



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Board of Education

Regular Public Board Meeting Minutes

**Tuesday,
April 26, 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



Comox Valley Schools
A Community of Learners
INNOVATIVE • INQUISITIVE • INCLUSIVE

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 20th, 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 15th, 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 5th.

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 Aware – 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

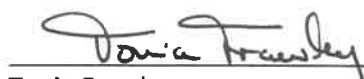
Board Approved on:

May 24, 2022

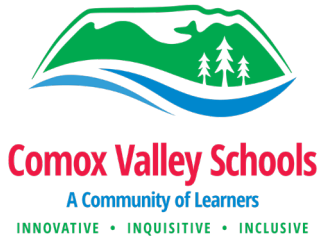
Certified Correct:



Brenda Hooker, CPA, CGA
Secretary-Treasurer



Tonia Frawley
Board Chair



REGULAR BOARD MEETING MINUTES
Tuesday, March 15, 2022
7:00pm

Attendance In-Person & Zoom:

Trustees:

Michelle Waite, Vice Chair
Sheila McDonnell, Trustee
Janice Caton, 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
Shaun Jones, Acting Director, Information
Technology

Regrets: Tonia Frawley, Board Chair

Recording Secretary: Heidi Bell, Sr. Executive Assistant

1. Call to Order

Vice Chair, Michelle Waite called the meeting to order at 7:03 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 Board Standing Committee Reports

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the March 15, 2022, Regular Public Board Meeting Agenda as amended.

[Caton/Howe]

CARRIED

3. Board Meeting Minutes

Pages 1-7

Motion:

THAT the Board of Education for School District No.71 (Comox Valley) adopt the February 22, 2021, Regular Board Meeting Minutes as presented.

[Howe/Hawksby]

CARRIED

4. Unfinished Business

None

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

Page 8

- February 22, 2022 – Regular In-Camera Board Meeting

6. **Board Chair's Report**

Board Chair, Tonia Frawley sent her regrets. The Vice Chair, Michelle Waite extended her gratitude to the district, staff, and students who participated, attended, and supported the District Musical. The SpongeBob Musical was presented live and via Zoom on March 8-12, 2022. It was a specular event and enjoyed by all.

Staff and trustees met with both MLA Ronna-Rae Leonard and MLA Josie Osborne and engaged in meaningful conversations.

7. **Presentations / Delegations**

None

8. **Education Committee Meeting - March 8, 2022**

Pages 9-10

Recommendation:

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

[McDonnell/Howe]

CARRIED

Next Education Committee Meeting:

TOPIC: TBA
DATE: April 12, 2022
TIME: 6:30 pm
LOCATION: TBA

9. **Strategic Direction**

A. Superintendent

i. District News – Verbal Update

- Since September, SD71 as a district has raised over \$15,000 for several causes, some examples are:
 - Miracle Beach raise \$3361.00 for Ukraine
 - Huband Park raise \$1200 for Habitat for Humanity
 - Cumberland Community School raise \$1042.85 for local homelessness
 - Mark R. Isfeld raised \$9014.67 for Terry Fox the second highest donation in BC

- Mark R. Isfeld hosted the grade 7 year-end basketball tournament
- 3 graduating basketball players, Emma Warren, Meghan Linegar and Reese Douglas have been selected to participate in the North Island girls grade 12 all-start team
- Skills Canada was held at Vanier Secondary on March 12. There were 250 competitors in 16 different events, from 19 schools in four school districts. Senior event gold medal winners from SD71 were Caleb Elsasser (Vanier) in the automotive event and Austin Harris (Highland) in the electronics event. Both are now going to the Skills Canada provincials
- A number of Youth apprentices from SD71 received \$1000 awards
- Isfeld grad and Explore student, Rio Crystal, won the Arctic Ultra endurance test, which began outside of Dawson city and ended at the Arctic Circle. Rio was the youngest competitor in the race.
- Principal, Lucinda Wolters was the featured member in this months Principled Magazine – the BCPVPA’s magazine. The article speaking to “Day in the Life” and can be found on SD71’s Twitter and Facebook pages

ii. COVID-19 Protocols Update – Director of Instruction, Jay Dixon

Director Dixon gave an update on the before and after Spring Break changes to the COVID-19 protocols in the district.

iii. New Graduation Requirement - Director of Instruction, Jay Dixon

As part of the provinces commitment to Truth and Reconciliation and Anti-Racism the Ministry of Education has implemented an Indigenous focused graduation requirement. Secondary students will be able to meet these new requirements through a variety of existing course offerings and some new course options. This will have a phased in approach that will come into full effect in the 2023-2024 school year.

iv. Transition Plan – Director of Instruction, Vivian Collyer

On March 8, 2022, a Transition Plan meeting was held at Courtenay Elementary. It consisted of school teams from Royston and Courtenay Elementary, Principals and Vice-Principals from both schools, parent representatives from both schools, classroom teachers, counselors, LST’s and support staff.

