures: K-5, K-6, and K-7, Middle for some but not all students
- Puntledge Park students split off to two different schools

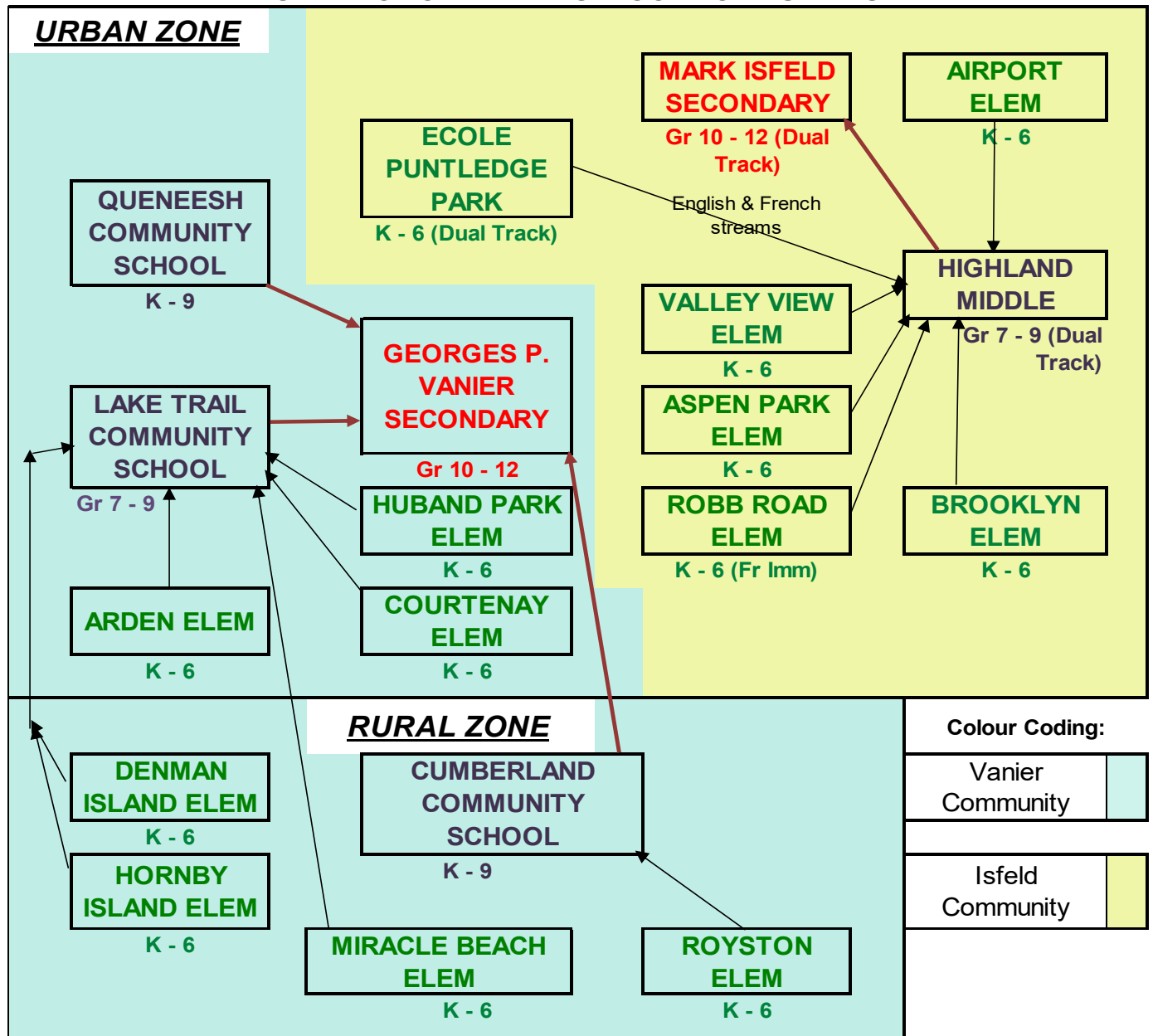
Figure 8.2b - OPTION B - Elem-Secondary Model: K-7 and 8-12, one K-9
SD 71 COMOX VALLEY SCHOOL COMMUNITIES



NOTES

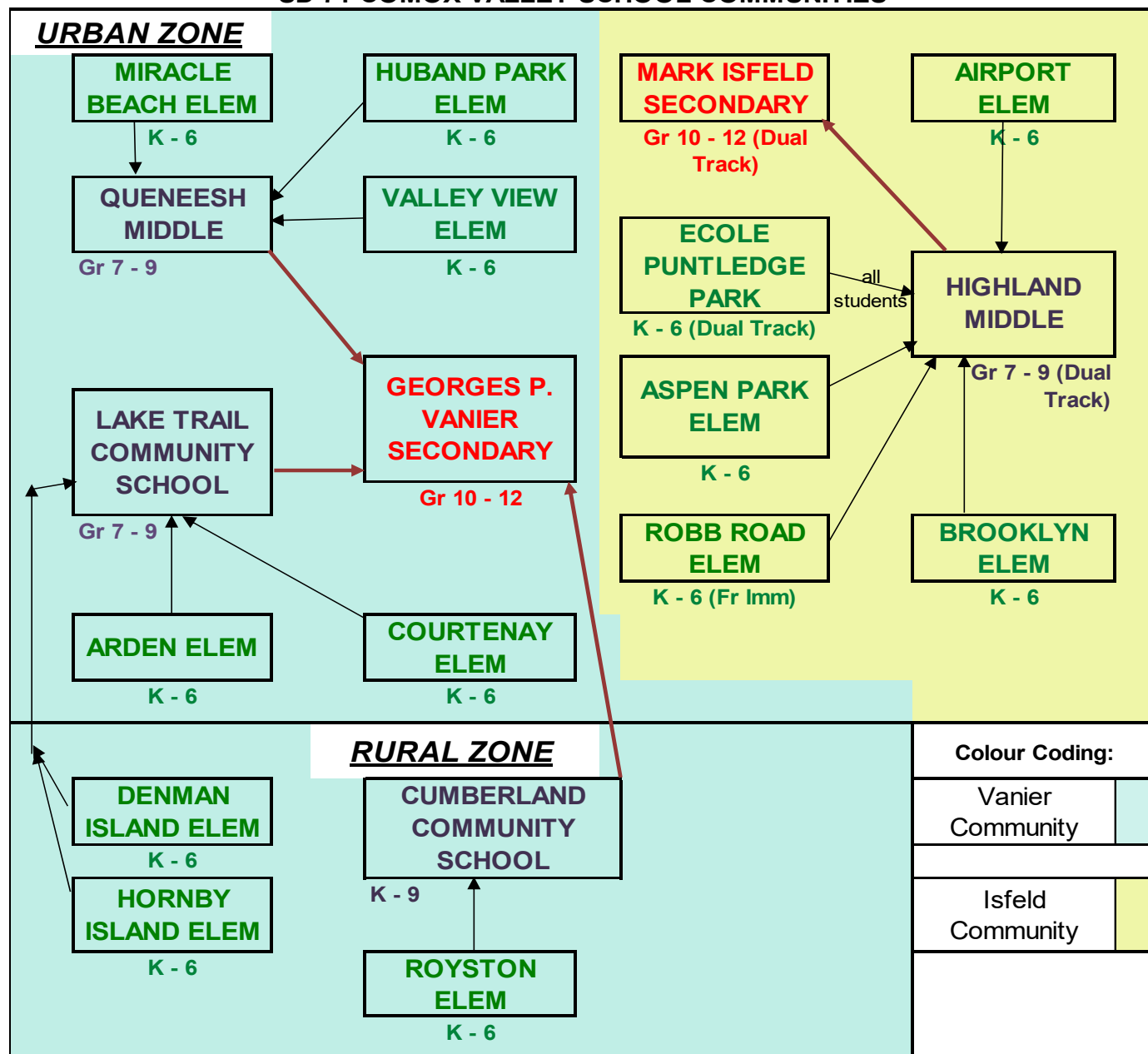
- Lake Trail Community School converts from Middle to Elementary K - 7
- Cumberland continues as K-9
- Royston gains a grade and feeds to Vanier instead of Cumberland
- Miracle Beach feeds to Vanier Secondary
- All Puntledge students (Eng & Fr) go to Isfeld Secondary
- Vanier Secondary will be over-capacity, Highland and Isfeld will be under.

