



**Comox Valley Schools**

**A Community of Learners**

**INNOVATIVE • INQUISITIVE • INCLUSIVE**

## **Board of Education**

# **Regular Public Board Meeting Agenda**

**Tuesday, May 24, 2022**

**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

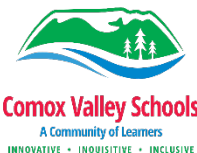
Accountability and shared responsibility

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 AGENDA**  
**Tuesday, May 24, 2022**  
**7:00pm**

---

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

<http://www.comoxvalleyschools.ca>

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

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

Questions pertaining to current agenda items can be submitted to [boardmeetings@sd71.bc.ca](mailto:boardmeetings@sd71.bc.ca), this allows staff to provide thorough answers.

---

**1. Call to Order**

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

**2. Adoption of Agenda**

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the May 24, 2022, Regular Public Board Meeting Agenda as presented.*

**3. Board Meeting Minutes**

Pages 1-7

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the April 26, 2022, Regular Public Board Meeting Minutes as presented.*

**4. Unfinished Business**

None

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

Page 8

- April 26, 2022 – Regular In-Camera Meeting

**6. Board Chair's Report – Verbal**

**7. Presentations / Delegations**

DPAC Sexual Health Committee Chair, Shannon Aldinger

**8. Education Committee Meeting – May 10, 2022**

Pages 9-10

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Education Committee Board Report as presented.*

**Next Education Committee Meeting:**

TOPIC: TBA  
DATE: October 2022  
TIME: 6:30 pm  
LOCATION: TBA

**9. Strategic Direction**

**A. Superintendent**

- i. District News
- ii. Administrative Assignments 2022/23

**B. Assistant Superintendent**

- i. Graduation 2022
- ii. Enrollment Update

**C. Secretary-Treasurer**

- i. Arden and Glacier View Child Care
- ii. Policy 7 Board Operations
  - 19. Trustee Remuneration
  - 19.1 Recommendation
  - 19.1.1 Effective January 1, 2019, trustee base remuneration shall be \$13,900 with an additional remuneration for the board chair to be \$3,400; and the additional remuneration for the vice-chair to be \$1,700.
  - 19.1.2 Annual adjustments of trustee remuneration shall be made July 1 of each year, based on the BC Consumer Price Index change from December 31 of the prior year.

Staff are working on these calculations and will present to the Board at the June Board Meeting.

- iii. Trustee Information Night - June 2022
- iv. Trustee Bylaw and Committee Structures – Briefing Note

Page 11

**Recommendation:**

*THAT the Board of Education for School District No. 71 (Comox Valley) direct the Superintendent to prepare a report on implementing a Committee of the Whole structure for consideration at the June 21<sup>st</sup>, 2022, Board meeting.*

**D. Human Resources**

- i. Retirements and Recognition

Page 12

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report – May 16, 2022 – Briefing Note**

Pages 13-46

- i. **2022-23 Annual Budget and Bylaw – Presentation by the Secretary Treasurer, Brenda Hooker and the Director of Finance, Candice Hilton**  
Page 23 – Public Input  
Pages 45-46 – Briefing Note

**Recommendation:**

Page 29

*THAT Annual Budget and Bylaw 2022-23 be given first reading*

**Recommendation:**

*THAT Annual Budget and Bylaw 2022-23 be given second reading*

***DISCUSSION***

**Recommendation:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of Annual Budget and Bylaw 2022-23 be given at tonight's meeting*

**Recommendation:**

*THAT Annual Budget and Bylaw 2022-23 be given third and final reading*

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Finance Committee Board Report as presented.*

**B. Policy Committee Board Report – No Meeting in May**

**C. Facilities Committee – May 16, 2022**

Pages 47-48

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Facilities Committee Board Report as presented.*

**11. Board Business**

**A. VISTA Verbal Update** – Janice Caton, Trustee

[https://cdn.cyberimpact.com/clients/29367/public/cab73408-7860-4e5c-15a1-aa9217f3e704/files/Weekly/2022\\_Q2\\_Apr\\_Jun/BCSTA-Motions-AGM-2022\\_May\\_2.pdf](https://cdn.cyberimpact.com/clients/29367/public/cab73408-7860-4e5c-15a1-aa9217f3e704/files/Weekly/2022_Q2_Apr_Jun/BCSTA-Motions-AGM-2022_May_2.pdf)

**B. Notice of Motion**

Janice Caton, Trustee

*THAT the Board of Education for School District No. 71 (Comox Valley) have the Superintendent explore the options and process of creating a District Student Council, which would have representation from all District High Schools; including NIDES/Navigate and Nala'atsi.*

**12. Board Correspondence**

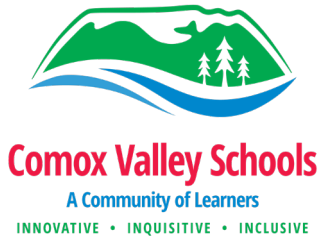
**A. None**

**13. Public Question Period**

**14. Adjournment**

**Motion:**

*THAT the Board of Education adjourn this meeting.*



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, April 26, 2022**  
**7:00pm**

---

**Attendance Via Zoom:**

**Trustees:**

Tonia Frawley, Board Chair  
Michelle Waite, Vice Chair  
Sheila McDonnell, 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  
Sean Lamoureux, Director of Inclusive Education  
Vivian Collyer, Director of Instruction  
Jay Dixon, Director of Instruction  
Josh Porter, Director Information Technology

**Regrets:** Janice Caton, Trustee

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

---

**1. Call to Order**

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

**2. Adoption of Agenda**

1 item added to the Strategic Direction, Secretary Treasurer #3 – Capital Plan Bylaw

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the April 26, 2022, Regular Public Board Meeting Agenda as amended.*

*[Howe/Waite]*

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-6

**Motion:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt the March 15, 2021, Regular Board Meeting Minutes as presented.*

*[Howe/Waite]*

**CARRIED**

**4. Unfinished Business**

None

**5. Record of In-Camera Meetings / Reports**

Page 7

- March 15, 2022 – Regular In-Camera Board Meeting

**6. Board Chair’s Report**

Board Chair, Tonia Frawley extended her gratitude to all district volunteers during this week’s volunteer appreciation week. School District staff and trustees have begun regular open conversations with the City of Courtenay and look forward to future discussions. Our first Equity in Action Conference was held on Wednesday, April 20<sup>th</sup>, which was presented by Joe Heslop, Ministry of Education - Indigenous Education Branch. The BCSTA AGM was held the following day in Vancouver. The conference was Indigenous focused, extremely emotional, and impactful. Trustee Caton was elected as the VISTA President for another year. Municipal elections will be held on October 15<sup>th</sup>, 2022, and any community member who is interesting in running is encouraged to contact Trustees for further information.

**7. Presentations / Delegations**

None

**8. Education Committee Meeting**

Next Education Committee Meeting:

TOPIC: Physical Literacy  
DATE: May 10, 2022  
TIME: 6:30 pm  
LOCATION: TBA

**9. Strategic Direction**

**A. Superintendent**

- i. All District News can be found on our School District No.71 (Comox Valley) website:  
<https://www.comoxvalleyschools.ca/newsletter/>
- ii. The Superintendent briefed the Board on an incident at GP Vanier. April 25, a threatening anonymous phone call was made to the school. For safety precautions the school was placed on lock down. RCMP were onsite and early indications lead the RCMP to believe this was an incident of “swatting”, which is when someone reports false threats to police or other emergency services, which is an illegal act.



iii. **District News – Verbal Update**

- Free books over Spring Break. Well over 3300 books were handed out to most kindergarten and grade 1 students thanks to Melissa Agnew for spearheading this project
- District Bike Program in partnership with Comox Valley Cycling Coalition is in full swing – giving all grade 4 & 5 student the chance to learn how to ride
- GP Vanier celebrated their new bike racks
- Glacier View student, Jay organized Lake Trail’s clothing swap on Earth Day
- Isfeld’s Environmental Club hosted the Annual Eco-Fair in person after a two year break
- Quinn Hoar from Isfeld and Finley Adamson from Cumberland participate in this year’s DHH (Deaf and Hard of Hearing) Showcase. This year’s winner of the spotlight presentation was Quinn
- Isfeld hosted the Student Voice Program held by PVPA and student leaders

iv. Equity in Action next steps. Staff are now creating a district team and will begin to analyze our practices and structures.

v. **Garden/Food Strategy Update**

Director of Instruction, Vivian Collyer gave an update on the districts garden-based learning initiative. The district has 6 lead schools in the project. Megan Zeni has put together a professional learning series, called School Garden Series, which started on April 5<sup>th</sup>.

**B. Assistant Superintendent**

i. None

**C. Secretary-Treasurer**

i. **Budget Update / Public Consultation Process**

The Secretary Treasurer spoke to the district being in the planning cycle for the 2022-2023 preliminary budget and reviewed the budget package with the Board. A new process has been initiated this year for public consultation, via a portal on the School District website, which allows the public to ask questions and offer suggestions/comments. The district is projecting a balanced budget. Director of Finance, Candice Hilton reminded the board that adjustments may come up in the weeks ahead, as new information comes in.

ii. **School Board Office Update**

The Contract to Purchase 2488 Idiens Way, Courtenay closed on April 12, 2022. Staff are now working with the architect preparing preliminary

renovation designs to the property. An update will be presented at the May Board meeting.

**iii. Capital Bylaw No. 23-CDSD-71-01 – Capital Plan 2022/23**

The Secretary Treasurer spoke to the Annual Program Funding Agreement as well as the Capital Bylaw No. 23-CDSD-71-01. Staff recommended that the Board pass the Capital Bylaw in order to obtain the Certificate of Approval.

