



**Comox Valley Schools**

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**

## **Board of Education**

# **Regular Public Board Meeting Minutes**

**Tuesday, October 26, 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

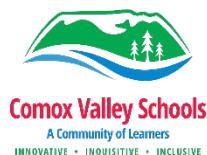
Accountability and shared responsibility

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, October 26, 2021**  
**7:00pm**

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**Trustees:**

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

**Staff:**

Tom Demeo, Superintendent of Schools  
Brenda Hooker, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance (via Zoom)  
Ian Heselgrave, Director of Operations (via Zoom)  
Sean Lamoureux, Director of Inclusive Education (via Zoom)  
Vivian Collyer, Director of Instruction (via Zoom)  
Jay Dixon, Director of Instruction (via Zoom)  
Josh Porter, Director, Information Technology

**Regrets:** Tonia Frawley, Trustee – Cristi May Sacht, Trustee

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Board Chair, Sheila McDonnell called the meeting to order at 7:09 pm 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 October 26, 2021 Regular Public Board Meeting Agenda as presented.*

[Howe/Waite]

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-7

**Motion:**

*THAT the Board of Education adopt the September 28, 2021 Regular Public Board Meeting Minutes as presented.*

[Howe/Hawksby]

**CARRIED**

**4. Unfinished Business**

The Secretary-Treasurer spoke to a motion made on June 22, 2021, approving the Long-Range Facilities Plan (LFRP) 2021-2022 supporting Option A. The motion stated, "In the fall, senior staff will be bringing forward some potential options and solutions for the Board to consider". With the complexity of this topic the Facilities Committee proposes the November meeting be an In-Camera Committee of the Whole meeting to discuss this topic in detail.

**5. Record of In-Camera Meeting Minutes**

Pages 8-9

- September 28, 2021 – Regular In-Camera Meeting
- October 12, 2021 – Special In-Camera Meeting  
Board Information

**6. Board Chair's Report**

Page 10

The Board Chair spoke to the ongoing work that staff have been working on; namely, managing our operations to make sure our school district continues to provide excellent educational opportunities for all students. The Board Chair also spoke to the possibility of mandatory vaccinations for employees and what the district is exploring with regards to this topic. She gave feedback about the Joint Partner Liaison Meeting, which was held on October 14<sup>th</sup> and 15<sup>th</sup>.

**7. Presentations / Delegations**

None

**8. Education Committee Meeting**

Page 11

**Motion:**

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

*[Waite/Hawksby]*

**CARRIED**

**Next Education Committee Meeting:**

**TOPIC:** Dual Credit Trades Courses  
**DATE:** November 9, 2021  
**TIME:** 6:30 pm  
**LOCATION:** School Board Office

## 9. Strategic Direction

### A. Superintendent

#### i. District News – Verbal Update

- In October, schools have held 3 district wide cross country runs for students in grades 4-7.
- Lake Trail Community school received recognition and a \$500 reward for their ongoing work from the Networks of Inquiry and Indigenous Education.
- Mark R. Isfeld Secondary raised over \$9000 during their Terry Fox run.
- Highland Secondary raised over \$2500 during their Terry Fox run.
- Cumberland Community School raised over \$1700 during their Terry Fox run.
- The Chanie Wenjack walked was held at Royston Elementary, Cumberland Community School and Ecole Puntledge Park Elementary.

#### ii. Framework Report – Verbal Update

A copy of the FESL Report (District Annual Review 2020-2021) was given to all Trustees and a digital copy can be found on the District website:

<https://www.comoxvalleyschools.ca/wp-content/uploads/2021/10/District-Annual-Review-2020-2021.pdf>

#### iii. Strategic Plan – Verbal Update

A copy of the 2020-2021 Strategic Plan Annual Report was handed to all Trustees and a digital copy can be found on the District website:

<https://www.comoxvalleyschools.ca/wp-content/uploads/2021/09/Strategic-Plan-Annual-Report-2020-2021.pdf>

#### iv. Equity Scan – Verbal Update

The Equity in Action Consultation will start on November 19th. Invitations have been sent to all participating. This will be a lengthy process and the District appreciates the opportunity to participate in this process.

### B. Assistant Superintendent

#### i. Inner Explorer Program – Verbal Update

Senior Leaders are excited to announce the new district wide Inner Explorer Program. Inner Explorer is an online mindfulness platform designed to support mental health and well-being through Mindfulness-Based Social Emotional Learning. All students will have access to these teachings and lessons.

**C. Secretary-Treasurer**

**i. Long Range Facilities – Verbal Update**

Student enrollment has significantly increased beyond the initial predictions. Due to new capacity pressures and previous capacity challenges, more information is being gathered and an In-Camera Committee of the Whole will meet to discuss this topic in-depth with an intention to find long-term solutions.

**ii. Cumberland Child Care – Verbal Update**

The Secretary-Treasurer and the Director of Operations continue to meet with the Village of Cumberland staff. The District has offered their support in helping to start the child care project. A proposal has been submitted to the Village of Cumberland and it is our understanding the Village will be looking at it in their November meeting.

**CI. Human Resources**

**i. Retirements and Recognition**

Board Information

Page 12

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report - October 19, 2021**

Pages 13-32

**Motion:**

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

*[Caton/Howe]*

**CARRIED**

**B. Audit Committee Board Report**

No Meeting in October

**C. Policy Committee Board Report – October 21, 2021**

Pages 33-34

**Motion:**

*THAT the Board of Education receive the changes and suggestions to Policy 7 4.15 as presented.*

*[Waite/Hawksby]*

**CARRIED**

**Motion:**

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

*[Waite/Caton]*

**CARRIED**

**D. Facilities Committee Board Report – October 19, 2021**

Pages 35-40

**Motion:**

*THAT the Board of Education receive the Long-Range Facilities Plan (LRFP) Option A Solutions briefing note as provided.*

*It is further recommended that a Notice of Motion be presented at the October 2021 Board Meeting that the November Facilities Committee meeting be an In-Camera Committee of the Whole meeting to thoroughly review Option A solutions and that a motion for a decision on Option A solutions be presented at the November Board Meeting.*

*[Howe/Caton]*

**CARRIED**

**Motion:**

*THAT the Board of Education receive the School Board Office Feasibility Study briefing note as provided.*

*[Howe/Caton]*

**CARRIED**

**Motion:**

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

*[Howe/Hawksby]*

**CARRIED**

**11. Board Business**

**A. VISTA Fall Meeting – Verbal Update**

Page 41

Trustee Caton gave an overview of the Fall Vista meeting which was held on October 2. Guest speaker, BCSTA Director, Dr. Chenoweth spoke to the attendees on how best to move forward with Truth and Reconciliation.

The second guest speakers were Dr. Allison and D. Waters who gave a general COVID-19 updated.

The next VISTA meeting will be held in Courtenay on March 4-5, 2022.

**B. BCSTA Provincial Meeting – Verbal Update**

Trustee Caton attended the BCSTA Provincial meeting on October 23. Updates were given with regards to the Board of Education role, as the employer, when it comes to policy making and mandatory vaccinations. Four motions were passed at

**B. BCSTA Provincial Meeting – Verbal Update**

Trustee Caton attended the BCSTA Provincial meeting on October 23. Updates were given with regards to the Board of Education role, as the employer, when it comes to policy making and mandatory vaccinations. Four motions were passed at this meeting and two of them were submitted by Trustee Howe and Trustee Caton.