Figure 8.2c - OPTION C - K-6, two Middles 7-9, and two K-9
SD 71 COMOX VALLEY SCHOOL COMMUNITIES



NOTES

- Highland joins Lake Trail as a Middle school 7-9, Highland dual track, not Lake Trail
- Only two secondary schools: GP Vanier and Mark Isfeld, with Gr 10-12
- K-7 Elementaries lose a grade, including the island schools, while West Courtenay elementaries gain a grade. All elementaries become K-6
- Cumberland and Queneesh are K-9 and feed to GP Vanier
- Royston at K-6 feeds to Cumberland Community School after Grade 6
- Miracle Beach at K-6 feeds to Lake Trail Community School
- All Puntledge students (Eng & Fr) go to Highland Middle
- Vanier quite under-capacity

Figure 8.2d - OPTION D - K-6, 3 Middles 7-9, and one K-9**SD 71 COMOX VALLEY SCHOOL COMMUNITIES****NOTES**

- Three Middle schools 7-9 at Lake Trail, Highland, and Queneesh. Highland is dual track
- Only two secondary schools: GP Vanier and Mark Isfeld, with Gr 10-12
- K-7 Elementaries lose a grade, including the island schools, while West Courtenay elementaries gain a grade. All elementaries become K-6
- All Puntledge students (Eng & Fr) go to Highland Middle
- Queneesh K-6 students have to be distributed to other elementaries by catchment changes
- Miracle Beach, Huband Park, and Valley View at K-6 feed to Queneesh Middle
- Cumberland is K-9 and feeds to GP Vanier
- Royston at K-6 feeds to Cumberland Community School after Grade 6

8.3 Short-listed Options analyzed against existing School Capacities

The first consideration in considering these short-listed remaining options is whether existing schools could accommodate the proposed organization and enrolment. Figure 8.3 displays this calculation. The enrolment used is the District's projection for September 2021.

Figure 8.3 - OPTIONS ANALYSIS SUMMARY - ENROLMENT VERSUS CAPACITY

OPTIONS -->	A	B	C	D
Description:	Status Quo	K-7, 8-12, one K-9	K-6, two K-9, two 7-9, two 10-12	K-6, one K-9, three 7-9, two 10-12
<u>Elementaries enrolment vs capacity:</u>	Over capacity at Brooklyn, Miracle Beach, Royston. Under at Airport, Arden, Courtenay, Robb Road, Queneesh.	Over capacity at Brooklyn, Miracle Beach, Royston. Under at Airport, Courtenay, Robb Road, Queneesh, Lake Trail, Queneesh.	Elementaries at or below capacity, most having lost a grade.	Elementaries at or below capacity, most having lost a grade. Queneesh K-6 students can be accommodated in adjacent elementaries.
<u>K - 9 schools enrolment vs capacity:</u>	Slightly over capacity at Cumberland.	Slightly over capacity at Cumberland.	Slightly over capacity at Cumberland, slightly under at Queneesh K-9	Slightly over capacity at Cumberland
<u>Middles 7 - 9 enrolment vs capacity:</u>	Under capacity at Lake Trail by 81.	n/a	Lake Trail good, Highland Middle over by only 32.	Lake Trail, Highland Middle, & Queneesh Middle under capacity
<u>Secondaries enrolment vs capacity:</u>	Vanier and Isfeld will soon exceed capacity, Highland under by about 175.	Vanier over capacity by 113, Isfeld under by 35, Highland under by 47.	Two secondaries at 10-12 have enough capacity.	Two secondaries at 10-12 have enough capacity.
<u>Feasibility :</u>	Yes	Yes	Yes	Yes

Meaning of Feasibility. The term “Feasibility” means that students and programs can be accommodated in the organization suggested in the Option. In some cases, minor adjustments would have to be made. The desirability and workability of the options will be considered in Section 8. Two options which were not feasible were eliminated during short-listing.

9. SELECTED OPTION AND RECOMMENDATIONS

9.1 CRITERIA FOR EVALUATING OPTIONS

Some method of choosing the best option is needed. Criteria for evaluating the options can be used to assess and select the best option. The following criteria are offered:

Fig 9.1a - CRITERIA FOR EVALUATING LRFP OPTIONAL COURSES OF ACTION

NO.	CRITERIA	DESCRIPTION
1	Students and programs accommodated	Can in-catchment students be accommodated in their neighbourhood school? Can district programs be accommodated at appropriate schools?
2	Family disruption minimized	Is the effect on parents and students daily lives minimized, avoiding issues such as changing schools, longer commutes, bypassing a neighbourhood school enroute to the school of attendance, etc.
3	Organization more consistent than existing	Is the proposed organization/grade structure more consistent across the district? Does it facilitate delivery of programs? Do student cohorts move together from school to school?
4	Capacity utilization improved	Are fewer schools either too full (over-capacity) or too empty (under capacity)? Is the number of portable classrooms needed minimized?
5	Cost for renovations and resources	Is the proposed organization/grade structure costly in terms of facility renovations and educational resource re-allocations?

These criteria can be used objectively in evaluating the short-listed options.

Criteria can be used to compare the four short-listed options in the following Figure 9.1b.