**Motion:**

*THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive first reading.*

*[McDonnell/May]*

**CARRIED**

**Motion:**

*THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive second reading.*

*[Howe/McDonnell]*

**CARRIED**

**Motion:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan be given at tonight's meeting*

*[McDonnell/Waite]*

**CARRIED UNANIMOUSLY**

**Motion:**

*THAT the Capital Bylaw No. 23-CPSD-71-01 for the 2022-23 Capital Plan receive third and final reading.*

*[McDonnell/Waite]*

**CARRIED UNANIMOUSLY**

**D. Human Resources**

**i. Retirements and Recognition**

The district announced 19 retirements, which added up to 429 combined years of service.

Pages 8-9

**10. Board Standing Committee Reports**

**A. Finance Committee Board Report – April 16, 2022**

Pages 10-48

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Finance Committee Board Report as presented.*

[Frawley/Howe]  
**CARRIED**

**B. Policy Committee Board Report – April 12, 2022**

Pages 49-63

**i. Policy 7 Appendix – Trustee Bylaw No. 1C**

**Recommendation:**

*THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given first reading*

[Hawksby/May]

**CARRIED**

**Recommendation:**

*THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given second reading*

[Howe/Hawksby]

**CARRIED**

**Recommendation:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of the Policy 7 Appendix – Trustee Bylaw No. 1C be given at tonight's meeting*

[Waite/Howe]

**CARRIED UNANIMOUSLY**

**Recommendation:**

*THAT the Policy 7 Appendix – Trustee Bylaw No. 1C be given third and final reading*

[Howe/Hawksby]

**CARRIED**

**ii. Policy 25 – Child Care**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) adopt Policy 25- Child Care as presented.*

[Hawksby/Waite]

**CARRIED**

**iii. Administrative Procedure 553 – Child Care Centres and Before and After School Programs**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Administrative Procedure 553 – Child Care Centres and Before and After School Programs as information only.*

[Hawksby/Howe]

**CARRIED**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Policy Committee Board Report as presented.*

*[Hawksby/May]*

**CARRIED**

**C. Facilities Committee Report – No meeting in April**

Pages 64-68

**i. 2022-23 Annual Facilities Grant (AFG) Spending Plan**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) approve the 2022-23 Annual Facilities Grant (AFG) Spending Plan.*

*[Howe/Hawksby]*

**CARRIED**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) receive the Facilities Committee Board Report as presented.*

*[Howe/May]*

**CARRIED**

**11. Board Business**

**A. Elizabeth “Bunny” Shannon Memorial Award – Briefing Note**

Pages 69

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) approve the administration of the Elizabeth “Bunny” Shannon Memorial Award.*

*[McDonnell/Howe]*

**CARRIED**

**B. Notice of Motion – Designating all School Sites as “Playgrounds”**

Sheila McDonnell, Trustee

In recognition that SD71 school sites are used year round by residents for recreational activities beyond the school hours, and that there is evidence that lower speeds reduce accidents and the severity of injury, and that public awareness is increased by having one common speed designation: Moved that the Board of Education request the Superintendent to initiate discussions with the CVRD, Town of Comox, City of Courtenay, Village of Cumberland and the Minister of Highways to designate all school sites as “playgrounds” and amend the limited speed zones for schools with the more comprehensive playground speed zone.

**Recommendation:**

*THAT the Board of Education for School District No. 71 (Comox Valley) waive the Notice of Motion.*

[Waite/Howe]

**CARRIED UNANIMOUSLY**

**Recommendation:**

*THAT the Board of Education for School District No.71 (Comox Valley) request the Superintendent to initiate discussions with the CVRD, Town of Comox, City of Courtenay, Village of Cumberland, and the Minister of Transportation and Infrastructure to designate where possible school sites as “playgrounds” and amend the limited speed zones for schools with the more comprehensive playground speed zone.*

[Waite/Howe]

**CARRIED**

**C. BCSTA AGM – Trustee Reflection**

Trustees and staff shared and commented about the BCSTA AGM, April 21-24, 2022, Vancouver.

**12. Board Correspondence**

**A. Correspondence:** from **MLA Josie Osborne, Mid Island-Pacific Rim to Board of Education for School District 71 (Comox Valley)** – Thank you card.

**13. Public Question Period**

None

**14. Meeting Adjourned – 8:47 pm**

**MOTION:**

*THAT the Board of Education adjourn this meeting.*

[Howe/Waite]

**CARRIED**

**Board Approved on:**  
May 24, 2022

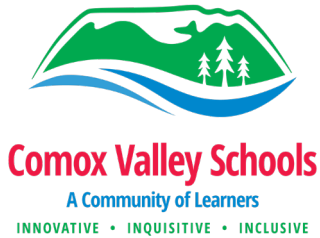
**Certified Correct:**

---

Brenda Hooker, CPA, CGA  
Secretary-Treasurer

---

Tonia Frawley  
Board Chair



# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## RECORD OF IN-CAMERA MEETINGS

---

**TO:** Board of Education **DATE:** May 24, 2022  
**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:**

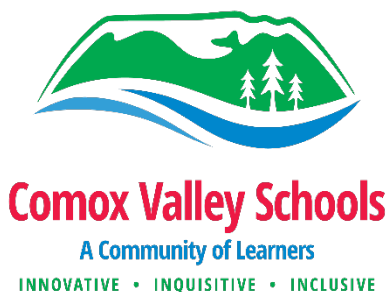
---

#### **April 26, 2022 – Regular In-Camera Meeting**

1. Receipt of and updates on one land/property matters
2. Receipt of and updates on two legal matters
3. Receipt of and updated on six other matters

The meeting was called to order at 6:04 pm and adjourned at 6:58 pm.

---



# Comox Valley Schools

School District No. 71  
Assistant Superintendent's Office

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

---

## Education Committee Minutes May 10, 2022

*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.*

### Attendees:

Michelle Waite-Trustee  
Sarah Jane Howe-Trustee  
Kat Hawksby-Trustee  
Sheila McDonnell-Trustee

Tom Demeo-Superintendent  
Geoff Manning-Assistant Superintendent  
Jay Dixon-Director of Instruction  
Vivian Collyer-Director of Instruction

## Physical Literacy

Vice Chair, Michelle Waite welcomed Director, Jay Dixon and teacher, Jina Taylor to give a presentation regarding what the school district is doing in the area of Physical Literacy. Director Dixon gave an overview and introduced Jina who spoke with trustees about Physical Literacy and educated the group regarding Physical Literacy goals and outcomes for SD71. Jina presented a slideshow in the multipurpose room giving trustees lots of interesting information. She stated that the growing issue of childhood obesity is a problem in our district and in society as a whole. Her message was that we need to encourage students to participate in physical activities and teach the skills they need to be able to build the physical skills of throwing, kicking and catching an object. She emphasized that making the activities “fun” is paramount to the success of physical education programs. She also emphasized that students need to be “taught” the skills in order to feel success. Many times, when students say they are “bad” at an activity it is really that they have never been taught the skills and they are not “bad” at it, they are just “learning” it. When the slideshow concluded, Jina moved the trustees into the gym to participate in some fun, skill building activities.

### In the gym...

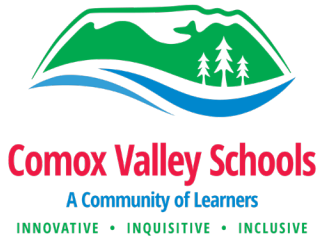
Jina had set up 5 stations with activities for trustees to participate in. The five stations included...

- Balloon Balance: participants balanced a balloon with various body parts to music.

- Stick toss: participants balanced sticks on the back of their hands and then caught them with one hand. The challenge was to see how many you could balance and then catch.
- Information Packages: this station shared a plethora of information regarding physical literacy and physical literacy activity ideas.
- Classroom Obstacle Course: this station demonstrated how a teacher could use simple items to set up a whole classroom as an activity centre for Physical Literacy.
- Pin Dodgeball: this station saw the participants play a game of dodgeball where the object of the game is to knock over the other teams' pins.

The session concluded with a brief discussion and gym clean up. This was the last Education Committee Meeting of the year as we typically do not have an Education Committee in the month of June.





# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## BRIEFING NOTE

---

**TO:** The Board of Education  
**FROM:** Brenda Hooker – Secretary Treasurer  
**RE:** Review of Board Committee Structure

---

**DATE:** May 24<sup>th</sup>, 2022

### **PURPOSE:**

To have Trustees consider options for changing the governance and business meetings structure of the Board. If a shift is contemplated, staff would need to prepare revisions to both the Board Procedural Bylaw and several policies.

### **BACKGROUND:**

As part last year's governance training sessions, the Board discussed options for increasing clarity, ensuring equal access to all information, and effectiveness in how information flows through Board operations to the public board meetings. Moving to a Committee of the Whole structure was suggested as an efficient option to consider.

### **ANALYSIS:**

The current Trustee four-year term ends in the fall of 2022. If the Board is considering changes to its committee structure and meeting schedule it may be expedient to have the work completed ahead of the fall election. This would allow the new Board to plan and prepare for the schedule and corresponding time commitment.

The initial research by staff indicates that a Committee of the Whole structure would be beneficial and that many Board's in the province have either moved to a similar model or are considering it. Benefits include the flow of information to all Trustees, could provide clarity of reporting structures like the Budget Advisory/Finance Committee, assist with occasional challenges around meeting quorum requirements at sub-committees.

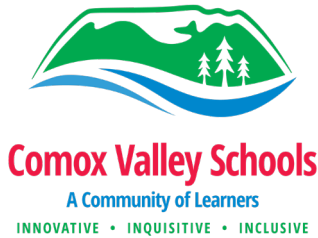
### **RECOMMENDATION:**

*THAT the Board of Education for School District No.71 (Comox Valley) direct the Superintendent to prepare a report on implementing a Committee of the Whole structure for consideration at the June 21<sup>st</sup>, 2022, Board meeting.*

Respectfully submitted,

*Brenda Hooker*

Brenda Hooker - Secretary Treasurer



---

**TO:** Board of Education

**DATE:** May 24, 2022

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

---

### Retirements

Noani Costian, Teacher, Huband Park Elementary, retiring effective June 30, 2022, after 26 years of service.