Discussion and a fluid plan were created to help students and families in their transition from Royston Elementary to Courtenay Elementary.

B. Assistant Superintendent

i. Cross Boundaries

Cross boundaries were held the whole month of February this year. Normal requests are around 200 applications with a 50% Elementary and 50% Secondary split. This year we had a total of 73 requests, 80% were from

elementary. Decisions on cross boundaries are expected to be delivered in mid-April.

ii. Graduation

Graduation will go back to a regular grad ceremony.

Highland Secondary – May 28th @ The Filberg

Vanier Secondary – June 25th @ Outdoor Fairgrounds (weather permitting) or alternatively the Comox Valley Sports Center

Mark Isfeld Secondary – June 18th @ school field

Glacier View Secondary Centre – June 23rd, 1:00 pm at Simms Millennium Park

C. Secretary-Treasurer

i. Funding Announcement

On March 11th the Ministry held their funding announcement. The funding formulas and per student allocations have not changed. The Classroom Enhancement Fund and the Annual Facility Grant are also unchanged. Due to student growth, the district has seen an 8% increase in bricks and mortar schools in the past 3 years. With the projections we have submitted to the Ministry the approximate operating fund revenue is estimated at 100.1 million.

D. Human Resources

i. Retirements and Recognition

None

10. Board Standing Committee Reports

A. Finance Committee Board Report – No meeting in March

i. Notice of Motion – Establishing a onetime trustee memorial bursary in honour of Bunny Shannon

Staff will prepare a Briefing note and recommendation at the Aprils Public Board meeting.

Janice Caton, Trustee

B. Policy Committee Board Report – March 7, 2022

Pages 11-12

Recommendation:

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

[Hawksby/Howe]

CARRIED

C. Facilities Committee Report – No meeting in March

11. Board Business

A. Formal Acknowledgement of Climate Crisis

Pages 13-17

Trustee McDonnell spoke to her recommended motion pertaining to a formal acknowledgement of climate crisis.

Recommendation:

THAT the Board of Education for School District No.71 (Comox Valley) recognizes that there is a global climate crisis and that we have a shared responsibility to reduce our GHG emissions and mitigate the impacts of climate change. To that end, we refer the matter to the Superintendent to consider next steps for consideration at our June Board meeting.

[Caton/May]

CARRIED UNANIMOUSLY AS AMENDED

B. VISTA - Janice Caton, Trustee

Trustee Caton opened with an acknowledgement of Elder Fran Prince. Elder Fran always attended the VISTA meetings and honoured us with an opening blessing. Elder Fran Prince recently passed, and VISTA would like to acknowledge Elder Fran, the K'ómoks First Nations and the Indigenous community for lose she will be dearly missed.

Trustee Caton gave an update on the VISTA Branch Business meeting, which was held on March 5, 2022.

12. Board Correspondence

A. Correspondence: from **Adriana Proton, Deputy Corporate Office, City of Courtenay** to **Brenda Hooker, Secretary Treasurer, School District 71 (Comox Valley)** – Courtenay City Council Resolution – Letter of Support for the Ministry of Children and Family Development Childcare New Spaces Applications.

Page 18

B. Correspondence: from **BCSTA** to **Board Chairs and Secretary Treasurers**
The Board Chair, Secretary Treasurer and the Director of Operations will complete this survey by April 8, 2022.

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13. Public Question Period

None

14. Meeting Adjourned – 8:45 pm

MOTION:

THAT the Board of Education adjourn this meeting.