Figure 9.1b - DESCRIPTION, CRITIQUE, AND EVALUATION OF OPTIONS AGAINST 5 CRITERIA						EVALUATION				
EFFECTS ON SD 71 - Green = Positive, Black = Neutral, Red = Negative. Use these symbols to depict evaluation:						Pos	Neut	Neg		
NO.	OPTIONS	DESCRIPTION	ORGANIZATIONAL CHANGE	CAPACITY ISSUES	CRITIQUE OF OPTION	STUDENT'S & PROGRAMS ACCOMMODATED	FAMILY DISRUPTION MINIMIZED	ORGANIZATION MORE CONSISTENT	CAPACITY UTILIZATION IMPROVED	COST FOR RENOS & RESOURCES
A	Status Quo	Continue operating with current facilities, program locations, and organization.	1. Recommend that Huband Park Elem feed to Highland Sec instead of Vanier Sec.	1. Over capacity at Royston, Cumberland, Brooklyn, Miracle Beach. 2. Over capacity at Vanier and Isfeld Secondaries.	1. West Courtenay - Cumberland area has the capacity, but catchment boundaries would have to change. 2. Secondary enrolment is out of balance, overcrowded at Vanier and Isfeld, with surplus space at Highland. 3. The variety of grade structures across the district continues. 4. Puntledge students are still split up.					
B	Elementary-Secondary model with K-7, 8-12, one K-9	All elementaries are K-7, Cumberland continues as K-9, and the three secondaries continue as 8-12. There are no middle schools.	1. Lake Trail Community School reverts from 6-9 to K-7 elementary. 2. Royston becomes K-7 and feeds to Vanier Sec 3. Huband Park feeds to Highland Sec. 4. All Ecole Puntledge students K-7 (Eng & Fr) advance together to Vanier.	1. Secondary schools become more over-crowded with the current Lake Trail Middle Grade 8-9 moved to secondary. 2. Royston still over-capacity. 3. Ecole Puntledge will be over-capacity because of keeping the English Gr 6-7 cohort.	1. Lake Trail Community School has just been renovated and staffed as an up-to-date middle school. It should continue as such. 2. West Courtenay catchment boundaries would have to be adjusted to populate Lake Trail Elem, and also ease enrolment at Ecole Puntledge and Royston.					
C	Middle School model with K-6, 7-9, 10-12, two K-9 schools	All elementaries are K-5, Cumberland and Queneesh are K-9, Lake Trail and Highland are middle schools 7-9, and Vanier and Isfeld are the two secondaries at 10-12.	1. Highland Secondary reverts to a dual track middle school 7-9 which feeds to Isfeld Sec. 2. Queneesh Elementary is expanded to include K-9. (Note - the building was originally designed as a middle school). 3. Huband Park feeds to Lake Trail Middle. 4. All Ecole Puntledge students K-5 (Eng & Fr) advance together to Highland Middle (dual track). 5. Catchment boundaries for secondary would have to change.	1. Highland Middle will be at capacity or slightly over. 2. No capacity problems at the other elementary, middle, or secondary schools.	1. Renovations and resource allocations required at Queneesh to accommodate K-9. 2. Renovations and resource allocations required at Highland to change it from secondary to middle. 3. Secondary catchment boundaries should be abolished since Vanier and Isfeld are not that far apart, allowing students to choose.					
D	Middle School model with K-6, 7-9, 10-12, one K-9 school	All elementaries are K-5, Cumberland continues as K-9, Lake Trail, Highland, and Queneesh are middle schools 7-9, and Vanier and Isfeld are the two secondaries at 10-12.	1. Highland Secondary reverts to a dual track middle school 7-9 which feeds to Isfeld Sec. 2. Queneesh Elem is converted to a middle school 7-9. (Note - the building was originally designed as a middle school). 3. Huband Park feeds to Queneesh Middle which feeds to Vanier Sec. 4. All Ecole Puntledge students K-5 (Eng & Fr) advance together to Highland Middle (dual track). 5. Catchment boundaries for secondary would have to change.	1. No capacity problems at any elementary, middle, or secondary schools. 2. The current elementary students at Queneesh can be accommodated at Airport, Huband Park, and Valley View. These have lost their Gr 6 & 7 students.	1. Renovations and resource allocations required at Queneesh to become a middle school with Gr 7-9. 2. Renovations and resource allocations required at Highland to change it from secondary to middle. 3. Secondary catchment boundaries should be abolished since Vanier and Isfeld are not that far apart, allowing students to choose.					

9.2 SELECTION OF PREFERRED OPTION

9.2.1 During sessions with the SD 71, the Senior Leadership Team (SLT) reviewed and considered the four short-listed options. It was recognized that all four were “feasible” in the sense of accommodating students and programs with, in some cases, relocation of programs or adjustment of catchment boundaries.

9.2.2 The Senior Leadership Team decided to not support options which entail grade structure changes and building modifications. These are the concerns with these three options:

- a. Option B would revert Lake Trail Community School to an elementary school after the district has spent considerable capital funds to create an excellent middle school facility, and assembled the appropriate staff and resources for a middle school program at that location;
- b. Option C would downgrade Highland Secondary to a middle school, which probably could be achieved relatively easily, but would also convert Queneesh Elementary from K-7 to K-9, requiring creation of some middle school exploration spaces. Catchment boundaries would have to be adjusted at the middle and secondary level to feed only two secondary schools which would be Grades 10-12; and
- c. Option D would also downgrade Highland Secondary to a middle school, and also convert Queneesh Elementary to a middle school. The elementary students in the Queneesh catchment would be divided among Airport, Huband Park, and Valley View. There would be enough capacity since all the elementaries would lose their Grade 7's, but these catchment boundaries would all have to change. Catchment boundaries at the middle and secondary level would also have to be adjusted.

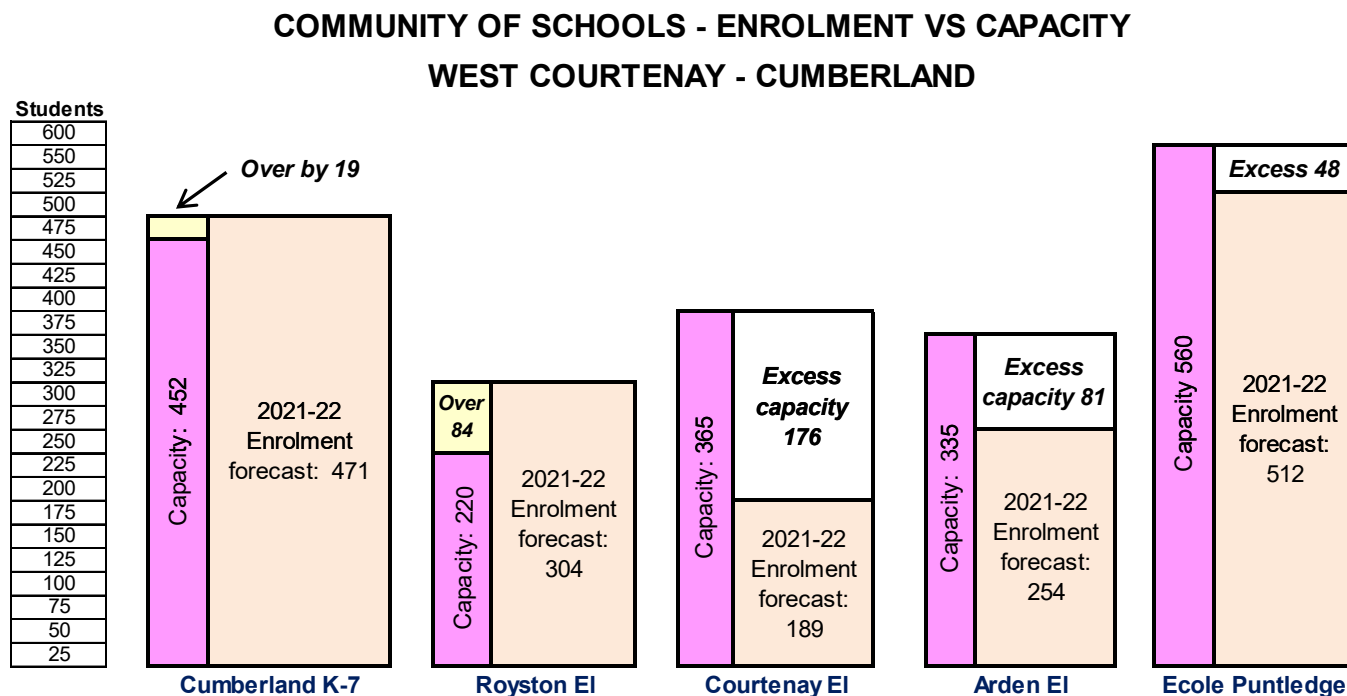
9.2.3 SLT Preferred Option.