Jonathan Bos, Vice-Principal, Mark Isfeld Secondary School Ecole Secondaire, retiring effective July 31, 2022, after 33 years of service.

Darcy Weinman, Facilities/Resources Clerk, Maintenance Department, retiring effective August 31, 2022, after 41 years of service.

Kelly Greene, Vice-Principal, Aspen Park Elementary, retiring effective August 31, 2022, after 31 years of service.

Moira Ashlee, Teacher, NIDES/Navigate, retiring effective June 30, 2022, after 33 years of service.

Leisa Sieber, Teacher, Highland Secondary, retiring effective June 30, 2022, after 22 years of service.

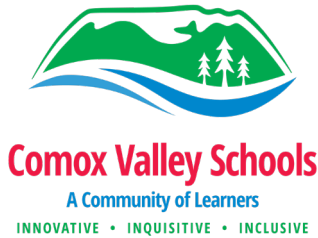
Ian MacLean, Teacher, Highland Secondary, retiring effective June 30, 2022, after 24 years of service.

Jacques Nijhoff, Teacher, Highland Secondary, retiring effective June 30, 2022, after 22 years of service.

Debra Long, Teacher Counsellor, Mark Isfeld Secondary Ecole Secondaire, retiring effective 30, 2022, after 29 years of service.

Joan Wynden, Library Clerk, District, retiring effective August 31, 2022, after 24 years of service.

Caroline Parrish, Teacher, Brooklyn Elementary, retiring effective June 30, 2022, after 27 years of service.



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

**Date:** Monday, May 16, 2022  
**Time:** 3:30pm – 4:30pm  
**Venue:** Via Zoom

**Committee Members:**

Janice Caton, Chairperson  
Tonia Frawley, 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:** N/A

**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 3:32pm.

**B. ITEMS FOR DISCUSSION**

**1. Budget Advisory Committee Report to Finance Committee**

**Recommendation:**

*THAT the Finance Committee accept the recommendation from the Budget Advisory Committee to have staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.*

**CARRIED** [Frawley/McDonnell]

Secretary-Treasurer, Brenda Hooker noted that the Budget Advisory Committee supported the Preliminary Budget Balancing Package documents. The Board will be asked to adopt the 2022-23 Annual Budget and Bylaw by passing three readings at the May public Board meeting.

## C. ITEMS FOR INFORMATION

### 1. Financial Update

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

Director of Finance, Candice Hilton reviewed the Capital Fund Update with the committee, noting that there are no major changes since last month's report. The only change is that prepaid rent for the 2488 Idiens Way building is now located under the Other Local Capital area for transparency. The Capital Plan Bylaw was passed by the Board at last month's public Board meeting. The bylaw capital projects will not be showing on the Capital Fund Update until the Ministry releases the money to the district hopefully, by next month.

#### b. Operating Fund Projection – April 30<sup>th</sup>

Director of Finance, Candice Hilton reviewed the Operating Fund Projection with the committee. The finance team starts looking at the fund projection in April. Each month as there is more information and charges, the values are updated. The Operating Fund projected surplus has slightly increased since last month. Variances greater than 5% are highlighted with an explanation on page 2. Staff answered committee questions.

#### c. Draft Budget Documents including Ministry template, Preliminary Budget Snapshot and SD71 Analysis

Secretary-Treasurer, Brenda Hooker provided an overview of the draft budget documents and Ministry template. Based on the preliminary balancing information provided from the Budget Advisory Committee and support of the information presented, the Ministry template was prepared. The district has a balanced budget without drawing on reserves or cutting expenses. The budget will be presented to the Board under the Finance Committee Board Report along with a PowerPoint presentation at the May public Board meeting. Staff answered committee questions.

#### **Recommendation:**

*THAT the Finance Committee refer the 2022-23 Annual Budget and Bylaw to the Board for three readings at the May 24, 2022, Regular Public Board meeting.*

**CARRIED** [Frawley/McDonnell]

**D. FUTURE MEETINGS**

Next Meeting: Monday, June 13, 2022 – 4:15pm – 5:00pm

**E. ADJOURNMENT**

The meeting was adjourned at 4:16pm.



**BUDGET ADVISORY COMMITTEE  
REPORT TO FINANCE COMMITTEE**

---

**Date:** Tuesday, May 10, 2022  
**Time:** 3:00pm – 4:00pm  
**Venue:** Via Zoom Meeting

**Committee Members:**

Sheila McDonnell, Chair  
Tonia Frawley, Trustee  
Janice Caton, Trustee  
Brenda Hooker, Secretary-Treasurer  
Geoff Manning, Assistant Superintendent  
Jay Dixon, Director of Instruction  
Vivian Collyer, Director of Instruction  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Lynda-Marie Handfield, Director of Human Resources

Kyle Timms, Principal  
Karla Neufer, CDTA  
Tracy Richards, CDTA  
Megan Cowling, DPAC  
Denise Bullock, CUPE  
Susan Hansen, CUPE  
Bruce Carlos, IEC  
Grace Johnson, IEC  
Trish McPhail, IEC

**Regrets:**

Tonia Frawley, Trustee  
Tom Demeo, Superintendent  
Sean Lamoureux, Director of Inclusion  
Josh Porter, Director of Information Technology  
Shaun Jones, Acting Director of Information Technology

Brian McAskill, Principal  
Jennifer Fisher, DPAC  
Brenda Murray, IEC

**Guests:**

Cathie Collins, Manager of Finance,  
Sarah Jane Howe, Trustee  
Kat Hawksby, Trustee

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

---

**A. WELCOME**

The meeting commenced at 3:03pm. 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. 2022-23 Preliminary Budget Balancing Package and Briefing Note

**Recommendation:**

*THAT staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.*

**CARRIED [Howe/Caton]**

Secretary-Treasurer, Brenda Hooker summarized past topics and items covered during this calendar year's committee meetings and appreciated everyone's understanding and input around the preliminary budget. The Secretary-Treasurer provided an overview of the preliminary budget package and briefing note and covered the next steps of the budget process. The changes in the revised Expenditure Category Chart were also clarified. Assistant Superintendent, Geoff Manning shared that enrolment has increased since March and that this summer could result in a higher growth of enrolment than expected. Staff answered committee questions.

## **C. ITEMS FOR INFORMATION**

### **1. Online Public Budget Information Consultation – Attachment**

Secretary-Treasurer, Brenda Hooker explained how the public budget consultation meeting process took place online via supplying information and accepting submissions vs. a live online presentation this year. The Secretary-Treasurer provided information regarding the attached submission question and explained that the preliminary budget focuses on the Operating Funds and not Special Purpose Funds (which would include Early Learning Programming). Staff answered committee questions.

### **2. Budget Timelines/Process Update – re: May 17, 2022, Committee of the Whole Meeting**

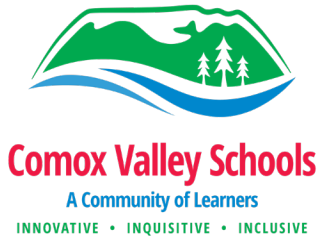
Secretary-Treasurer, Brenda Hooker updated the committee that the May 17, 2022, Committee of the Whole Meeting that was scheduled on the Budget Advisory Committee's timelines/process document will not be taking place as the budget is in a fairly balanced position.

## **D. FUTURE MEETINGS**

None

## **E. ADJOURNMENT**

The meeting was adjourned at 4:03pm.



---

**TO:** Budget Advisory Committee **DATE:** May 10, 2022  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**RE:** **2022-23 Preliminary Budget – Next Steps**

---

### **Purpose**

The purpose of this briefing note is to advise the Budget Advisory Committee of the next steps in the 2022-23 preliminary budget process.

### **Background**

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

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

Once this information is received, the District Education staff meet with school leadership to determine initial staffing and school-based supports required. Concurrently, Finance staff compiles the data and determines, on a District basis, the overall revenue and expenses that will be required next fall.

Staff are now in the process of finalizing the balanced preliminary budget for the following school year. The preliminary budget is then approved by the Board and required to be submitted annually to the Ministry by June 30<sup>th</sup>. Staff is targeting the May board meeting for presenting the draft budget to the Board for approval.

### **Process**

This is the third and final meeting for the Budget Advisory Committee, the purpose being for the committee to review the staff recommendations for presenting a balanced budget to the Board.

A draft preliminary budget position template is attached for discussion. In preparing this revised draft, staff assimilated the stakeholder submissions, preliminary staffing and supports identified by schools, and direction from MOE.



Changes since the last meeting are an increase in the anticipatory amount set aside for teaching and CUPE staffing and enhanced cleaning which are offset by revisions to capital expenses.

There has been no further clarity provided around additional mental health supports, ventilation or cleaning protocols for the fall or additional early learning/childcare funding. We are hopeful that information will be forthcoming soon, but further revenues and expenses will have to be adjusted in the amended budget. When announcements are not received prior to finalizing the preliminary budget, Ministry protocols prevent their inclusion in the preliminary estimates.

The next step, if the committee supports the preliminary position, is to prepare a draft budget ready for consideration by the Board.