**12. Board Correspondence**

None

**13. Public Question Period**

None

**14. Meeting Adjourned – 8:52 pm**

**MOTION:**

*THAT the Board of Education adjourn this meeting.*

[Hawksby/Waite]

**CARRIED**

**Board Approved on:**  
November 23, 2021

**Certified Correct:**



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Brenda Hooker, CPA, CGA  
Secretary-Treasurer



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Sheila McDonnell  
Board Chair



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, September 28, 2021**  
**7:00pm**

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**In Attendance Via Virtual Zoom Meeting:**

**Trustees:**

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

**Staff:**

Tom Demeo, Superintendent of Schools  
Brenda Hooker, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Sean Lamoureux, Director of Inclusive Education  
Vivian Collyer, Director of Instruction  
Jay Dixon, Director of Instruction  
Josh Porter, Director, Information Technology

**Regrets:** None

**Recording Secretary:** Heidi Bell, Sr. Executive Assistant

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**1. Call to Order**

Board Chair, Sheila McDonnell called the meeting to order at 7:06 pm 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 September 28, 2021 Regular Public Board Meeting Agenda as presented.*

[Frawley/Howe]

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-11

**Motion:**

*THAT the Board of Education adopt the June 22, 2021 Regular Public Board Meeting Minutes as presented.*

[Hawksby/Waite]

**CARRIED**

#### **4. Unfinished Business**

The Secretary-Treasurer spoke to a motion made on June 22, 2021, approving the Long-Range Facilities Plan (LRFP) 2021-2022 supporting option A. The motion stated, "In the fall, senior staff will be bringing forward some potential options and solutions for the Board to consider". These options will hopefully be brought forward in the October 2021 board meeting instead. Staff felt that October versus September would provide more accurate information around enrollment pressure as the timing is after the 1701 report is finalized.

#### **5. Record of In-Camera Meeting Minutes**

Page 12

- June 22, 2021 – Regular In-Camera Meeting Board Information

#### **6. Board Chair's Report**

Pages 13-14

The Board Chair welcomed everyone to the first board meeting of this school year and commends all staff and senior leaders for their work over the summer. The Board chair spoke to the new Truth and Reconciliation Day, September 30, 2021, and invited all board members to participate in many events available to honour the day.

Trustees were given a handmade moccasin (paperweight), as a symbol of the children and the difficult path we walk together. These gifts were made by the Little Bear, Kindergarten class at Ecole Puntledge Park Elementary.

#### **7. Presentations / Delegations**

- 2020-2021 Financial Statements Audit Opinion – Lenora Lee, Audit Engagement Partner, KPMG & Candice Hilton, Director of Finance**

Lenora Lee presented an overview of the Financial Statements Audit Opinion. The audit was a clean audit opinion, no changes were made after staff prepared the draft statements and there were no issues nor anomalies. This audit was conducted very smoothly.

The Director of Finance gave a slide show overview presentation of the 2020-2021 Year-End Financial Statement.

#### **8. Education Committee Meeting**

No meeting in September

#### **Next Education Committee Meeting:**

**TOPIC:** Pathways to Hope  
**DATE:** October 12, 2021

TIME: 6:30 pm  
LOCATION: School Board Office

## 9. Strategic Direction

### A. Superintendent

#### i. School Start Up & District News – Verbal Update

- It was a relatively smooth school start up, with a good feeling in the schools.
- School sports have started up and we are all learning how to work around the new rules.
- Truth and Reconciliation Day – A statement was read to the board from Chief Nicole Rempel, K'ómoks First Nation. This statement will be shared with all students on Wednesday, September 29<sup>th</sup>.
- The Directors of Instruction shared examples of how our students, in all grades, are participating in different activities and learnings around Truth and Reconciliation.
- The Superintendent announced our new Communication Manager, Mr. Craig Sorokin.
- There is a change around COVID-19 communications from last year. Still waiting for final clarification and guidelines.
- Big Brothers and Sisters of Victoria are expanding their school-based mentoring program to include Valley View Elementary and Mark R. Isfeld Secondary.
- Miracle Beach Elementary has fundraised \$3500 for Terry Fox and Tour de Rock 2021 the goal was \$1800.
- Mark R. Isfeld Secondary held Spirit Week and raised over \$500 for Down Syndrome in support of a student.
- Aspen Park Elementary raised \$772 for Terry Fox.
- Aspen Park Elementary had a Cops for Cancer Tour de Rock visit. One of the students had her head shaved in honour of her friend who has cancer, with a goal of raising \$1000, so far, she has raised \$4100.
- The Director of Operations gave an update on capital projects and listed off all the summer projects which were completed.
- FESL Report – Strategic Annual Report has been completed and is online to view.
- Comox Valley Farm to School Learning Circle Final Report 2021, part one has been completed.
- Lake Trail Middle School introduced a waste free initiative, where they as a school are working to be a zero-waste community.
- New Directors were welcomed and introduced.

**B. Assistant Superintendent**

**i. School Start up – Verbal Update**

Enrollment has grown over the past 4 years and this year is no different. Waiting for the 1701 count to confirm, but in general we are up 100 students in elementary, 50 students in secondary and 150 students in NIDES. Overall schools have been able to accommodate these new students.

**ii. Compost Pick-Up Proposal – Verbal Update**

Over a year ago students gave a Zoom presentation on a compost pick-up proposal. Since then, 3 schools, Arden Elementary, Mark R. Isfeld and Lake Trail Community School have joined with Earth Warriors for their compost pick up needs. Earth Warriors might not have the capacity to pick up at all our schools.

**C. Secretary-Treasurer**

Pages 15-17

**i. Ecole Puntledge Park Elementary Water Works Right-Of-Way Bylaw 2021**

**Motion:**

*THAT Ecole Puntledge Park Elementary Water Works Right-Of-Way Bylaw 2021 be given first reading.*

*[Frawley/Howe]*

**CARRIED**

**Motion:**

*THAT Ecole Puntledge Park Elementary Water Works Right-Of-Way Bylaw 2021 be given second reading.*

*[Waite/Hawksby]*

**CARRIED**

**Discussion**

**Motion:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of Ecole Puntledge Park Elementary Water Works Right-Of-Way Bylaw 2021 be given at tonight's meeting.*

*[Caton/Howe]*

**CARRIED Unanimous**

**Motion:**

*THAT Ecole Puntledge Park Elementary Water Works Right-Of-Way Bylaw 2021 be given third and final reading.*

*[Howe/Caton]*

**CARRIED**

**D. Human Resources**

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

Page 18

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report**

No meeting in September

**B. Audit Committee Board Report - September 16, 2021**

Pages 19-89

**i. 2020-2021 Audited Financial Statement**

**Motion:**

*THAT the Board of Education approve KPMG LLP's Report on the Financial Statement Audit for the year ending June 30, 2021.*

*[Frawley/Hawksby]*

**CARRIED**

**Motion:**

*THAT the Board of Education approve the 2020-2021 Audited Financial Statements.*

*[Frawley/Caton]*

**CARRIED**

**Motion:**

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

*[Frawley/Howe]*

**CARRIED**

**C. Policy Committee Board Report**

No meeting in September

**D. Facilities Committee Board Report – September 21, 2021**

Pages 90-102

The Superintendent spoke to the name change for Mark R. Isfeld. The intent of the motion is to reflect the school, over 50% of students are in French Immersion.

**Motion:**

*THAT the Board of Education approve the name change of Mark R. Isfeld Secondary School to Mark R. Isfeld Secondary School – Ecole Secondaire effective immediately.*

[Howe/Waite]

**CARRIED**

**Motion:**

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

[Howe/Howksby]

**CARRIED**

**11. Board Business**

- A.** The Secretary-Treasurer gave an update of the Grand Opening Ceremonies for Hornby Island Elementary and Lake Trail Community School.  
Hornby Island Community School Grand Opening – Thursday, October 7<sup>th</sup> @ 1 pm  
Lake Trail Community School Grand Opening – Friday, October 8<sup>th</sup> @ 9:30 am

**12. Board Correspondence**

- A. Correspondence:** from the Board of Education to The Honourable Jennifer Whiteside, Minister of Education – Support for the BCSTA's Capital Working Group's Report, "The Case for Increased School Life Cycle Funding"  
Sheila McDonnell, Trustee  
Board Information Pages 103-104
- B. Correspondence:** Select Standing Committee Presentation. Finance Committee Chair will present, accompanied by the Secretary-Treasurer. Pages 105-116

**13. Public Question Period**

**DPAC – Will School District No. 71 consider the mask mandate for K-3 as the Vancouver School Board has just done? Also, would you consider reinstating cohorts if numbers of COVID exposures increase in our schools?**

The Superintendent spoke to these questions. A recommendation was made to wait and follow any Public Health Orders or direction from the Ministry of Education. Last year, cohorts were put in place to assist contact tracing measures, if needed again for that purpose we could look at that; however, as a method of prevention I'm not so sure it would be the most effective method. We can revisit this topic at the next board meeting.