[Howe/May]
CARRIED

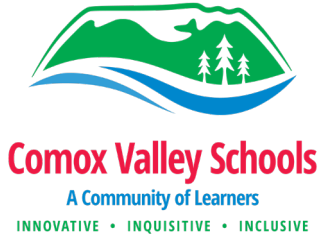
Board Approved on:
April 26, 2022

Certified Correct:

Brenda Hooker, CPA, CGA
Secretary-Treasurer

Tonia Frawley
Board Chair

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** April 26, 2022
FROM: Office of the Secretary-Treasurer
RE: Record of In-Camera Meetings

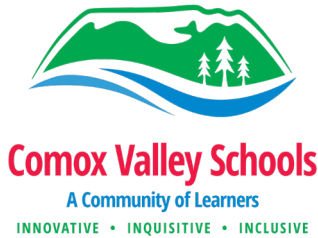
RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

March 15, 2022 – Regular In-Camera Meeting

1. Receipt of and updates on two 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 6:00 pm and adjourned at 6:57 pm.



TO: Board of Education

DATE: April 26, 2022

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

Retirements

Barbara De Goede, Teacher, Inclusive Ecole Puntledge Park Elementary, retiring effective June 30, 2022, after 29 years of service.

Heather Corman, Teacher, Navigate/NIDES, retiring effective June 30, 2022, after 24 years of service.

Kevin Corman, Teacher, Navigate/NIES, retiring effective June 30, 2022, after 24 years of service.

Sheila Fairbank, Teacher, Miracle Beach Elementary, retiring effective June 30, 2022, after 31 years of service.

Michele Genge, Teacher, Highland Secondary, retiring effective 30, 2022, after 25 years of service.

Gary Ball, Techer, Cumberland Community School, retiring effective June 30, 2022, after 22 years of service.

Jeff Taylor, Principal, Navigate/NIDES, retiring June 29th, 2022, after 16 years of service.

Andrew Nicholl, Education Assistant, Inclusive Education, retiring effective June 29, 2022, after 17 years of service.

Marianne Ell, Education Assistant, Inclusive Education, retiring effective June 29, 2022, after 19 years of service.

Shelly Waterfield, Education Assistant, Inclusive Education, retiring effective June 30, 2022, after 27 years of service.

Lori Ball, Education Assistant, Inclusive Education, retiring effective August 30, 2022, after 10 years of service.

Sherry Lang, Education Assistant, Inclusive Education, retiring effective June 30, 2022, after 33 years of service.

Elizabeth Hugenschmidt, Education Assistant, Inclusive Education, retiring effective June 29, 2022, after 26 years of service.

Colleen Friendship, Program Worker Strong Start, Queneesh Elementary, retiring effective June 30, 2022, after 14 years of service.

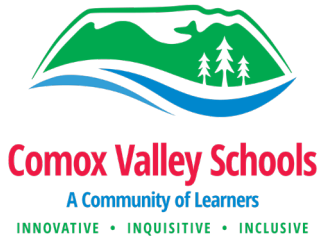
Sherrie Fudikuf, Library Clerk, Brooklyn Elementary, retiring effective June 30, 2022, after 10 years of service.

Anne Buchanan, Teacher, Queneesh Elementary, retiring effective June 30, 2022, after 21 years of service.

Wendy Watson, Teacher, Airport Elementary, retiring effective June 30, 2022, after 31 years of service.

Julia McCoid, Teacher, Inclusive Education, retiring effective June 30, 2022, after 23 years of service.

Jeanette Goldie, Education Assistant, retiring effective June 30, 2022, after 27 years of service.



**FINANCE COMMITTEE
BOARD REPORT**

Date: Tuesday, April 19, 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: None

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

Secretary-Treasurer, Brenda Hooker shared that the Budget Advisory Committee met on April 12, 2022. During this meeting, the Secretary-Treasurer reviewed the documents included in the preliminary budget package, each partner group provided a verbal report on what they would like to propose on the remaining budget available, and it was decided that the public budget consultation process will be in a slightly different online format this year. Staff answered committee questions.

C. ITEMS FOR INFORMATION

1. Financial Update

a. Capital Fund Update – March 31st

Director of Finance, Candice Hilton reviewed the March 31st Capital Fund Update with the committee and highlighted the new “Allocated within Local Capital to

the Board Office Project” section that has been included for improved transparency. The Cumberland Childcare Centre is now included in the “Bylaw Capital Projects” section.

b. Operating Fund Projection – March 31st

Director of Finance, Candice Hilton reviewed the March 31st Operating Fund Projection document with the committee and went over some of the notes (where variances greater than 5% are explained). Based on this projection as at March 31st, a surplus is expected due to COVID and other factors. Staff answered committee questions.