**Recommendation**

*THAT staff prepare a draft Ministry budget template based on the numbers presented in the 2022-23 Preliminary Budget Balancing Package.*

Respectfully submitted,

*Brenda Hooker*

Brenda Hooker  
Secretary-Treasurer

## School District No. 71 (Comox Valley)

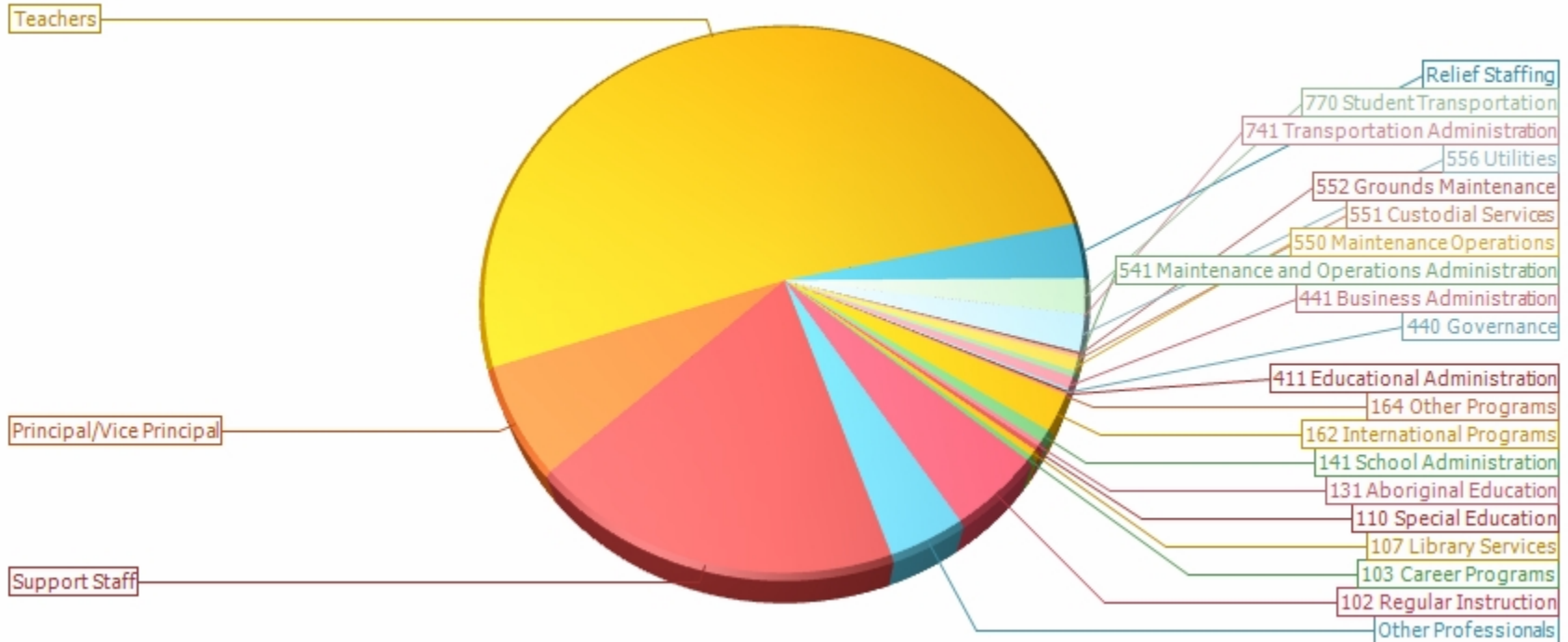
2022-23 Preliminary Budget Position (as of May 10, 2022)

		Preliminary Budget Changes 2022-23
<b>REVENUE INCREASES (DECREASES)</b>		
<b>Ministry - Operating Grants and ISP</b>		
Enrolment Change	Projected increase in overall enrolment grants	3,507,537
<b>Other Revenue Changes</b>		
Other Revenue	Remove Prior Year Rebates and Recoveries	-97,728
Rentals and Leases	Return to increased facility rentals	52,000
Investment Income	Increase in rates	18,000
<b>TOTAL REVENUE INCREASES (DECREASES)</b>		<b>3,479,809</b>
<b>COST INCREASES (DECREASES) - Required</b>		
Teacher Staffing	Anticipated Staffing costs for Fall 2022 - enrolment changes	1,204,613
Exempt Staffing	Unfunded P/VP & Exempt increases	286,133
Exempt Staffing	HR Advisor .6FTE position	56,697
LEA Staffing	Currently in negotiations so contingency estimate	55,778
CUPE Staffing	Continue to fund the additional HVAC position, custodial hours, Summer Student Bursary	420,114
Benefit Premiums	Benefit premium increases	153,516
Employment Standards Act	Sick Leave Amendments	400,000
Framework for Enhancing Student Learning	Education and Learning Support Fund	150,000
Other	Other costs including school budgets adjustments for enrolment and 2023 Election Costs	20,168
Utility costs	Hydro, Fortis, Water, Sewer, Garbage, Propane increases	110,000
Indigenous Education	Targeted funding - projected decrease in programs and services	-28,170
Ministry Recoveries	NGN & Digital Services Increased Enrolments	37,160
Information Technology	Increase Licencing Costs Increased Enrolments	38,800
<b>Total Required Cost Changes</b>		<b>2,904,809</b>
<b>COST INCREASES (DECREASES) - Other</b>		
Transfer to Local Capital	<b>3 projects defered due to significant escalation:</b>	
	Modular - increase the annual transfer value	150,000
	Outdoor Classrooms	175,000
	Board Office Contingency for Escalation	250,000
<b>Total Other Cost Changes</b>		<b>575,000</b>
<b>TOTAL COST INCREASES (DECREASES)</b>		<b>3,479,809</b>
<b>BUDGET CHANGE REQUIRED FOR ALL COST INCREASES</b>		<b>\$ -</b>

# Expenditures Category Pie Chart

School District 71 (Comox Valley)  
2022-23 Annual Budget

## School District 71 (Comox Valley)



Category	Amount	Percentage
Relief Staffing	\$3,447,949	3%
Labour Settlement Funding - Teachers - Salaries	\$0	0%
Labour Settlement Funding - Teachers - Benefits	\$0	0%
Teachers	\$54,491,350	52%
Principal/Vice Principal	\$6,992,887	7%
Support Staff	\$19,768,272	19%

Other Professionals	\$4,112,413	4%
102 Regular Instruction	\$5,037,800	5%
103 Career Programs	\$318,331	0%
107 Library Services	\$396,853	0%
108 Counselling	\$0	0%
110 Special Education	\$288,261	0%
130 English Language Learning	\$0	0%
131 Aboriginal Education	\$286,505	0%
141 School Administration	\$792,300	1%
162 International Programs	\$2,289,423	2%
164 Other Programs	\$154,000	0%
411 Educational Administration	\$122,800	0%
440 Governance	\$152,100	0%
441 Business Administration	\$732,200	1%
541 Maintenance and Operations Administration	\$369,500	0%
550 Maintenance Operations	\$801,287	1%
551 Custodial Services	\$244,000	0%
552 Grounds Maintenance	\$145,000	0%
556 Utilities	\$2,307,598	2%
741 Transportation Administration	\$7,000	0%
770 Student Transportation	\$2,202,000	2%
<b>Total Expenditures</b>	<b>\$105,459,829</b>	

---

**Subject:** FW: Budget Feedback Submission

**From:** Webmaster <[webmaster@sd71.bc.ca](mailto:webmaster@sd71.bc.ca)>

**Sent:** May 2, 2022 1:45 PM

**To:** School District 71 Communications <[Communications@sd71.bc.ca](mailto:Communications@sd71.bc.ca)>

**Subject:** Budget Feedback Submission

**Your feedback:**

Hello, in reviewing the budget presented I did not notice a budget for Early Learning Programing. ie: StrongStart and community outreach.

Thankyou for the opportunity to provide feedback

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

<b>CAPITAL FUND</b>		<b>BUDGET</b>	<b>EXPENDITURES to Apr 30th</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Capital Assets</b>	<b>Local Capital</b>	\$ 8,190,754	\$ 3,220,963	\$ 4,969,791	39%
	<b>Bylaw Capital</b>	\$ 39,585,805	\$ 35,945,219	\$ 3,640,586	91%

<b>LOCAL CAPITAL</b>	<b>BUDGET</b>	<b>EXPENDITURES to Apr 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	-	100%	Ongoing
Photocopier Fleet Replacement	50,000	21,161	28,839	42%	Ongoing
Printer Fleet Replacement	35,000	22,994	12,006	66%	Ongoing
Trades Equipment	67,620	37,490	30,130	55%	Ongoing
Custodial Equipment	15,711	15,711	-	100%	Ongoing
Classroom Renovations	123,537	33,129	90,408	27%	Ongoing
Music/Fine Arts	30,862	19,974	10,888	65%	Ongoing
Furniture & Equipment	80,590	34,932	45,658	43%	Ongoing
21st Century Learning Equipment Initiatives	9,478	-	9,478	0%	Ongoing
Future Information Technology	1,077,829	1,016,665	61,164	94%	Ongoing
Arden Fire Suppression	700,000	6,083	693,917	1%	Reserve
Outdoor Classrooms	720,000	176,677	543,323	25%	Reserve
Mark Isfeld Entrance Safety Upgrade	250,000	2,716	247,284	1%	Reserve
Huband Mechanical Access	100,000	1,561	98,439	2%	Reserve
Land Swap - Prepaid Rent	322,000	-	322,000	0%	Reserve allocated to 607 Cumberland Rent
<b>Other Local Capital remaining</b>	<b>3,882,627</b>	<b>1,489,093</b>	<b>2,393,534</b>		
<b>Allocated within Local Capital to Board Office Project</b>					
Land Swap - Proceeds	942,000	942,000	-	100%	Reserve allocated to 2488 Idiens purchase
Board Office Reno	1,965,598	789,870	1,175,728	40%	Reserve allocated to 2488 Idiens purchase/reno
Facility Reserve	1,300,000	-	1,300,000	0%	Reserve allocated to 2488 Idiens reno
ST Contingency Reserve Fund	100,529	-	100,529	0%	Reserve allocated to 2488 Idiens reno
<b>Sub-total for Board Office project remaining</b>	<b>4,308,127</b>	<b>1,731,870</b>	<b>2,576,257</b>		
<b>TOTALS</b>	<b>\$ 8,190,754</b>	<b>\$ 3,220,963</b>	<b>\$ 4,969,791</b>		

<b>BYLAW CAPITAL PROJECTS</b>	<b>BUDGET</b>	<b>EXPENDITURES to Apr 30th</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Annual Facilities Grant	1,454,176	1,454,176	-	100%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	23,912,695	684,686	97%	Ongoing - Childcare Centre
Hornby Island Replacement	9,444,248	9,444,248	-	100%	Complete
Brooklyn Boiler	175,000	175,000	-	100%	Complete
Huband Playground	165,000	165,000	-	100%	Complete
Mark Isfeld Roofing	800,000	749,530	50,470	94%	2021/22 SEP
Cumberland Childcare Centre	2,950,000	44,570	2,905,430	2%	Childcare BC New Spaces Fund
<b>TOTALS</b>	<b>\$ 39,585,805</b>	<b>\$ 35,945,219</b>	<b>\$ 3,640,586</b>		