**14. Meeting Adjourned – 8:52 pm**

**MOTION:**

*THAT the Board of Education adjourn this meeting.*

[Frawley/Caton]

**CARRIED**

**Board Approved on:**

October 26, 2021

**Certified Correct:**

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Brenda Hooker, CPA, CGA  
Secretary-Treasurer

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Sheila McDonnell  
Board Chair

**RECORD OF IN-CAMERA MEETINGS**

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**TO:** Board of Education

**DATE:** October 26, 2021

**FROM:** Office of the Secretary-Treasurer

**RE:** Record of In-Camera Meetings

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**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:**

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**September 28, 2021 – Regular In-Camera Meeting**

1. Adoption of the June 22, 2021 Regular In-Camera Meeting Minutes
2. Receipt of and updates on one legal matter
3. Receipt of and updates on three land/property matters
4. Receipt of and updates on one other matter

The meeting was called to order at 6:02 pm and adjourned at 6:52 pm.

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**RECORD OF IN-CAMERA MEETINGS**

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**TO:** Board of Education

**DATE:** October 26, 2021

**FROM:** Office of the Secretary-Treasurer

**RE:** Record of In-Camera Meetings

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**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:**

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**October 12, 2021 – Regular In-Camera Meeting**

1. Receipt of and updates on one legal matter

The meeting was called to order at 7:58 pm and adjourned at 8:40 pm.

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**BOARD CHAIR'S REPORT**

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**TO:** Board of Education

**DATE:** October 26, 2021

**FROM:** Sheila McDonnell, Board Chair

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Among the ongoing work of SD71, some of which we will be learning about and discussing this evening, is the task of managing our operations to ensure that our school district continues to provide educational opportunities to all our students, online and in-person in schools that are safe and healthy for all.

We know that the possibility of a mandatory vaccination requirement for employees in the public school sector is of great interest in our community. The Ministry of Education released a framework to assist districts in looking at all facets of this complex issue, exploring options to increase safety for employees if merited while minimizing the impacts of any measures on our operations. This requires collection of information, consultation with health professionals and our employee partners and careful consideration before any decision. The Board has begun this work, but as it has labour relations implications, it is a matter properly dealt with in camera. We will take the time to do this thoroughly and with the best interests of our SD71 community as a whole in mind.

Other areas of significant work in the education sector were on the agenda of an Education Partners meeting I attended in Vancouver that brought together Board representatives, Superintendents and Secretary-Treasurers from School Districts around the province. This was the first large in-person conference for many of us in several years. The focus was on major themes for school districts, which we will hear more about tonight and in future meetings. We are all working closely with the Ministry of Education to address accountability, engagement, truth and reconciliation, equity and inclusion in the service of education success for all students. Presentations included Assessment Tools as a mechanism for Supporting Equity- an especially important element for ensuring our efforts to improve outcomes, for indigenous students in particular, are focused and successful. Equity in Education, Truth and Reconciliation in BC Public Schools, the Framework for Enhanced Student Learning and the elements of the Ministry's Anti-Racism Action Plan continued these themes. We also had a somewhat drier, but no less important, session on responsible management and accounting of District reserve funds. Board Strategic Goals, measurable Implementation plans, and monitoring of results are part of ensuring that the work we do is transparent and effective. Much of this work is done by our Senior leaders and their teams, delivered at every school site by all our staff focused on making a difference for every student. As trustees, it is our responsibility to be informed and responsive and support the work. We face many complex challenges, with never enough resources in our view, with determination to succeed together.

Respectfully submitted,

*Sheila McDonnell*

Sheila McDonnell  
Trustee

**EDUCATION COMMITTEE**  
**BOARD REPORT**

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**Date:** Tuesday, October 12, 2021  
**Time:** 6:30 – 8:00 pm  
**Venue:** School Board Office, Board Room

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**A. Welcome**

*We gratefully acknowledge that we are on the traditional, unceded territory of the K'ómoks First Nation. We are thankful for the opportunity to work with their families and teach their children.*

**B. Pathways of Hope**

**Guest speakers:** Tory Scholz, Program Developer and Esther Shatz, Retired Director of Instruction, presented the Pathways of Hope initiative. This is an initiative for utilizing wrap around services for making mental health and addictions care better for those in the Comox Valley. Two Integrated Child and Youth Team Leaders team leaders have been hired to lead the initiative and two spaces have been set aside at Queneesh Elementary and Glacier View Secondary as office space.

**C. Student Mental Health**

Sean Lamoureux, Director of Instruction discussed the mental health impact during the school start up in September and the many initiatives that staff, students and the community are involved in.

**D. Next Meeting**

Topic: Dual Credit Courses  
Date: November 9, 2021  
Time: 6:30 pm  
Location: School Board Office, Board Room

**BRIEFING NOTE**

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**TO:** Board of Education

**DATE:** October 26, 2021

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

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**Retirements**

Susan Harrison, Education Assistant, Inclusive Education, will retire effective December 31, 2021 after 9 years of service with the district.

Margaret Freney, Library Clerk, Queneesh Elementary, will retire effective December 31, 2021 after 36 years of service with the district.

Andrea Cochrane, Teacher, Brooklyn Elementary, will retire effective December 31, 2021 after 33 years of service with the district.

**FINANCE COMMITTEE  
BOARD REPORT**

**Date:** Tuesday, October 19, 2021  
**Time:** 3:30pm – 4:00pm  
**Venue:** Via Zoom

**Committee Members:**

Tonia Frawley: Chairperson  
Janice Caton: Trustee  
Sheila McDonnell, Trustee  
Brenda Hooker, Secretary-Treasurer

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

**Regrets:** Cristi May Sacht, Trustee

**Guests:** Cathie Collins, Manager of Finance

**Recording Secretary:** Marlene Leach, Senior Executive Assistant

**A. WELCOME**

The Chair welcomed the committee and called the meeting to order at 3:03pm.

**B. ITEMS FOR DISCUSSION**

**1. Review Draft Terms of Reference - Handout**

Secretary-Treasurer, Brenda Hooker reviewed the Draft Terms of Reference with the committee and explained that an update was necessary to align the Terms of Reference with Board and Ministry of Education policies. The Secretary-Treasurer expects that an updated draft Terms of Reference may be available for the November or December meeting.

**2. Review Annual Work Plan**

Director of Finance, Candice Hilton reviewed the Annual Work Plan with the committee.

**C. ITEMS FOR INFORMATION**

**1. 2020-21 Financial Statements Follow-up – Verbal Update**

Secretary-Treasurer, Brenda Hooker provided a verbal update on the 2020-21 Financial Statements to the committee and Director of Finance, Candice Hilton provided information as well.

**2. 2021-22 Projected Enrollment Revenue – Verbal Update**

Secretary-Treasurer, Brenda Hooker provided a verbal update on the 2021-22 Projected Enrollment Revenue noting that enrollment has increased. Questions from the committee were answered.

**3. Financial Update**

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

Director of Finance, Candice Hilton reviewed the September 30<sup>th</sup> Capital Update with the committee and staff responded to committee questions.

**D. FUTURE MEETINGS/AGENDA ITEMS**

**Next meeting:** 3:30pm – 4:30pm on Monday, November 15, 2021

**E. ADJOURNMENT**

The meeting was adjourned at 4:01pm.