At this time, the option preferred by the SLT is Option A, the Status Quo, but with modifications. It is workable with some minor changes and minimizes the disruption which would be caused by options requiring grade structure changes or significant adjustment of communities of schools. It is also the least costly option in terms of facilities changes and educational resource allocation.

9.2.4 Concerns with Preferred Option. The preferred option, Option A the Status Quo, has a few issues which could be addressed with modifications. The concerns are:

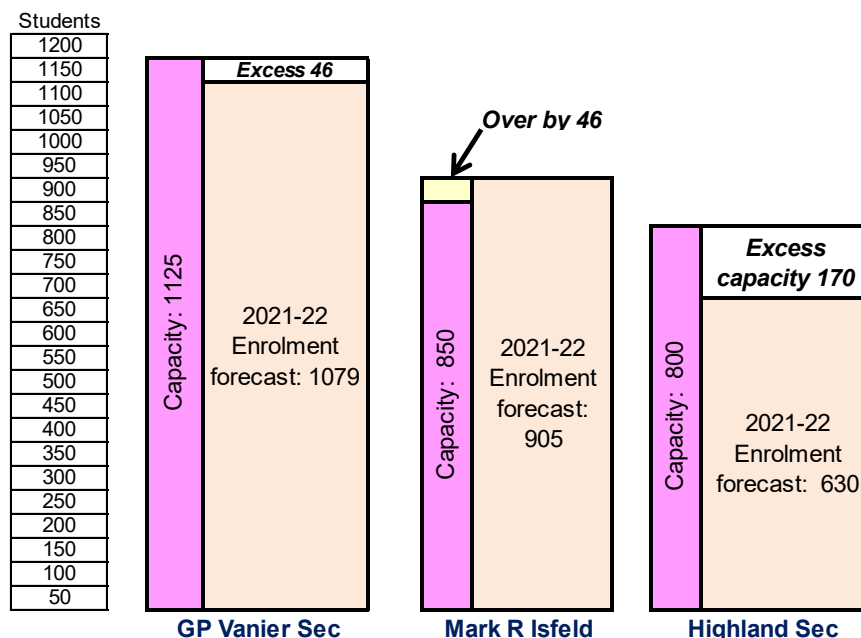
- a. The West Courtenay – Cumberland area of the district is a growth area. Overall, the elementaries in the area can accommodate the enrolment but there is an imbalance with some of them over-capacity, and other below capacity. This is shown in Figure 9.2.4a below:

Figure 9.2.4a



- b. The secondary schools will see more enrolment growth in the next five years than the elementary schools. Currently Mark Isfeld Secondary is over-capacity and GP Vanier is almost at capacity now and will exceed it with two years. Part of the problem is that, with the secondaries relatively close to each other, and freedom of choice regarding attendance, students are attending their preferred secondary school. With Isfeld as the dual track school, some see it as “better” than Vanier and Highland. Others see Vanier as a better choice because its larger enrolment provides more program and sports options. This is shown in Figure 9.2.4b below:

Figure 9.2.4b
COMMUNITY OF SCHOOLS - ENROLMENT VS CAPACITY
SECONDARY SCHOOLS

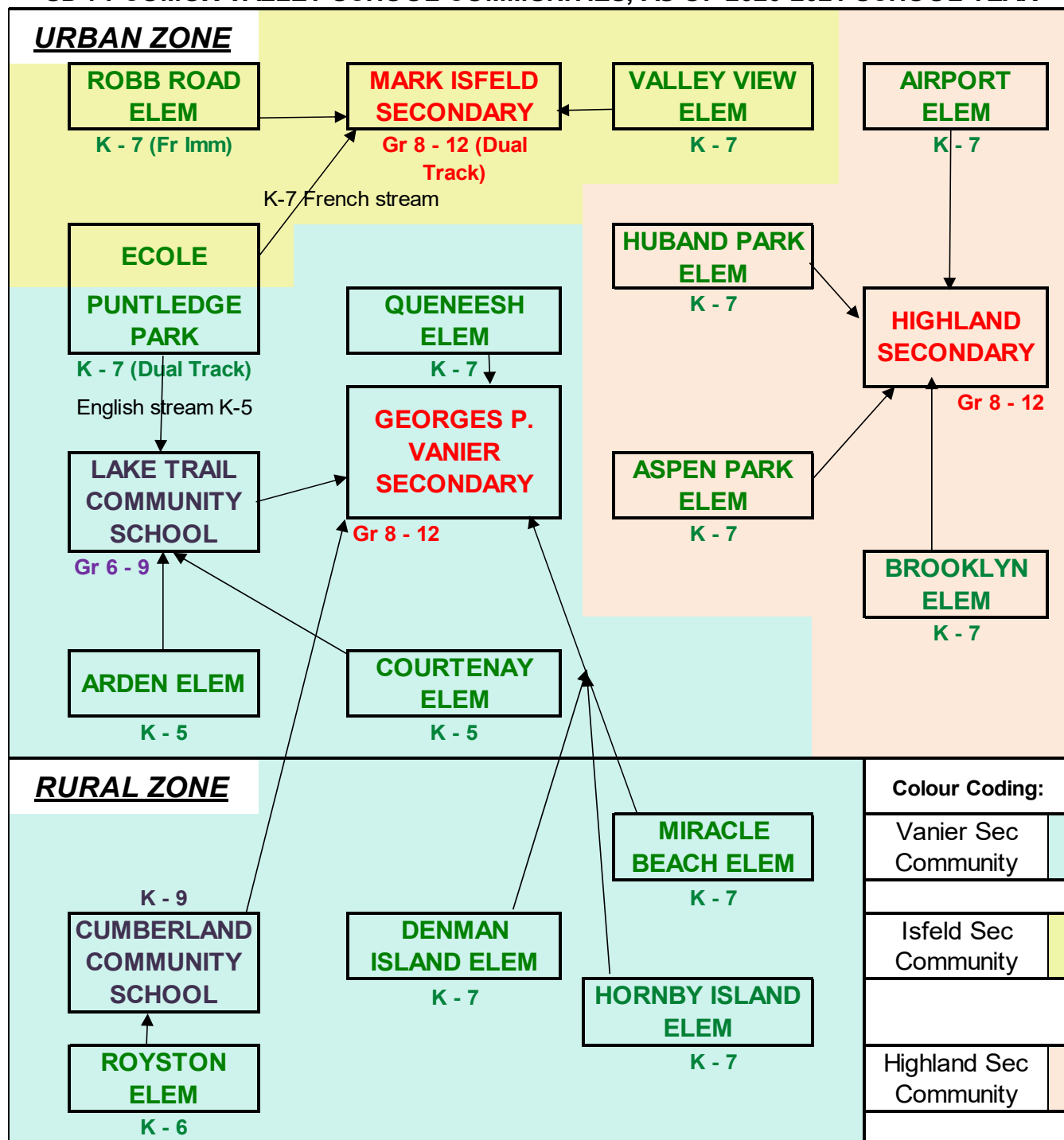


- c. Option A does not address the current variety of grade structures in the district, as discussed in Section 7.4. This will continue to be a frustration for some parents and students; and
- d. In Option A, the Ecole Puntledge Park students are still split and sent to separate schools. The English students leave after Grade 5 to attend Lake Trail Community School and later GP Vanier Secondary while the French immersion students continue to Grade 7 and then attend Mark Isfeld Secondary. In the other three options, the students stay together through to secondary graduation.

9.3 RECOMMENDATIONS

Based on the SLT preference for a modified Option A, the following actions are recommended:

- a. Improve the secondary enrolment imbalance by having Huband Park Elementary feed to Highland Secondary instead of to GP Vanier Secondary. This is depicted in the bubble diagram Figure 9.3a Modified Option A below;

Figure 9.3a - OPTION A-1 - MODIFIED STATUS QUO**SD 71 COMOX VALLEY SCHOOL COMMUNITIES, AS OF 2020-2021 SCHOOL YEAR****NOTES**

- Excess space in some elementary schools, over-crowding in others
- District has a mix of grade structures: K-5, K-6, and K-7, Middle for some but not all students
- Huband Park feeds to Highland Secondary instead of to Vanier Sec
- Puntledge Park students split off to two different schools

- b. At Royston Elementary, address the current over-crowding by adjusting the catchment boundary to divert some of the Royston Elementary enrolment to Courtenay Elementary;
- c. In the Capital Plan, request a future addition to Royston to allow it to become a full K – 7 elementary, instead of K – 6;
- d. Consider offering a program of choice at Highland Secondary (other than French Immersion) to attract more of the secondary students to that school; and
- e. Review surplus properties owned by SD 71 and consider selling one or more to build up the capital reserve funds. Among the properties listed in Section 4.9, potential sales could include the following sites: Union Bay (2.4 ac), Mottishaw Road at Huband Park (20 ac), and Parcel H at Vanier (11.7 ac).

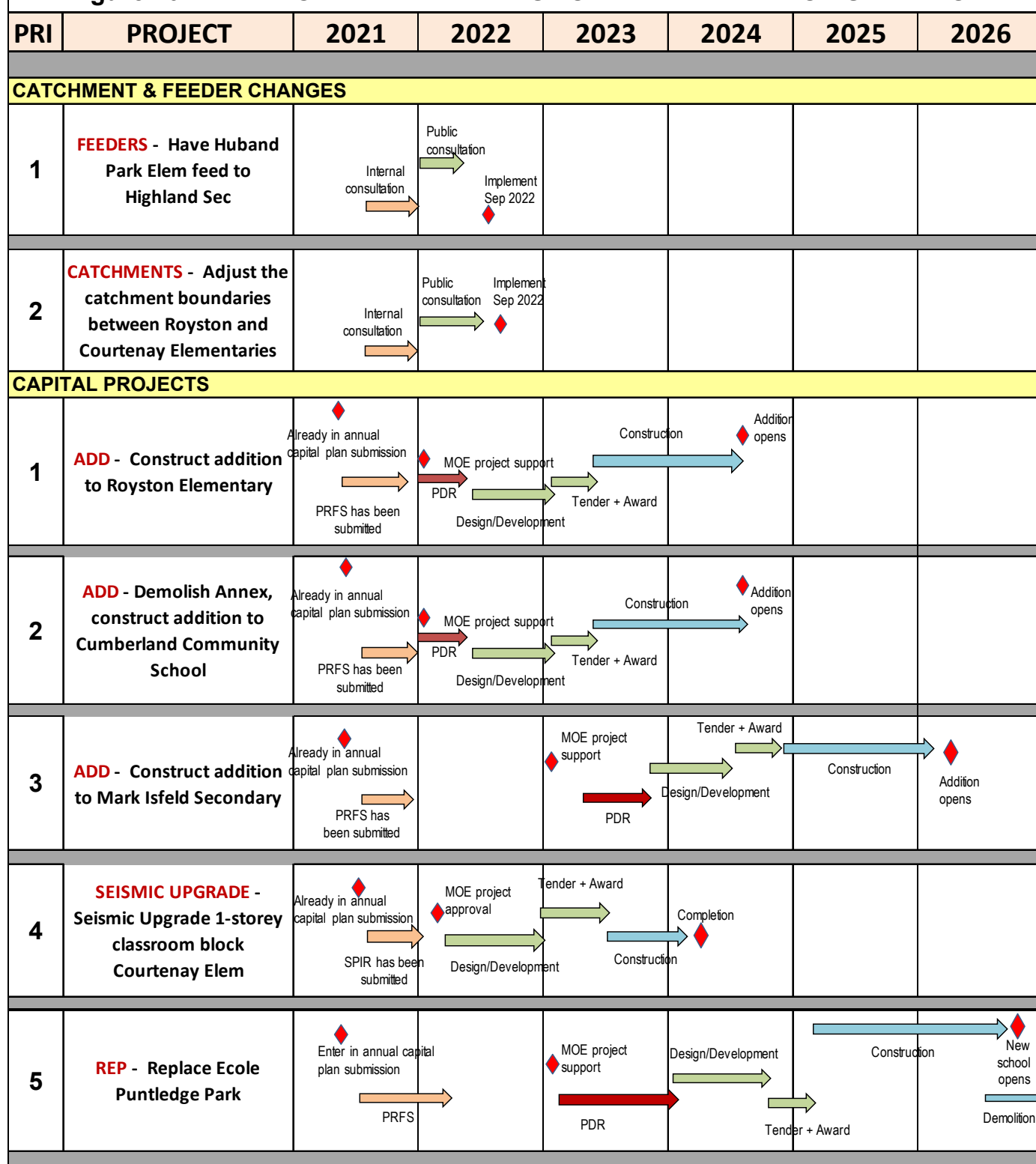
10. IMPLEMENTATION STRATEGY

10.1 IMPLICATIONS

Carrying out the Recommendations in Section 9.3 requires a varied amount of staff work, and in the case of catchment boundary or feeder school changes, consultation with stakeholders. While the previous Capital Plan submission has been validated by the work in this Long Range Facilities Plan, the new submission will be due this spring. Filing the final accepted version of this LRFP will help to support the capital projects awaiting Ministry of Education approval.