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**OPERATING FUND - YEAR END PROJECTION**  
As at April 30, 2022

	2021-22 AMENDED ANNUAL BUDGET	2021-22 ACTUAL to Apr 30	2021-22 PROJECTED Revenues & Expenditures to June 30th	2021-22 PROJECTED Revenues & Expenditures for the year	VARIANCE from Amended Annual budget	
<b>OPERATING FUND</b>						
<b>REVENUE</b>						
Provincial Grants						
Ministry of Education	98,969,544	78,883,099	20,975,364	99,858,463	(888,919)	1
Other	160,000	241,100	20,000	261,100	(101,100)	2
Tuition	2,842,450	3,275,858	(340,000)	2,935,858	(93,408)	
Other Revenue	590,689	658,276	76,000	734,276	(143,587)	3
Rentals and Leases	68,000	51,499	16,501	68,000	-	
Investment Income	142,000	152,994	26,655	179,649	(37,649)	4
<b>TOTAL OPERATING REVENUE</b>	<b>102,772,683</b>	<b>83,262,826</b>	<b>20,774,520</b>	<b>104,037,346</b>	<b>(1,264,663)</b>	
<b>EXPENSES</b>						
<b>Salaries</b>						
Teachers	42,631,666	39,195,274	8,259,242	41,452,209	1,179,458	
Principals/Vice-Principals	5,444,087	4,730,124	891,161	5,401,830	42,257	
Educational Assistants	7,277,588	5,523,181	1,321,536	6,331,520	946,068	5
Support Staff	9,017,775	7,481,226	1,495,042	8,851,455	166,320	
Other Professionals	3,284,615	2,681,480	536,296	3,217,776	66,839	
Substitutes	3,308,034	2,940,416	626,535	3,132,677	175,357	6
<b>Total Salaries</b>	<b>70,963,765</b>	<b>62,551,701</b>	<b>13,129,812</b>	<b>68,387,467</b>	<b>2,576,298</b>	
<b>Employee Benefits</b>	<b>16,725,069</b>	<b>14,980,983</b>	<b>2,955,403</b>	<b>16,088,457</b>	<b>636,612</b>	
<b>Total Salaries and Benefits</b>	<b>87,688,834</b>	<b>77,532,684</b>	<b>16,085,215</b>	<b>84,475,923</b>	<b>3,212,911</b>	
<b>Services and Supplies</b>						
Services	4,290,906	2,998,145	775,536	3,773,681	517,225	7
Student Transportation	2,202,000	1,527,711	620,000	2,147,711	54,289	
ProD and Travel	808,947	390,658	97,665	488,323	320,625	8
Dues and Fees	95,200	72,810	20,000	92,810	2,390	
Insurance	240,800	222,163	18,637	240,800	-	
Supplies	5,700,252	4,561,249	1,087,250	5,648,499	51,753	
Utilities	2,160,438	1,877,221	532,000	2,409,221	(248,783)	9
<b>Total Services and Supplies</b>	<b>15,498,543</b>	<b>11,649,957</b>	<b>3,151,088</b>	<b>14,801,045</b>	<b>697,498</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>103,187,377</b>	<b>89,182,641</b>	<b>19,236,303</b>	<b>99,276,968</b>	<b>3,910,409</b>	
Surplus Appropriation	5,019,694	0	-	-	(5,019,694)	10
Transfer to Local Capital	(3,980,000)	(3,980,000)	-	(3,980,000)	-	
Tangible Capital Assets Purchased	(625,000)	0	(625,000)	(625,000)	-	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>(9,899,815)</b>	<b>913,217</b>	<b>\$ 155,378</b>	<b>\$ 155,378</b>	11

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.  
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.  
For discussion purposes only.

**SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**OPERATING FUND - YEAR END PROJECTION**  
**As at April 30, 2022**

- 1** Ministry of Education February and May Online Learning Enrolment Count increase, Train in Trades increased revenue and adjustments to Inclusive Education Enrolment.
- 2** Industry Training Authority (ITA) funding is exceeding the value in the amended budget.
- 3** Other Revenues are exceeding the value in the amended budget. This is mainly due to the nominal roll count exceeding the original number of projected students.
- 4** Increase in investment income is due to shifting increased funds to the Ministry Central Deposit system and current bank rates have increased slightly.
- 5** Education Assistants salaries are under budget as there are a number unfilled EA positions and ISW's. In addition, this budget is impacted by the number of daily unfilled EA positions.
- 6** Substitute budgets have been challenging to forecast in the COVID environment. Our estimated replacement needs in response to the Omicron variant have been less costly than predicted.  
  
Services accounts are typically assumed to be fully spent during the year, however, the trend in the past prior to COVID19 has been that approximately 97% of the budgets are spent, leaving surpluses in school and district service accounts. COVID19 has impacted some services and as a result we have experienced less expenses.
- 8** Costs associated with Professional Development and Travel have been reduced due to the COVID-19 pandemic as out of District conferences and events have been held virtually, put on hold or cancelled up to this point.
- 9** Utilities costs have been increasing as our energy consumption increases. COVID-19 has impacted our energy consumption levels as we work to increase natural ventilation in our facilities. In addition, as our enrolment increases the Ministry charges more for access to digital services.  
  
At this time we are projecting to underspend the planned surplus appropriations as they can be covered
- 10** by the current year increased revenues and reduced spending. The majority of the funds will likely remain in the District accumulated operating surplus.
- 11** Projected annual operating surplus at April 30, 2022 is approximately \$155,378, which is less than 1% of the total operating budget and will be added to the overall accumulated operating surplus total.



Annual Budget

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

June 30, 2023

# School District No. 71 (Comox Valley)

June 30, 2023

## 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 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$129,501,725 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE 24th DAY OF MAY, 2022;

READ A SECOND TIME THE 24th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 2022;

( 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 2022/2023, adopted by the Board the 24th DAY OF MAY, 2022.

---

Secretary Treasurer

# School District No. 71 (Comox Valley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	10,442,625	10,177,938
Adult	32,938	32,938
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>10,475,563</b>	<b>10,210,876</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	115,388,252	112,717,134
Other	160,000	160,000
Tuition	2,736,750	2,842,450
Other Revenue	1,940,461	1,701,075
Rentals and Leases	120,000	68,000
Investment Income	190,100	170,300
Amortization of Deferred Capital Revenue	5,306,029	4,770,845
<b>Total Revenue</b>	<b>125,841,592</b>	<b>122,429,804</b>
<b>Expenses</b>		
Instruction	99,613,564	99,584,053
District Administration	4,137,564	4,209,647
Operations and Maintenance	19,697,431	19,148,030
Transportation and Housing	2,303,166	2,281,703
<b>Total Expense</b>	<b>125,751,725</b>	<b>125,223,433</b>
<b>Net Revenue (Expense)</b>	<b>89,867</b>	<b>(2,793,629)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		5,019,694
<b>Budgeted Surplus (Deficit), for the year</b>	<b>89,867</b>	<b>2,226,065</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	89,867	2,226,065
<b>Budgeted Surplus (Deficit), for the year</b>	<b>89,867</b>	<b>2,226,065</b>

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

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	103,202,327	103,187,377
Operating - Tangible Capital Assets Purchased	500,000	625,000
Special Purpose Funds - Total Expense	14,523,636	14,863,476
Capital Fund - Total Expense	8,025,762	7,172,580
Capital Fund - Tangible Capital Assets Purchased from Local Capital	3,250,000	2,880,000
<b>Total Budget Bylaw Amount</b>	<u>129,501,725</u>	<u>128,728,433</u>

**Approved by the Board**

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

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

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

DRAFT

# School District No. 71 (Comox Valley)

Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>89,867</u>	<u>(2,793,629)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(500,000)	(625,000)
From Local Capital	(3,250,000)	(2,880,000)
From Deferred Capital Revenue	(4,473,039)	(8,297,519)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(8,223,039)</u>	<u>(11,802,519)</u>
Amortization of Tangible Capital Assets	<u>8,025,762</u>	7,172,580
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(197,277)</u>	<u>(4,629,939)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u>(107,410)</u>	<u>(7,423,568)</u>

# School District No. 71 (Comox Valley)

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	102,317,616	98,969,544
Other	160,000	160,000
Tuition	2,736,750	2,842,450
Other Revenue	492,961	590,689
Rentals and Leases	120,000	68,000
Investment Income	160,000	142,000
<b>Total Revenue</b>	<b>105,987,327</b>	<b>102,772,683</b>
<b>Expenses</b>		
Instruction	85,516,929	85,119,004
District Administration	4,137,564	4,209,647
Operations and Maintenance	11,321,175	11,632,414
Transportation and Housing	2,226,659	2,226,312
<b>Total Expense</b>	<b>103,202,327</b>	<b>103,187,377</b>
<b>Net Revenue (Expense)</b>	<b>2,785,000</b>	<b>(414,694)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>-</b>	<b>5,019,694</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(500,000)	(625,000)
Local Capital	(2,285,000)	(3,980,000)
<b>Total Net Transfers</b>	<b>(2,785,000)</b>	<b>(4,605,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 71 (Comox Valley)