## Finance Committee - Terms of Reference

The Finance Committee is an advisory committee appointed by, and at the pleasure of, the chair of the board.

The committee reports to and is accountable to the Board of Education. The committee may delegate information assembly, assessment, or advisory responsibilities to such advisors or subcommittees as it reasonably sees fit. The committee shall establish an Audit Committee to assist with the board's financial fiduciary responsibilities established in the *School Act*.

The school district will provide the committee with reasonable resources for its work, including engaging and compensating any outside advisor that the committee reasonably determines necessary to carry out its purpose. Such advisors will be accountable to the committee.

### Purpose

The mandate of the committee is assist the Board of Education in its financial oversight responsibilities and to consider and make recommendations to the board on important financial matters. The committee is responsible for the oversight and development of the annual and amended consolidated budgets.

### Committee Membership

The Finance Committee will consist of the following members:

1. three (3) board members, one of whom shall act as chair of the committee;
2. secretary treasurer, director of finance, director of operations assistant superintendent and, superintendent of schools.

### Key Responsibilities

The Board of Education and Superintendent of Schools recognizes that the committee's role is one of oversight. Management is responsible for financial administration including establishing internal controls and preparing the district financial statements. Management have more time, knowledge, and information to address day-to-day details and decisions; the committee is expected to exercise reasonable care and due diligence but not to provide any expert or special assurances as to the work of others.

The following responsibilities are guidelines subject to such other requirements or limitations, designated by resolution of the Board of Education from time to time, and to special circumstances:

#### 1. Financial Policies and Information

The committee will review and recommend to the Board of Education for approval:

- a. internal strategic plans, goals, policies, and budgets related to the financial management and administration of the school district, including:

- the budget framework, leading to the consolidated district budgets;
  - the appropriateness of accounting policies and financial reporting practices used by the district;
  - any significant proposed changes in financial reporting and accounting policies and practices to be adopted by the district;
  - any new or pending developments in accounting and reporting standards that may affect or impact the district;
  - the revenue framework, government financing, special purpose grants, and school fees;
  - capital expenditures;
  - policies on investment portfolios or portfolio performance;
  - debt acquisition, conditions and management; and,
  - compliance reporting for the board.
- b. Banking resolutions, debt financing transactions, and material operational agreements consistent with this policy.

## 2. Financial Accountability and Public Disclosures

The Finance Committee will:

- a. review, and report to the Board of Education, the following public disclosure documents:
- quarterly and annual reports;
  - financial reports;
  - budget information; and,
  - other financial reports, as applicable.
- b. evaluate annually:
- its performance in accordance with board approved documents or direction; and,
  - this mandate and related policies.
- c. receive for information:
- periodic financial reports sent to the province; and,
  - public bodies report.

## 3. Audit Committee

Purpose

To assist the board and the superintendent of schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP / PSAB compliance), and monitoring the school district's compliance with laws and regulations pertaining to financial operations.



## Authority

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. With the consent of the Board of Education, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
3. Meet with the secretary treasurer and superintendent of schools, external auditors or outside counsel, as necessary.

## Composition

The Audit Committee will consist of the following members:

1. Finance Committee Members; and
2. Two members of the public, who are independent to the school district, have no relationship to the audit firm and who are knowledgeable about financial procedures and analysis.

## Meetings

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting in person or via teleconference or videoconference. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of meetings will be prepared. Committee reports shall be provided at regular meetings of the Board of Education, unless, in the opinion of the committee chair, disclosure of such reports would not be in the public interest. The executive assistant to the secretary-treasurer shall act as the recording secretary to the committee.

## Compensation

The Audit Committee members shall be compensated as follows:

1. Elected school trustees as per Board Policy
2. Public members \$250 for each full day / \$125 for each half day

## Responsibility

The Audit Committee will carry out the following responsibilities:

### *Financial Statements*

1. Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;

2. Review with management and the auditors the results of the audit, including any difficulties encountered;
3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
4. Review with management and the auditors all matters required to be communicated to the Board of Education.

#### Internal Control

1. Consider the effectiveness of the school district's internal controls over annual reporting, including information technology security and control; and
2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

#### Audit

1. Review the auditor's proposed audit scope and approach;
2. Review the performance of the auditors, and provide a recommendation to the Board of Education regarding the final approval for the appointment or discharge of the auditors;
3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school district, including non-audit services, and discussing the relationship with the auditors; and,
4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

#### Compliance

1. Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and
2. Obtain updates from management and, when required, updates from legal counsel regarding compliance matters.

# K-12 public education financial planning and reporting policy

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## On this page:

- [Overview](#)
- [Policy](#)
- [How to comply with policy requirements](#)
- [Policy guidelines and resources](#)
- [Policy alignment](#)
- [Authority for the policy](#)
- [Information and other resources](#)

## Date came into force or revised

Effective July 1, 2021

See [Policy guidelines and resources](#) section below for gradual Policy implementation dates.

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## Overview

The Financial Planning and Reporting Policy (Policy) provides for greater transparency and accountability for the planning and reporting of the financial resources managed by boards of education (boards).

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## Policy

### Purpose

The Policy provides direction and guidelines to align boards' multi-year financial planning and reporting processes with provincial requirements as outlined in the [How to Comply](#) section below.

The Policy is based on effective practices and key principles in financial management including transparency, demonstrated accountability and consistent outcome-based planning, monitoring and reporting. Applying these practices and principles, along with support from the Ministry of Education (the Ministry), can result in the efficient use of funding and resources to support boards' strategic plans, other operational needs of school districts and enhanced educational outcomes for students in the K-12 education system.

The policy is one component of a broader provincial framework for transparency, accountability and equity. Provincial, district and school educational objectives, outcomes and strategic plans should align with the Goals of Education and the Educated Citizen in Parts B and C of the [Statement of Education Policy Order \(PDF, 187KB\)](#) and the [Policy Alignment](#) and [Policy guidelines and resources](#) section below.

## Multi-year financial planning and reporting

The [Framework for Enhancing Student Learning Policy](#) (Framework) directs boards to develop and implement multi-year strategic plans, supported by operational and financial plans, that are focused on improving student educational outcomes. The [Enhancing Student Learning Order \(PDF, 338KB\)](#) requires boards to annually report to the Ministry on student performance using specified outcomes and measures.

Boards will use the financial planning and reporting requirements in this Policy to demonstrate how financial resources are used to support boards' strategic planning and operational needs to enhance student educational outcomes specified in the Framework.

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## How to comply with policy requirements

### Board planning

To comply with the Policy boards will develop, implement and provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs. To enable greater transparency boards must have local policies in place, that support transparency and accountability, when developing financial plans by:

1. Clearly identifying how local community and education-partner groups, including local First Nations and Métis Nation BC, will be engaged to provide input into the development of board financial plans; and
2. Addressing how local community and partner groups, including local First Nations and Métis Nation BC, will be informed of boards' progress towards aligning funding and resources with board strategic plans, other operational needs of the school district, and enhanced student educational outcomes

To ensure that boards stay on target to achieve their long-term strategic and financial goals, boards should develop and implement internal processes to monitor and track their financial progress and performance throughout the year and adjust strategic plans as required.

The Ministry will provide guidance and resources, as needed, to help boards build and maintain multi-year financial plans (see PG), including:

1. Information about the factors that the Ministry will consider in the annual provincial budget process when establishing educational funding (e.g. regular enrolment, provincially approved labour settlements, etc.)
2. A general overview on what is included in the provincial budget for boards over a multi-year fiscal plan period, including an estimator tool for school districts to estimate allocations over a multi-year timeframe (see Policy Guidelines); and
3. Greater certainty for multi-year planning by working with boards (in collaboration with the BC Association of School Business Officials) to ensure that projected funding pressures are identified for the annual provincial K-12 budget process.