10.2 IMPLEMENTATION STRATEGY TIMELINE

The school district staff are well aware of the long lead time required for capital projects. Even if a school addition or replacement receives Ministry of Education support, meaning approval to proceed to the Project Development Report (PDR) stage, completion of such projects will take several years. The following Implementation Strategy timeline is suggested in Figure 10.2:

Figure 10.2 - APPROXIMATE TIMELINES FOR IMPLEMENTATION STRATEGY

11. CONCLUSIONS

11.1 To come

BRIEFING NOTE

TO: SD 71 Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: **FY 21-22 AFG Spending plan**

DATE: May 25th 2021

Purpose

To provide an overview of the proposed FY 21-22 AFG spending plan to the Board of Education.

Background

The Ministry provided AFG funding for FY 21-22 is the same as the last FY at \$1,696,473.00.

The purpose of the AFG funds is to preserve and extend the life of school district facilities. The three key priorities for AFG funds are: Health and Safety, facility changes to meet educational needs and to address critical maintenance needs.

Analysis

Planned projects – The submission to the Ministry of Education will be completed when the new Ministry Capital Planning software is operational. Projects that are more significant include:

- Roof replacement work at Indigenous Education, Arden Elementary and Cumberland Community School (Beaufort and Perseverance buildings);
- Mechanical upgrade (boiler replacements) at Aspen Elementary and Huband Elementary;
- Bathroom upgrades at Ecole Puntledge and NIDES;
- Gender neutral washroom build at Highland Secondary;
- Fire Alarm Panel upgrade at Ecole Robb Road;
- NEXUS emergency lighting upgrades at Indigenous Education and the School Board Office;
- Replacement windows at NIDES;
- Gym wall cladding replacement at NIDES;
- Replace domestic water entry plumbing at Airport Elementary;
- Interior repaint at several elementary schools;
- Gym floor refinish at Cumberland Community School and repairs at several elementary schools with Pulastic gym floors;
- Replacement Big Toy surrounds at various schools; and
- Lighting upgrades/energy efficiency improvements in various school hallways and classrooms.

There are numerous other planned projects that will be undertaken throughout the year. All projects are considered against the measures of how they will preserve and extend the life of SD 71 facilities. Attention to building envelope maintenance and following prioritized work plans to a common standard is emphasized throughout the maintenance and capital program. It should be noted that this plan may change if the funding envelope changes or due to emergent maintenance pressures or concerns.

Recommendation

The Board of Education approve the FY 21-22 AFG spending plan.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

BRIEFING NOTE

TO: Board of Education

DATE: May 25, 2021

RE: Human Resources - Retirements and Recognition

Retirements

Carol Walters, Teacher, Learning Resource Centre, will retire effective June 30, 2021 after 31 years of service with the district.

Catherine Manson, Principal, Courtenay Elementary, will retire effective July 31, 2021 after 23 years of service with the district.

Charlotte Hood-Tanner, Teacher, Highland Secondary, will retire effective June 30, 2021 after 26 years of service with the district.

Diane Hargreaves, Education Assistant, Student Services, will retire effective October 31, 2021 after 25 years of service with the district.

Eva Paré, Teacher, Ecole Robb Road, will retire effective June 30, 2021 after 30 years of service with the district.

Geoff Gummer, Teacher, Highland Secondary, will retire effective June 30, 2021 after 29 years of service with the district.

Judith Mansfield, Teacher Counsellor, Student Services, retired effective March 31, 2021 after 33 years of service with the district.

Meryl Irwin, Teacher, Brooklyn Elementary, will retire effective September 30, 2021 after 22 years of service with the district.

Murray McRae, Principal, Glacier View Secondary Centre, will retire effective August 31, 2021 after 30 years of service with the district.

Shelley Ord, Principal, Denman Island Elementary, will retire effective July 31, 2021 after 28 years of service with the district.

FINANCE COMMITTEE
BOARD REPORT

Date: Tuesday May 11, 2021
Time: 3:40pm – 4:03pm
Venue: Zoom Virtual Meeting

Committee Members:

Tonia Frawley, Chairperson
Janice Caton, Trustee
Cristi May Sacht, Trustee
Brenda Hooker, Secretary-Treasurer

Candice Hilton, Director of Finance
Tom Demeo, Superintendent
Ian Heselgrave, Director of Operations

Regrets: Geoff Manning, Assistant Superintendent

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

Immediately following the Budget Advisory Committee meeting on the same day, a Finance Committee meeting was convened to address the Budget Advisory Committee Board Report to the Finance Committee. The Chair welcomed the Finance Committee and called the meeting to order at 3:40pm.

Motion:

THAT the Finance Committee adopt one agenda item: the 2021-22 preliminary budget recommendations included in the Budget Advisory Committee Board Report to the Finance Committee.

[Frawley/May Sacht]

CARRIED

B. ITEMS FOR DISCUSSION

1. Budget Advisory Committee Board Report to the Finance Committee

Secretary-Treasurer, Brenda Hooker provided a verbal report about the Budget Advisory Committee (BAC) meeting from May 11, 2021. The BAC passed a motion to support the 2021-22 preliminary budget recommendations as presented. Questions from the committee were addressed. Also provided to the committee was a preview of a draft “Snapshot 2021-2022” visual aid document that shares the school district’s operating revenue and expense information.

Recommendation:

THAT the Finance Committee direct staff to prepare the Ministry documents based on the numbers presented in the 21/22 Preliminary Budget document and prepare a draft budget template for the In-Camera Committee of the Whole meeting on May 18, 2021.

[Frawley/Caton]

CARRIED

C. ITEMS FOR INFORMATION

None

D. FUTURE AGENDA ITEMS

None

E. ADJOURNMENT

The meeting was adjourned at 4:03pm.