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	101,331,334	97,243,597
ISC/LEA Recovery	(154,961)	(154,961)
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	114,396
FSA Scorer Grant	15,964	15,964
Equity Scan	-	3,000
Anti-Racism in Early Care	-	6,429
Integrated Child and Youth (ICY) Teams	-	253,235
Early Learning Framework	2,677	2,677
February Enrolment Count	-	477,001
<b>Total Provincial Grants - Ministry of Education</b>	<b>102,317,616</b>	<b>98,969,544</b>
<b>Provincial Grants - Other</b>	<b>160,000</b>	<b>160,000</b>
<b>Tuition</b>		
International and Out of Province Students	2,736,750	2,842,450
<b>Total Tuition</b>	<b>2,736,750</b>	<b>2,842,450</b>
<b>Other Revenues</b>		
Funding from First Nations	154,961	154,961
Miscellaneous		
Instructional Cafeteria	120,000	120,000
Miscellaneous	218,000	315,728
<b>Total Other Revenue</b>	<b>492,961</b>	<b>590,689</b>
<b>Rentals and Leases</b>	<b>120,000</b>	<b>68,000</b>
<b>Investment Income</b>	<b>160,000</b>	<b>142,000</b>
<b>Total Operating Revenue</b>	<b>105,987,327</b>	<b>102,772,683</b>



**School District No. 71 (Comox Valley)**  
 Annual Budget - Schedule of Operating Expense by Object  
 Year Ended June 30, 2023

	<b>2023</b>	2022 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	<b>43,362,976</b>	42,631,666
Principals and Vice Principals	<b>5,604,946</b>	5,444,087
Educational Assistants	<b>7,152,543</b>	7,277,588
Support Staff	<b>9,042,512</b>	9,017,775
Other Professionals	<b>3,329,888</b>	3,284,615
Substitutes	<b>3,040,518</b>	3,308,034
<b>Total Salaries</b>	<b>71,533,383</b>	70,963,765
<b>Employee Benefits</b>	<b>17,607,755</b>	16,725,069
<b>Total Salaries and Benefits</b>	<b>89,141,138</b>	87,688,834
<b>Services and Supplies</b>		
Services	<b>3,776,937</b>	4,290,906
Student Transportation	<b>2,202,000</b>	2,202,000
Professional Development and Travel	<b>797,480</b>	808,947
Dues and Fees	<b>92,700</b>	95,200
Insurance	<b>189,800</b>	240,800
Supplies	<b>4,694,674</b>	5,700,252
Utilities	<b>2,307,598</b>	2,160,438
<b>Total Services and Supplies</b>	<b>14,061,189</b>	15,498,543
<b>Total Operating Expense</b>	<b>103,202,327</b>	103,187,377

# School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	34,949,058	1,074,265	80,636	60,000		2,202,518	38,366,477
1.03 Career Programs	633,760		223,208			10,000	866,968
1.07 Library Services	238,734			741,280			980,014
1.08 Counselling	1,550,063					5,000	1,555,063
1.10 Special Education	4,520,591	141,302	5,629,691	73,991	191,362	355,000	10,911,937
1.30 English Language Learning	213,155		28,361				241,516
1.31 Indigenous Education	341,048	145,037	1,118,322	55,862	66,680	5,000	1,731,949
1.41 School Administration		4,102,725		1,889,327		300,000	6,292,052
1.62 International and Out of Province Students	916,567	141,617		137,990	232,732	18,000	1,446,906
1.64 Other			72,325	99,804			172,129
<b>Total Function 1</b>	<b>43,362,976</b>	<b>5,604,946</b>	<b>7,152,543</b>	<b>3,058,254</b>	<b>490,774</b>	<b>2,895,518</b>	<b>62,565,011</b>
<b>4 District Administration</b>							
4.11 Educational Administration					903,568		903,568
4.40 School District Governance					210,030		210,030
4.41 Business Administration				411,816	1,001,539	5,000	1,418,355
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>411,816</b>	<b>2,115,137</b>	<b>5,000</b>	<b>2,531,953</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					709,678		709,678
5.50 Maintenance Operations				5,083,016		140,000	5,223,016
5.52 Maintenance of Grounds				489,426			489,426
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,572,442</b>	<b>709,678</b>	<b>140,000</b>	<b>6,422,120</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					14,299		14,299
7.70 Student Transportation							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,299</b>	<b>-</b>	<b>14,299</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>43,362,976</b>	<b>5,604,946</b>	<b>7,152,543</b>	<b>9,042,512</b>	<b>3,329,888</b>	<b>3,040,518</b>	<b>71,533,383</b>

# School District No. 71 (Comox Valley)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	38,366,477	9,596,418	47,962,895	4,709,531	52,672,426	52,233,458
1.03 Career Programs	866,968	205,247	1,072,215	318,331	1,390,546	1,387,202
1.07 Library Services	980,014	247,491	1,227,505	396,853	1,624,358	1,586,445
1.08 Counselling	1,555,063	403,016	1,958,079		1,958,079	2,200,572
1.10 Special Education	10,911,937	2,676,305	13,588,242	288,261	13,876,503	13,784,803
1.30 English Language Learning	241,516	62,510	304,026		304,026	223,171
1.31 Indigenous Education	1,731,949	432,335	2,164,284	286,505	2,450,789	2,781,637
1.41 School Administration	6,292,052	1,446,729	7,738,781	792,300	8,531,081	8,197,674
1.62 International and Out of Province Students	1,446,906	361,131	1,808,037	531,923	2,339,960	2,354,153
1.64 Other	172,129	43,032	215,161	154,000	369,161	369,889
<b>Total Function 1</b>	<b>62,565,011</b>	<b>15,474,214</b>	<b>78,039,225</b>	<b>7,477,704</b>	<b>85,516,929</b>	<b>85,119,004</b>
<b>4 District Administration</b>						
4.11 Educational Administration	903,568	212,338	1,115,906	122,800	1,238,706	1,369,257
4.40 School District Governance	210,030	49,357	259,387	152,100	411,487	379,188
4.41 Business Administration	1,418,355	336,816	1,755,171	732,200	2,487,371	2,461,202
<b>Total Function 4</b>	<b>2,531,953</b>	<b>598,511</b>	<b>3,130,464</b>	<b>1,007,100</b>	<b>4,137,564</b>	<b>4,209,647</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	709,678	166,774	876,452	369,500	1,245,952	1,314,594
5.50 Maintenance Operations	5,223,016	1,247,290	6,470,306	545,287	7,015,593	7,439,394
5.52 Maintenance of Grounds	489,426	117,606	607,032	145,000	752,032	717,988
5.56 Utilities	-	-	-	2,307,598	2,307,598	2,160,438
<b>Total Function 5</b>	<b>6,422,120</b>	<b>1,531,670</b>	<b>7,953,790</b>	<b>3,367,385</b>	<b>11,321,175</b>	<b>11,632,414</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	14,299	3,360	17,659	7,000	24,659	24,312
7.70 Student Transportation	-	-	-	2,202,000	2,202,000	2,202,000
<b>Total Function 7</b>	<b>14,299</b>	<b>3,360</b>	<b>17,659</b>	<b>2,209,000</b>	<b>2,226,659</b>	<b>2,226,312</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>71,533,383</b>	<b>17,607,755</b>	<b>89,141,138</b>	<b>14,061,189</b>	<b>103,202,327</b>	<b>103,187,377</b>

# School District No. 71 (Comox Valley)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2023

	<b>2023</b>	2022 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>13,070,636</b>	13,747,590
Other Revenue	<b>1,447,500</b>	1,110,386
Investment Income	<b>5,500</b>	5,500
<b>Total Revenue</b>	<b>14,523,636</b>	14,863,476
<b>Expenses</b>		
Instruction	<b>14,096,635</b>	14,465,049
Operations and Maintenance	<b>350,494</b>	343,036
Transportation and Housing	<b>76,507</b>	55,391
<b>Total Expense</b>	<b>14,523,636</b>	14,863,476
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

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

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			746,758	776,744					
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	350,494	344,907			160,000	39,200	213,114	611,364	1,471,710
Other			54,500	1,300,000					
Investment Income			5,500						
	350,494	344,907	60,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
<b>Less:</b> Allocated to Revenue	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
<b>Deferred Revenue, end of year</b>	-	-	<b>738,758</b>	<b>776,744</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	350,494	344,907			160,000	39,200	213,114	611,364	1,471,710
Other Revenue			62,500	1,300,000					
Investment Income			5,500						
	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
<b>Expenses</b>									
Salaries									
Teachers							40,160		
Principals and Vice Principals							23,985		279,805
Educational Assistants		275,926						309,254	641,496
Support Staff	256,532				124,000	26,240			156,016
Substitutes							4,048		115,561
	256,532	275,926	-	-	124,000	26,240	68,193	309,254	1,192,878
Employee Benefits	64,133	68,981			31,000	6,560	16,962	77,314	265,832
Services and Supplies	29,829		68,000	1,300,000	5,000	6,400	127,959	224,796	13,000
	350,494	344,907	68,000	1,300,000	160,000	39,200	213,114	611,364	1,471,710
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

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

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Professional Development	CVCF Student Travel	TOTAL
	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		4,007	163,231	56,933	<b>1,747,673</b>
<b>Add:</b> Restricted Grants					
Provincial Grants - Ministry of Education	9,875,840				<b>13,066,629</b>
Other			75,000	25,000	<b>1,454,500</b>
Investment Income				250	<b>5,750</b>
	9,875,840	-	75,000	25,250	<b>14,526,879</b>
<b>Less:</b> Allocated to Revenue	9,875,840	4,007	65,000	20,000	<b>14,523,636</b>
<b>Deferred Revenue, end of year</b>	-	-	<b>173,231</b>	<b>62,183</b>	<b>1,750,916</b>
<b>Revenues</b>					
Provincial Grants - Ministry of Education	9,875,840	4,007			<b>13,070,636</b>
Other Revenue			65,000	20,000	<b>1,447,500</b>
Investment Income					<b>5,500</b>
	9,875,840	4,007	65,000	20,000	<b>14,523,636</b>
<b>Expenses</b>					
Salaries					
Teachers	7,502,884				<b>7,543,044</b>
Principals and Vice Principals					<b>303,790</b>
Educational Assistants					<b>1,226,676</b>
Support Staff					<b>562,788</b>
Substitutes	335,084				<b>454,693</b>
	7,837,968	-	-	-	<b>10,090,991</b>
Employee Benefits	2,037,872				<b>2,568,654</b>
Services and Supplies		4,007	65,000	20,000	<b>1,863,991</b>
	9,875,840	4,007	65,000	20,000	<b>14,523,636</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	-