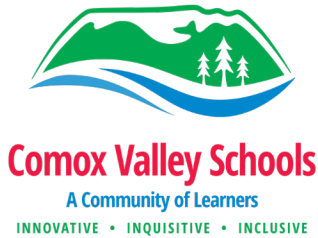
D. FUTURE MEETINGS/AGENDA ITEMS

1. 2021-22 Preliminary Budget Recommendations

Next Meeting: Tuesday, May 16, 2022 – 3:30pm–4:30pm

E. ADJOURNMENT

The meeting was adjourned at 4:15pm.



BUDGET ADVISORY COMMITTEE REPORT TO FINANCE COMMITTEE

Date: Tuesday, April 12, 2022
Time: 3:00pm – 5:00pm
Venue: Via Zoom Meeting

Committee Members:

Sheila McDonnell, Chair
Tonia Frawley, Trustee
Brenda Hooker, Secretary-Treasurer
Tom Demeo, Superintendent
Geoff Manning, Assistant Superintendent
Jay Dixon, Director of Instruction
Vivian Collyer, Director of Instruction
Sean Lamoureux, Director of Inclusion
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Josh Porter, Director of Information Technology
Shaun Jones, Acting Director of Information Technology

Kyle Timms, Principal
Tracy Richards, CDTA
Megan Cowling, DPAC
Jennifer Fisher, DPAC
Denise Bullock, CUPE
Bruce Carlos, IEC
Trish McPhail, IEC

Regrets:

Janice Caton, Trustee
Susan Hansen, CUPE
Lynda-Marie Handfield, Director of Human Resources
Brian McAskill, Principal

Grace Johnson, IEC
Brenda Murray, IEC
Karla Neuffer, CDTA

Guests: Cathie Collins, Manager of Finance

Recording Secretary: Marlene Leach, Senior Executive Assistant

A. WELCOME

The meeting commenced at 3:04pm. 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 Annual Budget Information Package

Secretary-Treasurer, Brenda Hooker provided an overview of the 2022-23 Annual Budget Information Package that included: 2022-23 Annual Budget Preliminary Report, Annual Operating Grant Announcement, Enrolment and Funding Analysis, Preliminary Budget Position (to date), District Comparisons, and the 2021-22 Amended Annual Budget snapshot.

Also outlined was the increase in enrolment and funding along with the challenges and cost pressures that come with them. Overall, the District is in good financial shape and is currently looking at being in a balanced budget position. However, increased staffing, cost escalation, MOE initiatives, and the ESA sick leave legislation have created cost pressures allocating most of the revenue increase. The Secretary-Treasurer responded to committee questions.

2. Partner Group & Department Budget Presentations

Each partner group provided a verbal report on what they would like to propose from the remaining available budget of \$50,523.

CUPE439:

- Increase Educational Assistant (EA) hours for non-designated students
- Indigenous Support Workers (ISW) that are needed
- Increase carpentry and trades hours – all departments need additional people
- Ask the Ministry for additional funding for students not getting the necessary supports

Principals/Vice Principals:

- We are here to listen to see how we can implement these initiatives to best support the students

Indigenous Education Council (IEC):

- Indigenous Education Teacher Liaison Meetings
- Youth Leadership/Reconciliation Gathering
- Cultural Programming – any Secondary youth
- Indigenous Education Cultural Grants
- Indigenous Education District Teacher

The IEC will email the above information to the Secretary-Treasurer

District Parent Advisory Council (DPAC):

- Have a counselor at every elementary school

Comox District Teachers Association (CDTA):

- As the amount of budget left is small and we are currently in teacher bargaining, we will omit our list

The Secretary-Treasurer and staff responded to committee questions and provided background information.

3. Public Consultation Process

The committee's process and timeline document schedule's this year's Public Budget Consultation meeting for April 19, 2022. COVID has impacted participation in the Public Budget Consultation meeting. Thus, the Secretary-Treasurer questioned whether there is another way to improve public engagement in the budget process? A recommendation made was that the district website could have a webpage with an email link/form for public input. Additionally, there would be a media release.