BUDGET ADVISORY COMMITTEE REPORT TO FINANCE COMMITTEE

Date: Tuesday, May 11, 2021
Time: 3:00pm – 5:00pm
Venue: Zoom Virtual Meeting

Committee Members:

Tonia Frawley, Trustee
Janice Caton, Trustee
Cristi May Sacht, Trustee
Brenda Hooker, Secretary-Treasurer
Tom Demeo, Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Lynda-Marie Handfield, Director of Human Resources
Allan Douglas, Director of Instruction

Catherine Manson, Principal
Brian McAskill, Principal
Spring Halasz, DPAC
Jennifer Fisher, DPAC
Denise Bullock, CUPE
Susan Hansen, CUPE
Bruce Carlos, IEC
Kelly Shopland, IEC

Regrets:

Geoff Manning, Assistant Superintendent
Esther Shatz, Director of Instruction
Josh Porter, Director of Information Technology
Karla Neufer, CDTA
Sherry Dittrick, CDTA

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Sr. Executive Assistant

A. WELCOME

The meeting commenced at 3:15pm. 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 Preliminary Budget – Next Steps

Secretary-Treasurer, Brenda Hooker reviewed the briefing note information that summarized the process that took place since the last Budget Advisory Committee meeting and addressed where the 2021-22 Preliminary Budget Position document as of May 07, 2021 is at now. There will be a In-Camera Committee of the Whole meeting on May 18, 2021 prior to the May 25, 2021 public Board meeting.

Director of Finance, Candice Hilton reviewed the budget document with the committee that mainly included the cost increases and decreases values reported since the last committee meeting and will support a balanced budget to present to the Board. Questions and clarifications were accepted from the committee.

Motion:

THAT the Budget Advisory Committee support the staff recommendations attached for incorporation into the 21/22 Preliminary budget.

[Caton/May Sacht]

CARRIED

A Finance Committee meeting was to convene immediately after the Budget Advisory Committee meeting.

C. ITEMS FOR INFORMATION

None

D. FUTURE AGENDA ITEMS

N/A

E. ADJOURNMENT

The meeting was adjourned at 3:40pm.

BRIEFING NOTE

TO: Board of Education
FROM: Sarah Jane Howe, Trustee
RE: Mental Health and Addictions Services

DATE: May 25, 2021

PURPOSE:

I am asking for support of this recommendation related to mental health and addictions challenges affecting our students.

BACKGROUND:

Prior to the global pandemic, mental health challenges were increasing for our students. Post pandemic school-based staff and administrators are very concerned that the limited resources within the K-12 mandate will be quickly overwhelmed. Provincial public health personnel have commented that they estimate it will take children 10 years to recover from the pandemic. That could be the entire school career for some of our students. The K-12 sector needs help meeting the needs. We need fully funded staff for support, interventions, and assessments.

RATIONALE:

1. Districts assist within the school day, but often the only people available to support students and families in crisis are the school-based staff. Wait lists are significant and appointments often not available in time to prevent tragic suicides or substance abuse and death from toxic drugs. Resources within the K-12 sector are limited, and schools are often called upon to provide supports outside our mandate.
2. The “Pathways to Hope” initiative was announced in September of 2019 by the Province of BC. The vision’s implementation has been delayed numerous times and is now slated for the fall of 2021. Our concern is for the number of students who have fallen through the cracks in the meantime.
3. According to Children’s Healthcare Canada, there has been a 200% increase in hospital admissions for substance abuse disorders and a 100% increase in suicide attempt admissions. Canada’s Children’s Hospital Foundations have reported that 70% of children between the ages of 6 and 18 indicate that the pandemic has harmed their mental health.
4. The [#codePINK campaign](#) has been organized by Children First Canada to bring together Canadian health experts to raise concern about the mental health crisis. “We are seeing a crisis among young Canadians that cannot be ignored. Children across Canada are being subjected to significant developmental challenges due to the lack of schooling, sports, recreational programs and camps. And this is not anecdotal. Our hospitals are filling with new mental health cases, and already long waitlists for surgeries and medical treatment are growing further. We cannot afford to treat children’s access to care as elective – it is essential for their bodies and minds to grow and develop. We have a moral and economic imperative to do more right now. Our collective future depends on it.” – Kathleen Taylor, immediate Past Chair of SickKids Foundation, and Founding Visionary of The Prosperity Project

5. Increasing mental health challenges show few signs of abating particularly through the COVID pandemic. It is only through cross-ministry and cross-government cooperation aimed at reducing bureaucracy and pooling resources that we can collectively stem the tide.

RECOMMENDATION:

THAT the Board of Education for School District No.71 (Comox Valley), write a letter requesting that the BC Ministry of Education and Government of BC take the following actions:

- a) that the Ministry of Education work together with other Ministries to conduct a review of wait lists for student referrals and develop strategies to reduce wait times.
- b) provide resources to Districts for staffing to address increasing mental health needs. Specifically provide funding for more counselling time in schools as well as funding for youth and family program workers in schools. By increasing supports directly in the K-12 sector, it will reduce the burden on Ministry of Children and Family liaisons to school districts and other cross-agency personnel working in schools,
- c) consider how the Province of BC can respond to the #codePINK campaign organized by Children First Canada.
- d) SD71 is pleased to be a participant in the “Pathway’s to Hope” pilot initiative. Please consider how the cross-ministry initiative can be implemented for September 2021 and expanded to all Districts within the province.

I believe these requests speak for all school districts across our province. The education sector is a key factor in making positive change for our kids. Thank you for your consideration.

Respectfully submitted,

Sarah Jane Howe

Sarah Jane Howe
Trustee

BRIEFING NOTE

TO: Board of Education
FROM: Sarah Jane Howe, Trustee
RE: **Motion - Opioid Crisis**

DATE: May 25, 2021

PURPOSE:

I am bringing forward a motion about the national opioid crisis and Comox Valley's substance use response strategy of which the District is a stakeholder.

BACKGROUND:

Substance use education, prevention, and intervention are incredibly significant issues for our students, families, and staff. Our participation in local, provincial, and federal initiatives is critical given that the crisis has a direct impact on our students.

Grassroots initiatives to address the opioid crisis are now expanding to school districts. Groups like Mom's Stop the Harm are asking for support and advocacy.

RATIONALE:

1. The toxic drug supply crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020). BC has seen 498 deaths from January to March of this year alone as compared to the same quarter in 2020 where deaths totaled 268. There are currently 5.1 overdose deaths per day in BC.
2. The federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well.
3. The toxic drug supply crisis rages and increasing mental health challenges show few signs of abating. It is only through cross-ministry and cross-government cooperation aimed at reducing bureaucracy and pooling resources that we can collectively stem the tide.
4. 18 deaths in 2020 were school aged children.

RECOMMENDATION:

THAT the Board of Education request that the Board BCSTA representative take a resolution to Provincial Council as an emergent issue for referral of the following actions to the Canadian School Board Association and the Government of Canada:

- a) declare the toxic drug supply crisis a national public health emergency.
- b) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan.
- c) that the BCSTA advocate for expanded provincial, cross-ministry supports for our students around substance abuse.

I believe school districts across our province should also be in support of this advocacy and hope that SD71 can be the first. The education sector is a key factor in making positive change. Thank you for your consideration.