# School District No. 71 (Comox Valley)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		24,600	24,600	22,800
Amortization of Deferred Capital Revenue	5,306,029		5,306,029	4,770,845
<b>Total Revenue</b>	<b>5,306,029</b>	<b>24,600</b>	<b>5,330,629</b>	<b>4,793,645</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,025,762		8,025,762	7,172,580
<b>Total Expense</b>	<b>8,025,762</b>	<b>-</b>	<b>8,025,762</b>	<b>7,172,580</b>
<b>Net Revenue (Expense)</b>	<b>(2,719,733)</b>	<b>24,600</b>	<b>(2,695,133)</b>	<b>(2,378,935)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	500,000		500,000	625,000
Local Capital		2,285,000	2,285,000	3,980,000
<b>Total Net Transfers</b>	<b>500,000</b>	<b>2,285,000</b>	<b>2,785,000</b>	<b>4,605,000</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	3,250,000	(3,250,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>3,250,000</b>	<b>(3,250,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>1,030,267</b>	<b>(940,400)</b>	<b>89,867</b>	<b>2,226,065</b>



**Comox Valley Schools**

A Community of Learners  
INNOVATIVE • INQUISITIVE • INCLUSIVE

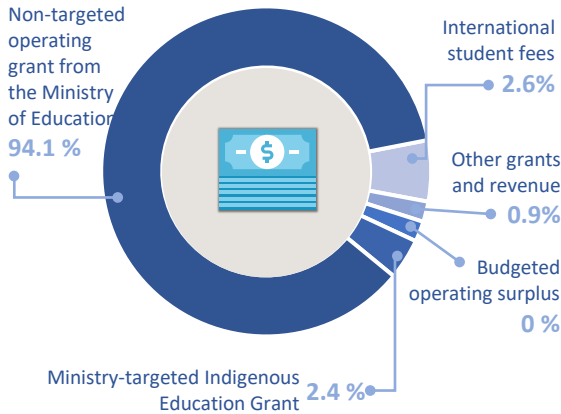
# Snapshot 2022-2023

## SCHOOL DISTRICT #71 Preliminary Annual Budget

**Operating Revenue - \$106.0 million**  
**Less: Operating Expenses - \$103.2 million**  
**Capital and Reserves - \$ 2.8 million**

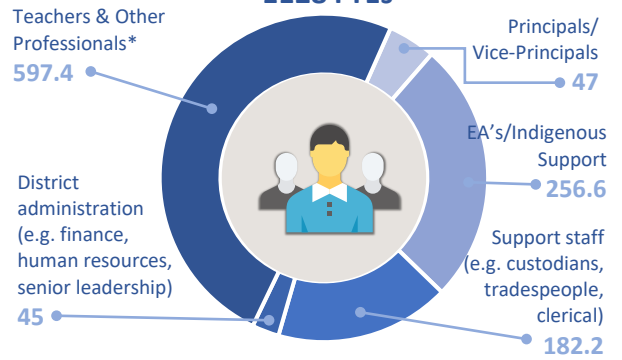
### Where the money comes from

#### Revenues



### Our staff team

#### 1128 FTEs



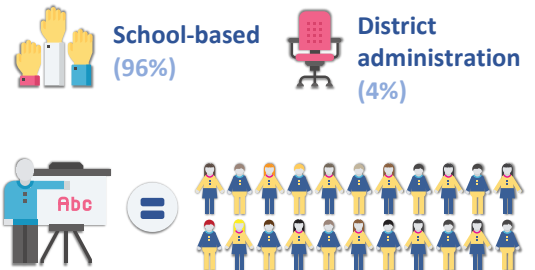
The total # of employees is 1785 (includes TTOC's & casual)

### Where the money goes

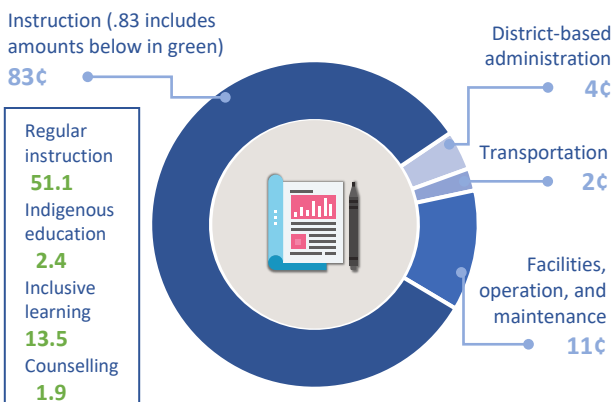
#### Expenditures



#### \$89.1 million of operating budget



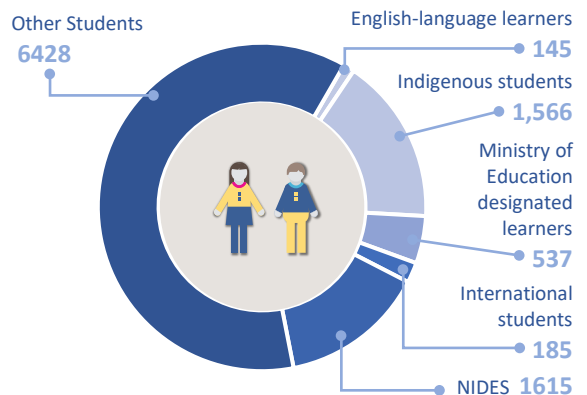
### How each dollar is spent



Regular instruction	51.1
Indigenous education	2.4
Inclusive learning	13.5
Counselling	1.9



### Projected students 10,476



Enrolment is projected to have moderate to high growth over next 10 years



## Core French & Immersion



**1230 students**  
are enrolled in French programming



**VIVE LE FRANCAIS!!**

## Inclusive learning



**\$13.8 million budgeted**  
(2022-2023)



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

## Regular program completion rates



**82% approx.**  
High School graduation levels holding steady within our five-year range.

## Post Secondary pathways



**467 students**  
participated in pathways & partnerships programs in 2020-2021

## Class size-composition



**\$11.4 million**  
to restore collective agreement class size and composition language in 2022-2023 resulting in 64.6 additional teachers and 25.6 non-enrolling teachers to enhance learning.

## Our schools



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

*School District #71 has 16 urban schools and 6 rural schools.*

## Planned capital investments



**\$150,000**  
Modulars



**\$250,000**  
Administrative Space renewal



**\$175,000**  
Outdoor Classrooms

*The above improvements are increased to planned projects through a strategic transfer to local capital reserves. Anticipatory for enrollment growth and cost escalations.*

## Engaging our community



**100+**  
Public Board of Education and committee meetings

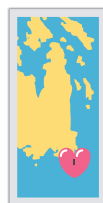


**30,000**  
Website visitors monthly (avg)

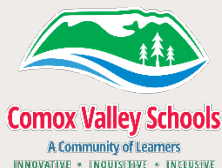


**20**  
Parent Advisory Councils

*Ongoing community partnerships and consultation for budgets, LRF, 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)

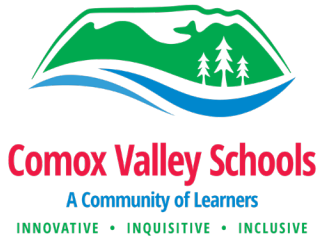


[www.ComoxValleySchools.ca](http://www.ComoxValleySchools.ca)  
School District 71: Comox Valley  
607 Cumberland Road, Courtenay, BC V9N 7G5  
250-334-5500