Committee members made additional suggestions such as providing a short online video presentation, clearly identifying mandatory costs, making the information easier for public members to understand, and showcasing that the district is not cutting any programming or supplies. The webpage and input form would run from after the Easter break until May 3rd. Furthermore, the School Board Office would accept written (hard copy) input and feedback from the public.

C. ITEMS FOR INFORMATION

None

D. FUTURE MEETINGS AGENDA ITEMS

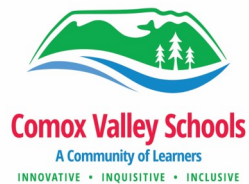
1. 2022-23 Preliminary Budget Balancing Options

Next Meeting: Tuesday, May 10, 2022 – 3:00pm – 5:00pm

E. ADJOURNMENT

The meeting was adjourned at 4:08pm.

School District No. 71 (Comox Valley)



2022-23 Annual Budget Information Package

April 12, 2022

Prepared by:

Brenda Hooker, Secretary-Treasurer
and Candice Hilton, Director of Finance

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Section 1

2022-23 Annual Budget Preliminary Report



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

2022-23 ANNUAL BUDGET

PRELIMINARY REPORT

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

April 12, 2022

2022-23 Annual Budget

Introduction

The Board of Education of School District No. 71 (Comox Valley) is accountable for the public funds that support the school district. One of the Board's responsibilities is the adoption of the District's preliminary budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District's strategic goals. Specifically, it must comply with the statutory *School Act* requirements set out in the Framework for Enhancing Student Learning Policy and the Enhancing Student Learning Reporting Order.

The Board is currently planning for the next school year, which includes:

- Setting priorities for the delivery of student learning
- Determining the ongoing effects of COVID-19
- Projecting student enrolment
- Projecting the costs of status quo for next year (salaries, benefits, utilities, etc.)
- Determining which costs will or could change
- Managing inflation and supply chain cost pressures
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board's strategic priorities and school-based plans

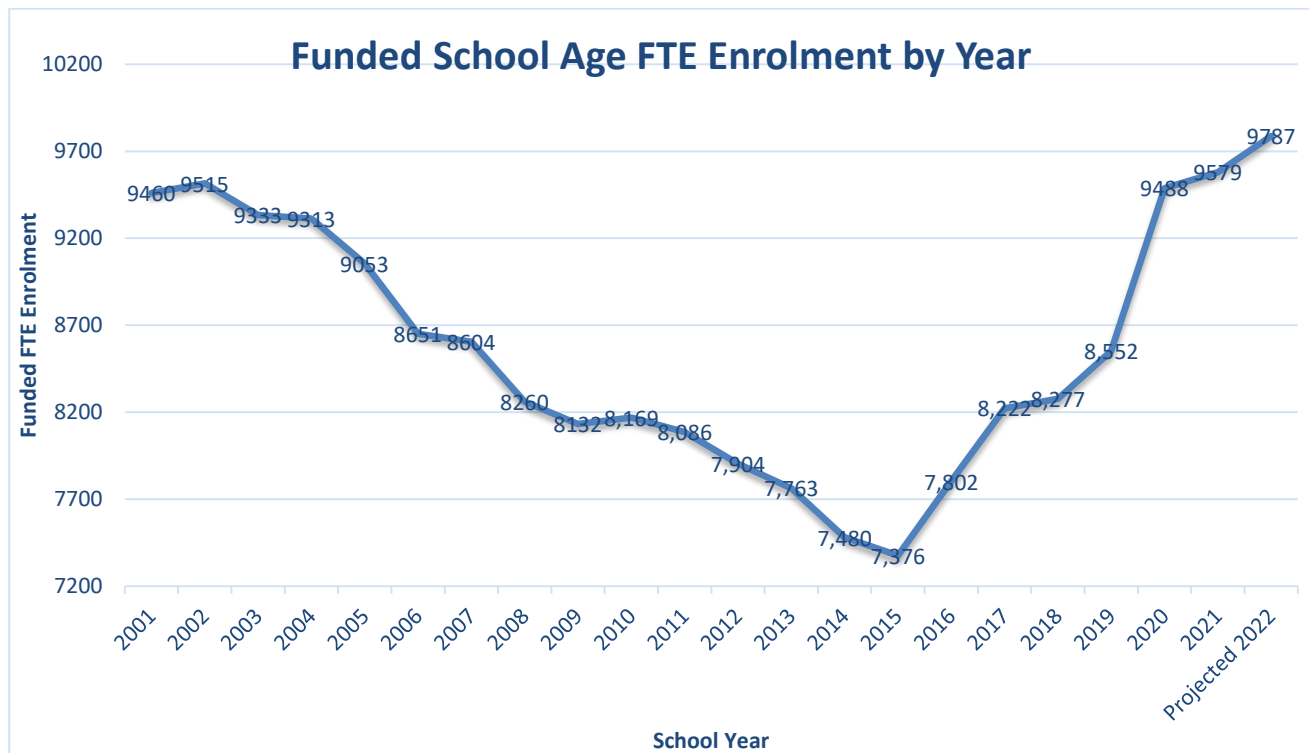
Boards of Education operate on a fiscal year of July 1st to June 30th. For 2022-2023, Section 113 of the *School Act* requires Boards to prepare an annual budget and have it adopted by bylaw and submitted to the Ministry of Education by June 30, 2022.