Respectfully submitted,

Sarah Jane Howe

Sarah Jane Howe
Trustee

BRIEFING NOTE

TO: Board of Education
FROM: Trustee Cristi May-Sacht
RE: Long-Term Food Strategy

DATE: May 25, 2021

PURPOSE:

I am asking for an addition to the agenda under Board Business related to the topic of investigating ways of developing greater food security, hands-on learning and connecting community partners through a School Farm or similar strategy in our District. Our community has been expressing the desire for a School Farm in the Comox Valley School District for over 10 years. I am bringing this recommendation to the May Board Meeting, for consideration.

BACKGROUND:

The Comox Valley has long been a land of resources to its residents, starting with the First Nations, who refer to this region as “Komox”, which roughly translates to “land of plenty”. The vast abundance provided by the forests, seas and fresh waterways brings abundant fish, fertile land, fresh water and wildlife, along with many edible and medicinal plants. The Comox Valley has long been known as a farming community and as food security globally becomes more critical, it is imperative that our students are educated to sustainable solutions. The community has been talking about a school farm for 10+ years and with direction from the Superintendent we may have an opportunity to collaborate and bring an idea to fruition.

On May 6th, representatives from community partners met to discuss the feasibility of submitting an application for the Farm School Grant issued recently. Participants at the meeting included members of the CVRD Food Policy Council, LUSH, the Food Literacy Circle, school garden projects and others interested in a range of healthy food programs for students. In reviewing the nature of the Farm School Grant, it was the consensus that the grant was not a good prospect, currently; however, the representatives do want to continue exploring this in the context of an overall review of school food literacy initiatives with the opportunities to connect and strengthen the network, build capacity and develop sustainability.

The participants agreed that taking time to assess, identify priorities, and bring partners to the table for conversations would be an essential part of sustainable, successful action of any particular project. As food education practitioners, they are more than willing to participate with SD71 in planning, engaging with funders and delivery of programs through an advisory process or working group structure.

Various studies have found that there are many benefits of garden-based learning for children, youth, adults and families. “Gardening improves opportunities for children, youth, adults and families to gain interest and eat more fruits and vegetables. Results from this study of middle school-aged students

indicate that school gardening may affect children's vegetable consumption, including improved recognition of, attitudes toward, preferences for, and willingness to taste vegetables. Gardening also increases the variety of vegetables eaten. (Ratcliffe, M.M., et al. (2011) [The Effects of School Garden Experiences on Middle School-Aged Students' Knowledge, Attitudes, and Behaviors Associated with Vegetable Consumption](#). Health Promotion Practice 12.1: 36-43.) This study assessed school teachers' perceived attitudes and barriers associated with school gardens, as well as the purpose and use of gardens in schools, specifically in relation to the link between gardens and nutrition. Results indicate that the teachers perceived the garden to be somewhat to very effective at enhancing academic performance, physical activity, language arts, and healthful eating habits. This research provides evidence for needed standards-based curricula materials and teacher training in relation to gardening and nutrition. (Graham, H. & S. Zidenberg-Cherr. (2005). [California teachers perceive school gardens as an effective nutritional tool to promote healthful eating habits](#). Journal of the American Dietetic Association, 105:1797-1800.): <https://gardening.cals.cornell.edu/program-tools/benefits-and-research/key-findings/> and further reference: <https://cpb-us-e1.wpmucdn.com/blogs.cornell.edu/dist/f/575/files/2016/08/Highlights-from-Journal-Articles-1d0l7pi.pdf>

The Comox Valley Board of Education Strategic Plan outlines the strategic priorities as educational excellence, community engagement, organizational stability and environmental stewardship, physical health, and mental wellbeing, all of which could be met with a sustainable solution to food security with hands-on learning.

RATIONALE:

1. The benefits of a school farm are:
 - a. students receive food literacy education from a professional farmer through hands-on learning opportunities, which teaches them how to grow their own food, in addition the food can be utilized in school meals, as well as in other school programs.
2. The investigation of sustainable solutions aligns with the Comox Valley Schools Board of Education Strategic Plan, Semi-Annual Report - December 2020 in educational excellence, community engagement, organizational stability and environmental stewardship, physical health, and mental wellbeing.
3. "School gardens can: provide stress relief and relaxation, which contributes to positive mental health, encourage participation in physical activity, which also contributes to positive mental health, assist with the development of endurance, flexibility and strength.": <https://www.durham.ca/en/health-and-wellness/resources/Documents/SchoolHealth/SchoolGardenGuide.pdf>
4. School gardens provide students with a real-time look at how food is grown. There are different models for how these gardens work, but in many, children of different ages have regular lessons in the garden, learning how to grow, harvest, and prepare a variety of fruits and vegetables: <https://www.gse.harvard.edu/news/uk/18/07/let-it-grow>

5. School food as a 'micro-climate' for comprehensive school health actions: student leadership, environmental sustainability, consumption of local foods, cultural diversity, socialization, nutrition and health education, policy education and awareness of food marketing.
6. Opportunity to link food and aboriginal culture. Food security and nutrition in First Nations communities is intricately tied to Aboriginal history, culture and relationship to the land, and so the school garden is integrated into the curriculum alongside that tradition: <https://canadianfeedthechildren.ca/the-feed/feeding-minds-bodies-and-spirits-with-school-gardens/>
7. School Gardening in Canada is a part of our heritage dating back to the early 1900s. "Newton Wiley's 1912 *Globe* article highlighted the successes of school gardening, stating that "in Ontario during the last four or five years a remarkable development along educational lines has taken place that has been little heard of outside of the centres affected. It has consisted in a broadening of the public school curriculum to a wider utilization of the greatest education-Nature." [2] At the turn of the twentieth century there were several programs that focused on teaching children gardening." <https://canadianheritagematters.weebly.com/heritage--history/the-greatest-education-nature-school-gardening-in-canada>

I believe with the direction from our Superintendent, collaboration with community partners, First Nation community and our Board, we will find the best sustainable solution to assist with food security for the Comox Valley School District, for generations to come.

RECOMMENDATION:

THAT the Board of Education for School District No.71 (Comox Valley) refer to the Superintendent:

- To investigate the feasibility of a long-term food strategy, incorporating the focus on food security, hands-on learning, and the opportunity to connect with community partners and report back to the board.

Respectfully submitted,

Cristi May Sacht

Cristi May Sacht
Trustee



British Columbia
School Trustees
Association

April 27, 2021

Janice Caton
SD71 (Comox Valley)
607 Cumberland Road
Courtenay, BC
V9N 7G5

Janice.Caton@sd71.bc.ca

Dear Janice,

Subject: Your Work for the Capital Working Group

I want to take the time to thank you for participating in BCSTA's Capital Working Group.

Your work will help inform and guide us as we move forward with future policy proposals and suggestions. The board and I recognize the gift of time and expertise you have given our association. We want you to know that your involvement and support is valued and appreciated.

It is members like you that keep our association an active and effective advocate for boards of education in British Columbia, especially at this difficult time.

Thank you for helping our association continue our mission of improving student achievement in every part of the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephanie Higginson", with a long, sweeping horizontal line extending to the right.

Stephanie Higginson

President

British Columbia School Trustees Association