### Board reporting

The Ministry has a robust annual [school district financial reporting framework](#) that boards use to meet their reporting requirements as specified in the School Act and to align with the Budget Transparency and Accountability Act. Boards will use this existing financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans (for example, enhanced student educational outcomes and other operational needs of the board).

The Ministry will review the information above, as part of their <sup>20</sup>Annual review of financial reporting, and provide feedback and support, as needed, to build boards' financial planning, monitoring and reporting capacity.

The Ministry will also:

1. Publish a provincial summary of the annual budget and year-end spending information that boards provide to the Ministry; and
  2. Consult with boards, as needed, when making changes to the Policy
- 

## Policy guidelines and resources

- [Key Dates for Policy Implementation](#) (PDF, 158KB).
  - [Questions and Answers](#) (PDF, 253KB).
  - Estimator Tool for boards to estimate budget allocations over a multi-year timeframe (**under development**)
- 

## Policy alignment

The policy is aligned with other policies and provincial expectations to improve financial transparency, accountability, and educational outcomes for students in the K-12 education system, including:

- [Provincial Government Core Policy and Procedures Manual](#) which boards, as public sector organizations, are expected to follow
  - [Policy for Student Success](#) (PDF, 338KB).
  - The goals and objectives of the [Framework for Enhancing Student Learning](#), (including the Implementation Guide for the Framework) and the [Enhancing Student Learning Order](#) (PDF, 173KB).
  - [School District Financial Reporting](#)
  - The Ministry of Education's strategic goals and resulting service expectations in the current [Ministry Service Plan](#) that have been established in consultation with the sector
  - [Indigenous Education Targeted Funding Policy](#)
  - [K-12 Provincial Accumulated Operating Surplus Policy](#)
- 

## Authority for the policy

- [B.C. School Act](#) s.81, s.110, s.156.
  - [Enhancing Student Learning Reporting Order](#) (PDF, 173KB).
  - [Budget Transparency and Accountability Act](#)
- 

## Information and other resources

- [B.C. School Act](#)
- [Operating Grant Tables](#)
- [Vision for Student Success](#)
- [Reporting on Student Success](#)

## Policy 8

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### BOARD COMMITTEES

As much as possible, the board's business of governance will be conducted by the full board of Education. The board may establish committees of the board when necessary to assist it with governance functions. Committees of the board shall never interfere with delegation of authority from board to superintendent. The board may delegate specific powers and duties to committees of the board that are established by the board, subject to the restrictions on delegation in the *School Act*.

The primary purpose of all committees of the board shall be to act in an advisory capacity to the board. Unless specific powers have been delegated by the board the power of all committees shall be limited to making recommendations to the board and shall not include that of acting on behalf of the board unless specifically authorized for individual issues. The chair of the committee shall place all recommendations before the board at a regular business meeting of the board in the form of a proper motion. No action of any committee of the board shall be binding on the board until the action is formally approved by the board.

A quorum shall be a majority of the trustees appointed to the committee.

#### General Requirements

1. The board may establish Standing Committees and Ad Hoc Committees and shall prescribe their purpose, powers and duties, membership and meetings.
2. The chair of the board shall be an ex-officio non-voting member of all board committees to which the chair has not been appointed. The board vice-chair may act as ex-officio in the absence of the board chairperson. The board chairperson may take the place of any trustee member or alternate who is absent to complete the committee quorum.
3. The chair of the board shall recommend and the board shall appoint committee chairs and members of any standing or ad hoc committee. The only exception is that the vice-chair shall chair the Education Committee.
4. Committees shall provide written reports to the board on any matters discussed by the committee.

#### Standing Committees

Standing committees consist solely of trustees and are established to assist the board with work of an ongoing or recurring nature. Trustees normally shall be appointed to Standing Committees at the annual Inaugural Meeting and subsequent Annual Meeting to serve at the pleasure of the board, and thereafter, at any time determined by the board.

Standing committees are usually established or confirmed annually at the Inaugural Meeting or subsequent Annual Meeting. The appointed member shall serve on the committee until replaced by a subsequent appointment.

The number of trustees appointed to a committee other than a Committee of the Whole shall not constitute a quorum of the board.

Each standing committee shall establish, at the first meeting of the committee the meeting schedule for the year. The chairperson of the committee may cancel regularly scheduled meetings for proper cause. Proper cause will include insufficient business to require a meeting of the committee. The chairperson of the committee may also call special meetings of the committee not included on the schedule. All board members will receive notification as well as the agenda for any regularly scheduled or special meetings of the committee. The meetings shall be scheduled so that the meeting notes can be received by the secretary treasurer's office eight (8) days prior to the board's regularly scheduled meeting day, to be included in the next board agenda package.

The resource staff assigned to each committee by the superintendent shall keep notes of each committee meeting, prepare the agenda, and distribute material to be considered by the committee.

Committee notes shall be distributed to all members of the board at the board Meeting at which the committee report is given. The chairperson of the standing committee shall determine which portion of the report will be given In-Camera and which portion will be given in Public.

The committee agenda and accompanying material shall be distributed at least two (2) full days before any regular meeting of the committee. A copy of each committee agenda shall be distributed to all members of the board. Items may be added to the committee agenda of any regular or special meeting of the committee at the beginning of each meeting with the consensus of those committee members present.

Committees' rules of order may be relaxed at the discretion of the committee chair to encourage open and in-depth discussion. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the chair shall offer speaking priority to those who have not yet participated in each discussion.

Committee recommendations to the board will be reached by consensus. If a single recommendation cannot be agreed upon, the committee chair will ensure the notes reflect the differing points of view.

Committees shall make recommendations to the board in writing, with final wording agreed upon at the committee meeting. No recommendation of any committee shall be binding on the board until the action is formally approved by the board.

## **1. Audit and Finance Committee**

### **1.1 Purpose**

- 1.1.1 The purpose of the committee is to assist the board to oversee and provide a more focused and ongoing board discussion of the district's financial accountability. The focus for fiscal accountability, shall include risk assessment and mitigation strategies, the external audit processes and findings, and monitoring fiscal reporting format to ensure clear communication to the board.

## 1.2 *Powers and Duties*

- 1.2.1 Liaises with the district's Auditor or other financial audit institutions (e.g. Office of the Auditor General) on behalf of the board;
- 1.2.2 Manages the selection of the Auditor, reviewing their services to the district, and their independence letter. and recommending their appointment to the Board of Education;
- 1.2.3 Reviews financial statements and discusses them with the Auditor as required;
- 1.2.4 Ensures the Auditor is providing an adequate level of advice to the district which is agreed and set out in the auditor's terms of engagement;
- 1.2.5 Ensures the terms of engagement recommended to and approved by the board for the external audit, facilitates the board's assessment of the superintendent's fiscal management of the district in relation to any relevant fiscal quality indicators.
- 1.2.6 Meets with the Auditor to approve the audit plan its scope and materiality levels, in light of the board approved terms of engagement.
- 1.2.7 Annually reviews the audit report and management letter and the superintendent's fiscal accountability reports to determine if the fiscal accountability quality indicators have been met and reports findings to the Board of Education;
- 1.2.8 Meets with the Auditor without staff present at the outset and at the conclusion of the Audit.
- 1.2.9 Reviews summary reports on internal compliance audits; these will be reviewed and recommendations made for changes to processes or procedures.
- 1.2.10 Make recommendation to the board re the appointment of the external Audit Committee member.
- 1.2.11 Reviews insurance coverage in terms of meeting mandatory requirements and competitiveness of premiums. In addition, reviews open insurance claims to inform risk management strategies.
- 1.2.12 Reviews risk management and mitigation of risk strategies and the steps management has taken to identify, monitor, control and report such exposures. Risk Management Oversight means identifying and analyzing and managing risks that may prevent the district from achieving its objectives. The committee's oversight responsibilities for risk management is primarily concerned with financial risks that may affect financial reporting.