Student Enrolment

Student enrolment is the primary factor determining how much funding the District receives from the Ministry of Education, the number of staff to employ, and the number of classroom and schools that are required and at which locations.

The chart below shows the District's estimated FTE enrolment for the 2022-23 school year. The prior year information shown in the chart is the actual funded FTE enrolment from the September 30th confirmed data.

Enrolment in September 2023 is projected to be 9,787 FTE, which is an overall increase of 208 FTE. Both the number of school-age students attending School District No. 71 (Comox Valley) in brick-and-mortar schools as well as online learning FTE are projected to increase for the coming school year.



Changing enrolment affects school district revenue. Revenue fluctuations from enrolment changes are mainly offset by increases or decreases in expenditures as staffing, services and supplies are directly related to enrolment.

Budgets and staffing are typically conservative in the preliminary annual budget to reflect the risk of actual enrolment being lower than projected. In September, revenues are finalized on actual enrolments then staffing and expenditures are adjusted accordingly in the amended annual budget.

Again for 2022-23, the District will have to consider the ongoing affects of COVID-19. In the 2021-22 preliminary budget, we anticipated an overall decline in enrolment. Instead, the District saw a significant net gain due to in-migration which does mean increased revenue but has also created space and capital pressures. Additionally, supply chain challenges are increasing costs for both service and supplies.

Revenue

Ministry of Education Operating Grant

Approximately 95% of the District's revenue comes from the Ministry of Education through the Funding Allocation System (FAS). The FAS contains a number of formulae and is based primarily on student enrolment. There are additional allocations for differences in geographic factors, unique student needs such as special needs, Indigenous students, and English Language Learners.

The Ministry announced the preliminary operating grant for 2022-23 on March 11, 2022 (*See Section 2 – 2022-23 Annual Operating Grant Announcement*). Provincially, the Ministry has provided funds for enrolment growth and the per pupil FTE rates have remained the same.

Based on the 2022-23 preliminary operating grant, the district is projected to receive approximately \$3,610,737 in additional revenue from the Ministry of Education. This increase is adjusted by anticipated revenue changes in other areas:

Interest Revenue

Excess cash in the district is invested in the Province of British Columbia's Central Deposit Program. School Districts were advised that the CDP interest rate was being reduced in July 2021 and has not changed since then, and as such, the projected revenue for interest income is only slightly increased for 2022-23.

Other Revenue

It is anticipated that COVID-19 will continue to have impacts on the various sources of the 5% of other income the District receives. Prior year rebates and recoveries are projected to decrease, rentals to increase and the ongoing pandemic is impacting the number of willing homestay families which limits the number of International students we can support.

Therefore, the overall increase in projected revenues for 2022-23 is approximately \$3,479,809.

Cost Pressures and Adjustments

There are numerous cost pressures related to maintaining the ongoing level of programs and services in the district that need to be accounted for.

For 2022-23, these include the following:

Staffing Contingency

In 2020/21, the District saw a significant shift from its bricks-and-mortar schools to online learning education options. In 2021-22, we saw a shift back to bricks-and-mortar, but we also retained a larger percentage of the online education students than we anticipated. Thus we saw a significant net gain in enrolment.