**Our Mission:**  
To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

**Multi - Year Comparison**

	2020			2020/2021			2021-2022			2022-2023	% of Operating Expenses 2023 Preliminary	% of Operating Expenses 2022 Amended	Provincial % of Operating Expenses 2021	% of Function Expenses 2021 Actual	% of Function Expenses 2022 Amended
	Preliminary Budget	Amended Annual Budget	Actual - 2019/20 Financial Statements	Preliminary Budget	Amended Annual Budget	Actual - 2020/21 Financial Statements	2021-2022 Preliminary Budget	2021-2022 Amended Budget	Actual - 2021/22 Financial Statements	2022-2023 Preliminary Budget					
<b>Operating Revenue</b>	\$87,931,364	\$88,745,951	\$90,533,007	\$91,516,711	\$96,320,857	\$98,790,902	\$98,442,973	\$102,772,683		\$105,987,327					
<b>Function 1 - Instruction</b>															
1.02 Regular Instruction	41,297,760	42,835,321	41,203,578	45,057,252	49,985,594	47,735,861	48,841,476	52,233,458		52,672,426	51.0%	50.6%	49.4%	62.3%	61.4%
1.03 Career Programs	957,104	1,168,676	1,090,757	1,198,219	1,256,772	1,281,899	1,268,085	1,387,202		1,390,546	1.3%	1.3%	0.7%	1.7%	1.6%
1.07 Library Services	1,532,411	1,557,015	1,522,163	1,586,647	1,595,732	1,443,956	1,567,586	1,586,445		1,624,358	1.6%	1.5%	1.6%	1.9%	1.9%
1.08 Counselling	1,695,592	1,730,314	1,912,616	1,775,782	1,844,016	1,876,939	1,896,793	2,200,572		1,958,079	1.9%	2.1%	1.9%	2.4%	2.6%
1.10 Special Education	11,132,685	11,579,734	11,705,887	11,940,473	12,438,480	12,229,029	12,786,730	13,784,803		13,876,503	13.4%	13.4%	16.5%	16.0%	16.2%
1.30 English Language Learning	169,528	172,990	195,517	180,071	157,870	230,076	186,109	223,171		304,026	0.3%	0.2%	1.7%	0.3%	0.3%
1.31 Indigenous Education	1,957,499	1,982,149	1,816,816	2,092,640	2,468,573	2,168,895	2,386,624	2,781,637		2,450,789	2.4%	2.7%	1.5%	2.8%	3.3%
1.41 School Administration	7,109,411	7,332,618	7,814,312	7,353,283	7,923,727	8,051,314	8,088,230	8,197,674		8,531,081	8.3%	7.9%	7.4%	10.5%	9.6%
1.62 International & Out of Province	4,300,849	2,420,070	2,299,938	1,680,517	1,647,674	1,324,638	2,291,879	2,354,153		2,339,960	2.3%	2.3%	1.5%	1.7%	2.8%
1.64 Other	366,700	356,586	311,412	359,210	359,659	327,953	361,551	369,889		369,161	0.4%	0.4%	0.2%	0.4%	0.4%
<b>Total Function 1</b>	<b>\$70,519,539</b>	<b>\$71,135,473</b>	<b>\$69,872,996</b>	<b>\$73,224,094</b>	<b>\$79,678,097</b>	<b>\$76,670,560</b>	<b>\$79,675,063</b>	<b>\$85,119,004</b>		<b>\$85,516,929</b>	<b>82.9%</b>	<b>82.5%</b>	<b>82.8%</b>		
<b>Function 4 - District Administration</b>															
4.11 Educational Administration	1,041,032	1,050,848	1,055,367	1,089,912	1,135,151	1,113,701	1,162,478	1,369,257		1,238,706	1.2%	1.3%	1.4%	30.5%	32.5%
4.40 School District Governance	407,340	353,582	270,133	362,386	356,720	296,367	374,007	379,188		411,487	0.4%	0.4%	0.3%	8.1%	9.0%
4.41 Business Administration	2,320,578	2,359,543	2,048,593	2,363,354	2,399,364	2,238,457	2,342,374	2,461,202		2,487,371	2.4%	2.4%	2.4%	61.4%	58.5%
<b>Total Function 4</b>	<b>\$3,768,950</b>	<b>\$3,763,973</b>	<b>\$3,374,093</b>	<b>\$3,815,652</b>	<b>\$3,891,235</b>	<b>\$3,648,525</b>	<b>\$3,878,859</b>	<b>\$4,209,647</b>		<b>\$4,137,564</b>	<b>4.0%</b>	<b>4.1%</b>	<b>4.2%</b>		
<b>Function 5 Operations &amp; Maint.</b>															
5.41 Operations & Maintenance Administration	944,404	1,019,674	969,876	969,962	1,102,798	1,073,176	1,176,525	1,314,594		1,245,952	1.2%	1.3%	1.0%	9.8%	11.3%
5.50 Maintenance Operations	6,614,555	6,780,721	6,871,636	7,045,179	7,008,492	7,041,145	7,622,230	7,439,394		7,015,593	6.8%	7.2%	7.7%	64.2%	64.0%
5.52 Maintenance of Grounds	648,177	750,382	758,972	703,825	703,825	836,854	706,488	717,988		752,032	0.7%	0.7%	0.7%	7.6%	6.2%
5.56 Utilities	1,927,000	1,931,000	1,711,654	1,867,692	2,063,692	2,008,060	2,070,692	2,160,438		2,307,598	2.2%	2.1%	1.8%	18.3%	18.6%
<b>Total Function 5</b>	<b>\$10,134,136</b>	<b>\$10,481,777</b>	<b>\$10,312,138</b>	<b>\$10,586,658</b>	<b>\$10,878,807</b>	<b>\$10,959,235</b>	<b>\$11,575,935</b>	<b>\$11,632,414</b>		<b>\$11,321,175</b>	<b>11.0%</b>	<b>11.3%</b>	<b>11.2%</b>		
<b>Function 7 Transport &amp; Housing</b>															
7.41 Transportation & Housing Admin.	22,614	23,025	21,077	23,345	23,835	22,609	24,312	24,312		24,659	0.0%	0.0%	0.1%	1.1%	1.1%
7.70 Student Transportation	1,926,125	2,028,255	1,864,455	2,056,962	2,056,962	1,961,189	2,056,962	2,202,000		2,202,000	2.1%	2.1%	1.7%	98.9%	98.9%
<b>Total Function 7</b>	<b>\$1,948,739</b>	<b>\$2,051,280</b>	<b>\$1,885,532</b>	<b>\$2,080,307</b>	<b>\$2,080,797</b>	<b>\$1,983,798</b>	<b>\$2,081,274</b>	<b>\$2,226,312</b>		<b>\$2,226,659</b>	<b>2%</b>	<b>2.2%</b>	<b>1.8%</b>		
<b>Total Function 1-9</b>	<b>\$86,371,364</b>	<b>\$87,432,503</b>	<b>\$85,444,759</b>	<b>\$89,706,711</b>	<b>\$96,528,936</b>	<b>\$93,262,118</b>	<b>\$97,211,131</b>	<b>\$103,187,377</b>		<b>\$103,202,327</b>					
Transfer from Operating to Assets		\$255,000	\$1,637,926	\$250,000	\$565,000	\$454,407	\$500,000	\$625,000		\$500,000					
Transfer from Operating to LCR	\$1,560,000	\$4,700,372	\$4,700,372	\$1,560,000	\$1,560,000	\$1,560,000	\$1,560,000	\$3,980,000		\$2,285,000					
<b>Net Change for the Year</b>		<b>-\$3,641,924</b>	<b>-\$1,250,050</b>	<b>\$0</b>	<b>-\$2,333,079</b>	<b>\$3,514,377</b>	<b>-\$828,338</b>	<b>-\$5,019,694</b>		<b>\$0</b>					
Opening Operating Reserve		\$5,330,580	\$5,330,580	\$1,688,656	\$4,080,530	\$4,080,530	\$4,080,530	\$7,594,907		\$2,575,213					
Closing Operating Reserve		\$1,688,656	\$4,080,530	\$1,688,656	\$1,747,451	\$7,594,907	\$3,252,192	\$2,575,213							



# Comox Valley Schools

School District No. 71  
Office of the Secretary-Treasurer

## BRIEFING NOTE

---

**TO:** Board of Education  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**RE:** **2022-23 Annual Budget Bylaw**

---

**DATE:** May 24, 2022

### Purpose

This briefing note is to request approval of the 2022-23 Annual Budget Bylaw. The Bylaw requires three readings.

### Background

The attached Annual Budget Bylaw for 2022-23 includes the preliminary operating fund budget as well as the preliminary budgets for special purpose funds and the capital fund which were presented to the Finance Committee on May 16, 2022 after having been approved by the Budget Advisory Committee,

The total budget bylaw amount for the 2022-23 fiscal year is \$129,501,725

Section 113(1) of the School Act requires that the Board adopt, by bylaw, an annual budget on or before June 30<sup>th</sup> 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.

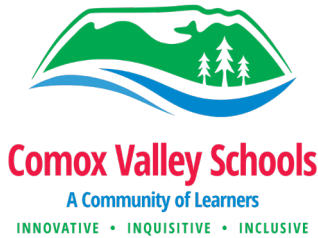
### Recommendation

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 2022-23 be given three (3) readings at this meeting; and
2. THAT the Board of Education of School District No. 71 (Comox Valley) 2022-23 Annual Budget Bylaw in the amount of \$129,501,725 be:
  - a. Read a first time on the 24<sup>th</sup> day of May, 2022;
  - b. Read a second time on the 24<sup>th</sup> day of May, 2022;
  - c. Read a third time, passed and adopted on the 24<sup>th</sup> day of May, 2022

Respectfully submitted,  
*Brenda Hooker*

Brenda Hooker  
Secretary-Treasurer



**FACILITIES COMMITTEE**  
**BOARD REPORT**

**Date:** Monday, May 16, 2022  
**Time:** 1:00pm – 2:00pm  
**Venue:** Via Zoom

**Committee Members:**

Sarah Jane Howe, Chair  
Tonia Frawley, Trustee  
Michelle Waite, Trustee

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

**Regrets:** N/A

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

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

**A. WELCOME**

The Chair welcomed the committee members and called the meeting to order at 1:05pm.

**B. ITEMS DISCUSSED**

None

**C. ITEMS FOR INFORMATION**

**1. Capital Plan Process and Submission – Verbal Update**

Director of Operations, Ian Heselgrave provided an update on the Capital Plan Process that has had some date changes, but staff continue to meet the deadlines. The Annual Facilities Grant has been approved by the Board and will be submitted to the Ministry at the end of June and the Capital Plan's submission will occur at the end of September. The intent is to have the total Capital Plan ready for review at the June 13<sup>th</sup> Facilities Committee meeting. The Capital Plan consists of big expense items such as the Cumberland Community School and Mark R. Isfeld Secondary School Ecole Secondaire enhancement projects as well as smaller projects like mechanical upgrades.

**2. Cumberland Child Care Facility Update – Verbal Update**

Manager of Capital Projects, Molly Proudfoot provided an update on the child care information evening held on May 3<sup>rd</sup> in the Village of Cumberland. There was good turnout and the community’s feedback will be incorporated into the building permit application. Construction and mobilization could begin as early as August 2022. A Committee member provided comments including a parent’s inquiry about accessibility.

**3. Ministry of Children and Family Development (MCFD) Grant Update – Verbal Update**

Secretary-Treasurer, Brenda Hooker and Director of Operations, Ian Heselgrave provided an update on the two additional MCFD grants applied for Arden Elementary and Glacier View Secondary.

**4. 2488 Idiens Way Building Renovation Update – Verbal Update**

Director of Operations, Ian Heselgrave, provided an update on the Idiens Way building project stating that it will resolve many of the challenges around full schools and growing enrolment. Staff are collaborating with an expert, focusing efforts on a functional floor plan analysis to ensure that there is enough room for all administrative staff who will be occupying the building. There is a good blend of collaborative spaces, a modern office layout and functional grouping of staff. The next stage is to cost the functional office space.

**D. FUTURE MEETINGS/AGENDA ITEMS**

Monday, June 13, 2022 – 1:00pm to 2:00pm

**E. ADJOURNMENT**

The meeting was adjourned at 1:37pm.