- 1.2.13 Review with management, the external auditors, and, if necessary, legal counsel any litigation claim or other contingency that could have a material effect upon the financial situation or operation results of the district and the manner in which these will be disclosed in the financial statements.
- 1.2.14 Review and assess the adequacy of these terms of reference annually and submit any recommended changes to the terms of reference to the board of Education for approval.
- 1.2.15 Review fiscal accountability reports to ensure they provide the board with any significant variances in relation to budget and expenditures, budget/expense projections, status of any significant fiscal administrative issues and identification of any fiscal governance issues and any recommendations.
- 1.2.16 Makes legal, and property recommendations regarding any matters referred to the committee by the board.
- 1.2.17 Review investment parameters.

### 1.3 *Membership*

- 1.3.1 The chair, and two (2) other trustees.
- 1.3.2 Two (2) appointed community non-voting members who is a resident of the school district, not an employee or spouse of an employee and have financial expertise and must sign a non-disclosure agreement.

### 1.4 *Meetings*

- 1.4.1 At least two (2) times annually.

## 2. **Facilities and Properties Committee**

### 2.1 **Purpose/Function**

The purpose of the Facilities Committee is to review and provide recommendations to the Board in regard to assigned facilities planning matters.

### 2.2 **Key Responsibilities**

#### 2.2.1 *Student Enrolment:*

Annually review enrolment and enrolment trends and the potential impact on capital planning, student accommodation and catchment changes.

#### 2.2.2 *Capital Planning:*

Annually review and make recommendations regarding the draft five-year capital plan for submission to the BC Ministry of Education.

### **2.3 Long Range Facilities Plan**

- 2.3.1 Annually review and make recommendations regarding the long-range facilities plan for submission to the BC Ministry of Education.

### **2.4 Facilities Planning Matters Referred to the Committee by the Board**

- 2.4.1 Review matters referred and make recommendations as requested.

### **2.5 Naming and Renaming Schools**

- 2.5.1 Within the constraints of Board direction provided at the outset of any potential school naming or renaming process, provide recommendations to the Board.

### **2.6 School Closures**

- 2.6.1 Review the materials provided by senior staff to the Board regarding a possible school closure and provide a recommendation to the Board as to whether the committee supports the possible closure advancing to the school closure public consultation process phase.

### **2.7 Membership**

The Facilities Committee will consist of the following members:

- 2.7.1 Three (3) board members, one of whom shall act as Chair of the Committee
- 2.7.2 Secretary-Treasurer
- 2.7.3 Director of Operations
- 2.7.4 Assistant Superintendent

A quorum shall be a majority of the members.

The Chair of the Committee shall preside. If absent the Chair of the Committee shall designate a member to act as Chair. Such appointee shall assume all powers and duties of the Chair when acting as such.

### **2.8 Meetings**

- 2.8.1 The Committee shall meet at least four (4) times per year unless items referred to the committee by the board necessitate additional meetings.

## **3. Education Committee**

### **3.1 Purpose**

The purpose of the Education Committee is to provide a forum for more in-depth discussion of issues related to student learning, student welfare and educational programs.

### 3.2 *Powers and Duties*

- 3.2.1 To review student learning and student welfare data, trends and issues particularly as they relate to the quality indicators in these sections of the superintendent's evaluation process.
- 3.2.2 To review progress relative to key results associated with the District Strategic Plan.

### 3.3 *Membership*

- 3.3.1 All trustees (Committee of the Whole)

### 3.4 *Meetings*

- 3.4.1 Meets the 2<sup>nd</sup> Tuesday of each month

## 4. **Policy Committee**

### 4.1. *Purpose*

- 4.1.1 To prepare recommendations for additions/amendments/deletions to board Policy.

### 4.2 *Powers and Duties*

- 4.2.1 To review information from trustees/administration/stakeholders and develop policy positions as directed by the board.
- 4.2.2 To review board Policies on a schedule which would at minimum provide for the review of all policies at least once in a four (4) year board term of office and make recommendations to the board regarding amendments, changes and deletions.

### 4.3 *Membership*

- 4.3.1 Three (3) trustees

### 4.4 *Meetings*

- 4.4.1 Based on need; three (3) per year minimum.

## 5. **Community Engagement Committee**

- 5.1 Use responsive communication tools that provide public education stakeholders with information that is relevant to their interests

- 5.1.1 Develop and implement diverse communications strategies that focus on preferred communications of the community and respond directly to the expressed interests and concerns of public education stakeholders.

- 5.1.2 Evaluate the efficacy of communication efforts and apply learning about successes and challenges to future efforts to improve the communications work.
- 5.2 Re-structure its commitment to how it works with the community and makes decisions in collaboration with them
  - 5.2.1 Develop a Community Engagement and Planning (CEP) Task Force that can assist in the creation of a School District 71 Community Engagement Plan, with the understanding that the CEP Task Force will include Trustees, Staff, students and community stakeholders. A Terms of Reference for the CEP Task Force will be developed and include, at a minimum, the following:
    - 5.2.1.1 A purpose statement for the CEP Task Force that can include a commitment to developing and fostering a culture of community engagement excellence within School District 71;
    - 5.2.1.2 A description of the specific types of activities it is charged to complete and the specific deliverables it will produce;
    - 5.2.1.3 A set of guiding principles that can include a commitment to evidence based practice, community voice, transparency in decision making, openness, diversity of representation and trust;
    - 5.2.1.4 A description of the relationship between the Board of Trustee's legislated decision making duties, the role of SD staff in decision making and supporting decision making, and the advisory support that the CEP Task Force will provide in service of staff and the Board's deliberations. In other words, the line that separates Board decision making authority from staff, advisory support and community input must be clearly drawn;
    - 5.2.1.5 An initial term of service for the CEP Task Force of 12 months (with possibility of renewal) based on Board approval.
- 5.3 Based on the Community Engagement Forum Summary Report and under the leadership of the CEP Task Force, develop the School District 71 Community Engagement Plan. The Plan will include, at a minimum:
  - 5.3.1 An illustrated diagram that explains the scope of possible involvement of a community stakeholder in receiving information and participating in dialogue and decision making on priority issues affecting the local public education system.
  - 5.3.2 A description and rationale for a limited number of 3-5 priority public education issues around which community engagement and planning activities need to take place in the short and medium term.
  - 5.3.3 A process model that explains how community input can be developed into future education system directions. The process model should attend to

best practices in translating community voice into educational directions, which includes: option modelling that involves evidence review, cost benefit analysis, and feasibility assessments. Any educational direction that reaches the Board should go through such a process and be capped with a Board recommendation report from staff.

- 5.3.4 A detailed implementation strategy that outlines how community engagement and planning will happen in an ongoing way, during specified time frames, with required resources (to be determined) and in relation to a limited number of 3-5 priority public education issues.

- 5.4 Provide regular and relevant information to stakeholders on the work of developing the Community Engagement Plan and its implementation to show the commitment of the District Trustees and its Staff.

## 6. **Ad Hoc Committees**

Ad hoc committees may be established to assist the board on a specific project for a specific period of time. The terms of reference for each ad hoc committee shall be established by board motion at the time of the formation of the committee. Such ad hoc committees shall cease to exist when the purpose has been achieved. The chair of the board shall recommend membership on ad hoc committees while the board retains authority to approve such appointments.

## 7. **Resource Personnel**

The superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Sections 65, 85 *School Act*

## Finance Committee Annual Work Plan

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### September

- Presentation – Audited Financial Statements for the Fiscal Year
- Audited Financial Statements for the Fiscal Year

### October

- Review Committee Terms of Reference
- Financial Update – September 30th

### November

- Statement of Financial Information (SOFI)
- Financial Update – October 31st

### December

- Budget Committee
  - Review Terms of Reference
  - Review Budget Development Principles
  - Review Budget Development Timeline
- Financial Update – November 30th

### January

- Ministry Recalculation – Amended Budget
- Draft Amended Annual Budget (possibly)
- Financial Update – December 31st

### February

- Financial Update – January 31st
- Year End Projection – January 31<sup>st</sup>
- Amended Budget must be finalized
- Review Finance policies

### **March**

- Preliminary Enrolment Projections
- Preliminary Budget Allocation - Estimate
- Financial Update – February 28th
- Year End Projection – February 28th

### **April**

- Preliminary Budget Allocation – Ministry
- Annual Facilities Grant – Spending Plan
- Financial Update – March 31st
- Year End Projection – March 31st

### **May**

- Annual Budget
- Auditors – Planning Report for Year End Audit
- Five Year Capital Plan
- Financial Update – April 30th
- Year End Projection – April 30th

### **June**

- Financial Update – May 31st
- Year End Projection – May 31st

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**CAPITAL FUND UPDATE - September 30th**

<b>CAPITAL FUND</b>		<b>BUDGET</b>	<b>EXPENDITURES to Sept 30th</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Capital Assets</b>	<b>Local Capital</b>	<b>\$ 5,770,754</b>	<b>\$ 665,592</b>	<b>\$ 5,105,162</b>	<b>12%</b>
	<b>Bylaw Capital</b>	<b>\$ 36,635,805</b>	<b>\$ 32,757,963</b>	<b>\$ 3,877,842</b>	<b>89%</b>

<b>LOCAL CAPITAL</b>	<b>BUDGET</b>	<b>EXPENDITURES to Sept 30th</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Modulars	200,000	-	200,000	0%	Ongoing
Vehicle/Fleet Replacement	100,000	-	100,000	0%	Ongoing
Photocopier Fleet Replacement	66,068	21,161	44,907	32%	Ongoing
Printer Fleet Replacement	65,512	12,993	52,519	20%	Ongoing
Trades Equipment	67,620	2,038	65,582	3%	Ongoing
Custodial Equipment	15,711	15,711	-	100%	Ongoing
Classroom Renovations	123,537	4,624	118,913	4%	Ongoing
Facility Reserve	1,300,000	-	1,300,000	0%	Reserve
Music/Fine Arts	30,862	-	30,862	0%	Ongoing
Furniture & Equipment	80,590	19,713	60,877	24%	Ongoing
21st Century Learning Equipment Initiatives	9,478	-	9,478	0%	Ongoing
Land Swap - Prepaid Rent	322,000	-	322,000	0%	Reserve
Land Swap - Proceeds	942,000	-	942,000	0%	Reserve
Board Office Reno	1,465,598	-	1,465,598	0%	Reserve
Future Information Technology	881,249	589,352	291,897	67%	Ongoing
ST Contingency Reserve Fund	100,529	-	100,529	0%	Reserve
<b>TOTALS</b>	<b>\$ 5,770,754</b>	<b>\$ 665,592</b>	<b>\$ 5,105,162</b>		

<b>BYLAW CAPITAL PROJECTS</b>	<b>BUDGET</b>	<b>EXPENDITURES to Sept 30th</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Annual Facilities Grant	1,454,176	592,241	861,935	41%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	22,500,219	2,097,162	91%	Ongoing - Childcare Centre
Hornby Island Replacement	9,444,248	8,833,817	610,431	94%	Substantial Completion
Brooklyn Boiler	175,000	175,000	0	100%	Complete
Huband Playground	165,000	108,969	56,031	66%	2021/22 PEP
Mark Isfeld Roofing	800,000	547,717	252,283	68%	2021/22 SEP
<b>TOTALS</b>	<b>\$ 36,635,805</b>	<b>\$ 32,757,963</b>	<b>\$ 3,877,842</b>		



**POLICY COMMITTEE  
BOARD REPORT**

**Date:** Thursday, October 21, 2021  
**Time:** 1:00 – 2:00 pm  
**Venue:** Zoom Meeting

**Committee Members:**

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

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

**A. Welcome**

The Chair welcomed the Policy Committee and called the meeting to order at 1:04 pm.

**B. Items for Discussion**

- 1. Policy 7 4.15 – All meetings shall stand adjourned at 9:00 pm or two (2) hours after their commencement, whichever comes first. Meetings may continue to a specified or unspecified time, provided that the members present at the meeting unanimously resolve continuation.**

**Motion carried September 1, 2020.**

*THAT the Board of Education request that the policy committee review and suggest changes to Board Policy 7 4.15 Regular Board Meetings regarding the voting requirements for extending the length of Board meetings from requiring an unanimous acceptance note to a majority in favour of extension and that the suggested changes be brought back for discussion and consideration.*

Chair, Michelle Waite provided an update on the progress made by the policy committee and further discussion took place.

**The Policy Committee recommends:**

**All meetings shall stand adjourned at 9:00 pm or two (2) hours after their commencement, whichever comes first. Meetings maybe extended to 9:30 pm or an additional 30mins by a majority vote by those present in favour of the extension. Meetings may continue past 9:30 pm or the 30 mins extension provided that all the members present at the meeting unanimously resolved continuation. No meeting shall continue past 11:00 pm.**

**Motion:**

*THAT the Policy Committee recommends the changes and suggestions to Policy 7 4.15 and will present to the Board of Education on October 26, 2021.*

[Waite/Hawksby]

**CARRIED**

**2. DRAFT Policy 24 Equity and Non-Discrimination – Engagement Process with our Education and Community Partners.**

The Superintendent gave an update, and an invitation was presented to the committing, which invites all education and community group to provide feedback on Draft Policy 24 – Equity and Non-discrimination by November 22, 2021. The invitation will be posted on our District Website for a wider range of people to provide feedback.

A list of all who received the invite will be compiled. Feedback will be collected, collated, and brought back to the policy committee to review, with a hope of having the final review process to the Board of Education by the December 2021 Board meeting.

**3. Updated on Administrative Procedures**

The Superintendent gave an update on the AP's. They have been contracted to be reviewed for accuracy.

**4. Child Care Policy will be discussed at the next meeting**

**C. Next Meeting**

**Tuesday, November 9<sup>th</sup>, 2021  
2:00 pm – 3:00 pm  
Via Zoom**

**D. Adjournment – 1:56 pm**

**FACILITIES COMMITTEE  
BOARD REPORT**

**Date:** Tuesday, October 19, 2021  
**Time:** 4:00pm – 4:30pm  
**Venue:** Via Zoom

**Committee Members:**

Sarah Jane Howe, Chair  
Cristi May Sacht, Trustee  
Sheila McDonnell, Trustee

Brenda Hooker, Secretary-Treasurer  
Ian Heselgrave, Director of Operations  
Geoff Manning, Assistant Superintendent

**Regrets:**

Cristi May Sacht, Trustee  
Michelle Waite, Trustee

**Guests:** Molly Proudfoot, Capital Projects Manager

**Recording Secretary:** Marlene Leach, Senior Executive Assistant

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**A. WELCOME**

The Chair welcomed the committee members and called the meeting to order at 4:05pm.

**B. ITEMS DISCUSSED**

**1. Gym Rental Fees Correspondence – Verbal Update**

Director of Operations, Ian Heselgrave provided a verbal update in regard to an email inquiry that was sent to all Board Trustees. The update was discussed, and staff responded to committee questions.

**C. ITEMS FOR INFORMATION**

**1. Long Range Facilities Plan (LRFP) Option A Solutions – Briefing Note**

**The Facilities Committee recommends:**

*THAT the Board of Education receive the Long Range Facilities Plan (LRFP) Option A Solutions briefing note as provided.*

*It is further recommended that a Notice of Motion be presented at the October 2021 Board Meeting that the November Facilities Committee meeting be a Committee of the*

*Whole meeting to thoroughly review Option A solutions and that a motion for a decision on Option A solutions be presented at the November Board Meeting.*

Director of Operations, Ian Heselgrave, provided an overview of the briefing note. The options were discussed, and staff responded to questions.

**2. Administrative Consolidation Feasibility Study – Briefing Note**

**The Facilities Committee recommends:**

*THAT the Board of Education receive the School Board Office Feasibility Study briefing note as provided.*

Secretary-Treasurer, Brenda Hooker provided an overview of the briefing note and questions from the committee were answered.

**3. Highland Secondary Improvements - Verbal Update**

Director of Operations, Ian Heselgrave, provided a verbal update on the possibility for upgrades to improve the functionality of the Highland Secondary school. The update was discussed, and staff responded to committee questions.

**4. Hornby Island and Lake Trail Community Schools Grand Openings – Verbal Update**

Secretary-Treasurer, Brenda Hooker provided a summary of the grand opening ceremonies that took place at both schools and thanked those who attended. Director of Operations, Ian Heselgrave, provided comments as well. The update was discussed, and staff responded to committee questions.

**D. FUTURE MEETINGS/AGENDA ITEMS**

**Next Meeting:** 4:00pm – 6:00pm, Monday, November 15, 2021, Committee of the Whole, School Board Office Board Room

**E. ADJOURNMENT**

The meeting was adjourned at 4:42pm.

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** Oct 26<sup>th</sup>, 2021  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** LRFP Option A Solutions Update – October 2021

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**Purpose**

To update the Board of Education on the Long-Range Facility Plan Update Option A solutions.

**Background**

The Facilities committee undertook an update to the Long-Range Facilities Plan (LRFP) in 2020-21. As a result of the updated plan, the Board of Education passed the following motion at the June 22<sup>nd</sup> Board meeting:

Motion: *THAT the Board of Education approve the Long-Range Facilities Plan (LRFP) 2021- 2031, as presented, thus supporting Option A. [Caton/May Sacht] CARRIED*

In addition, at the same meeting the Secretary Treasurer gave a verbal update on Boundary Adjustments:

**Boundary Adjustments** - *Verbal Report Secretary-Treasurer, Brenda Hooker provided information on the increasing enrollment that is exceeding the expectations presented in February. Some boundary adjustments may need to be considered. This is notice that some recommendations may be brought forward at the September board meeting around boundary catchments, new developments/subdivisions in the Valley and what their catchment schools would be.*

**Analysis**

There are two primary areas of concern in the district in terms of current and future school capacity challenges:

Southern end of the School District. Synopsis of the challenge:

- Royston – at 310 students. One year ahead of projected growth pattern. School operating capacity is 205 plus four modulars gives 305 capacity. Sewage system capacity is 320. At Royston all the recommendations from the Feb 2020 report are complete.
- Cumberland – at 570 students. Slightly below projected growth patterns. School operating capacity is 545 plus two modulars gives 595 capacity. Two open classrooms at present.

Comox/East Courtenay area of the School District. Synopsis of the challenge:

- Airport - at 187 students and was predicted in 2030 to be at 159. One classroom available.
- Aspen - at 370 students and was predicted in 2030 to be at 340. One modular on the site and only one classroom available.
- Brooklyn - at 392 students and was predicted in 2030 to be at 387. One modular on the site and no classrooms available.
- Valley View - at 366 students and was predicted in 2030 to be at 356. One modular on the site and only one classroom available.

In short, there was an unexpected rapid growth in the student population in Comox and East Courtenay. The schools listed above exceeded the 2030/31 growth projections in September 2021.

**Recommendation**

It is recommended that this briefing note be received by the Board of Education as information. It is further recommended that a Notice of Motion be presented at the October 2021 Board Meeting that the November Facilities Committee meeting be a Committee of the Whole meeting to thoroughly review Option A solutions and that a decision on Option A solutions be presented at the November Board Meeting.

Respectfully submitted,

*Ian Heselgrave*

Ian Heselgrave  
Director of Operations

## BRIEFING NOTE

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**TO:** The Board of Education  
**FROM:** Brenda Hooker  
**RE:** Administrative Consolidation – Feasibility Study

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**DATE:** Oct 26, 2021

### **PURPOSE:**

To provide information to the Board regarding a feasibility study that has been initiated.

### **BACKGROUND:**

As Trustees are aware in 2014, previous boards and staff initiated a land swap and potential joint construction project with the City of Courtenay and CVRD. The projects did not unfold as originally envisioned however the sale of the current School Board Administrative Office (SBO) completed in June of 2021. The District is now in a 99-year lease on the current administrative office space, with the CVRD as the leaseholder. The current SBO was originally constructed in the '60s with an addition in the '80s. It requires significant upgrades to be functional for a growing District.

In addition, significant enrollment pressures have been identified in the East Courtenay/Comox area of the District. In the September 30<sup>th</sup> 1701 count, enrollment is up 4% or 355.75 FTE. For example, enrollment at Airport Elementary is currently at 187 when previously it was predicted to be 159 by 2030-31. This means that the current Inclusive Education administrative space may soon need to be reclaimed for classroom instruction. Currently the administrative functions of Indigenous Education, International Education, Learning Resources, Facilities, and IT are all dispersed throughout the District.

### **ANALYSIS:**

#### Consolidation Feasibility Study

We want to advise the Board that a request for proposals (RFP) has been posted on BC Bid with the intention to provide information around potential options for the delivery of District Administration throughout Comox Valley Schools.

The RFP requests analysis and feasibility for a variety of possibilities including upgrading the current space, leasing other space, building a comprehensive District Office facility or buying existing office space.

The intent of the study is to answer key questions like;

- a) Is there economies of scale to be achieved on our administrative costs to make more efficient and effective use of our resources?
- b) Is it worthwhile to renovate the existing space used for administration?
- c) How much administrative space is necessary for a District that is our size and growing?

- d) What are options for cost effective ways to address our administrative needs?
- e) What are location options in the Comox Valley?
- f) Would there be any potential partnerships for a new facility?

Staff felt that on such a significant allocation of reserves, it was important to have an independent third party analyse the current status and provide non-biased options for the delivery of administration.

The deadline for proposals is early December 2021 with the report deliverable in early February (or sooner).

**RECOMMENDATION:**

*THAT the Board of Education for School District No.71 (Comox Valley) accept this briefing note as information*

Respectfully submitted,

*Brenda Hooker*

Brenda Hooker  
Secretary Treasurer



**TRUSTEE REPORT**

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**TO:** Board of Education

**DATE:** October 26, 2021

**FROM:** Janice Caton, Trustee

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The Vancouver Island School Trustees' Association (VISTA) held their fall meeting on October 2<sup>nd</sup>, 2021, via Zoom. BCSTA Director, Dr. John Chenoweth, spoke to the attendees addressing how best to move forward with Truth and Reconciliation. He notes that often provincial and school district policies conflict with the teaching of Indigenous ways of learning and family community. Two advisors from SD47 (Prince George), assigned by the Ministry of Education wrote a report addressing systemic racism as a problem within the whole educational system. He reiterated that we are all part of this system and we need to continue to work together, listen, understand, and learn from the points made in the report.

Dr. Allison and Dr. Waters gave general COVID-19 updates, including, the pandemic effects on children, COVID epidemiology, the Public Health measures for schools and an update on the pandemic around Vancouver Island. Some of the key takeaways from the presentation were:

- COVID infections in children are milder than in adults.
- 9/10 children have experienced a disruption in their schooling.
- Children's behaviours have changed, adopting less healthy activities, some reporting positive changes.
- Children's moods have changed, becoming more irritable and anxious.
- Despite increased perceived risk of transmission at schools, teachers and other staff are not at increased risk compared to the general public.
- Vaccine confidence is generally high, with some parents needing more information of safety and long term effects.

VISTA is planning the Spring Meeting in Courtenay from March 4-5, 2021.

Respectfully submitted,

*Janice Caton*

Janice Caton  
Trustee