District staff have built proposed staffing levels based on current and projected FTE registrations. This is likely conservative, given the increase in families moving to the area and further shift away from online learning. We do anticipate that additional staffing will be required in the fall of 2022/23.

Currently, for projected enrolment, additional staffing of \$942,484 has been included as a cost pressure.

Negotiated Wage and Salary Increases – Will be Funded

The Ministry has not yet allocated funding for labour settlements as negotiations are still underway for new collective agreements. MOE has advised that any funding required as a result of negotiations will be allocated through a special grant once agreements are ratified.

Negotiated Salary Increases – Not Funded

The BC Public School Employer's Association (BCPSEA) and the Public Sector Employer's Council (PSEC) have approved regionalized salary grids for the principals and vice-principals (PVP). The PVP salary grids will likely be increased consistent with the increases provided to unionized staff but will not be funded.

As well, BCPSEA and PSEC are developing a K-12 sectoral Exempt Staff Compensation plan for exempt staff. BCPSEA undertook a comprehensive market review to ensure the development of a revised exempt staff salary structure for each school district, on a total compensation basis, consistent with the relevant comparator labor market and the district's internal organizational structure. The results of that review are expected soon but again, increases are not likely to be funded.

Thus, cost increases for the principals and vice-principals and exempt staff have been included in the preliminary budget and are estimated at \$285,000.

Additional Staffing:

The additional HVAC position added as a COVID measure will continue for 2022/23. Also, an updated Local Education Agreement will add a new position to support our Indigenous students. Thus, a pressure of \$185,578 has been included.

Benefit Plan Adjustments

Initial estimates around benefits show a trend increase and the costs for benefit plans typically increase each year from increased usage and cost increases of existing plans. Based on information received from benefit plan carriers, a pressure of \$146,000 has been estimated.

Employment Standards Act (ESA) Amendments

The ESA has been revised to include 5 sick days per TTOC and Casual employee. Staff has been advised that the additional leave benefit will not be funded and a resulting cost pressure of \$400,000 has been recorded.

Framework for Enhancing Student Learning

MOE has legislated FESL which includes expectations around connectivity and accountability for school plans, strategic plans and District budgets. Funds are required to help schools develop and archive goals so \$160,000 has been set aside for the District learning agenda.

Pension Plan Premiums

Teacher Pension Plan and Municipal Pension Plan premiums are anticipated to increase once settlements are finalized. However, the increases should be funded so no cost pressure is recorded.

Other Employer Benefit Premiums

CPP and EI premiums will increase in 2022-23 due to changes in employer contribution rates. The estimated increase in 22-23 is \$183,203.

The district's WCB premiums will increase in 2022-23. The estimated increase in 22-23 is \$82,329.

Utility Costs

BC Hydro rates are now proposed to decrease by 1.4% in 2022. However, natural gas rates will likely increase, and fuel costs have already increased significantly. Thus, an overall budget increase of 5% or \$110,000 is included.

School Budgets

School supply and resource budgets are based on FTE enrolments. Thus, as students return to our brick-and-mortar schools, corresponding increases to supply and resource budgets occur. The projected increase for school supply budgets is \$11,902.

Information Technology

Internet, digital services and licensing are projected to increase by \$75,960

Transfer to Local Capital:

There were three capital projects that were deferred due to COVID-19 cost escalations. In addition, schools are becoming full and the costs of modulars is increasing. The difference between the current budgets and escalated costs is proposed to be transferred to local capital. An estimated \$875,000 has been reserved for the identified projects.

In addition, the Board has purchased new administrative space which requires an addition and code upgrades. As well, the current office will require updating for the new programs moving in and the classroom space reclaimed will need refreshing.

The overall increase in projected costs for 2022-23 is approximately \$3,429,286.

Preliminary Budget Position

After considering all the cost pressures and potential savings that are related to maintaining the ongoing level of programs and services in the district, the preliminary budget position for 2022-23 is a Net Budget Surplus/Deficit of approximately \$50,523.

Next Steps

The Board is required to approve an Annual Budget on or before June 30, 2022 for the 2022-23 school year.

The budget development process and timelines have been developed to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget in May and allow for implementation of the budget for the 2022-23 school year.

The initial timeline allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

Throughout the consultation process, stakeholders and the public will be provided with opportunities to provide input on budget themes to the Board and to provide feedback on the draft information presented.

On April 12, 2022, the Budget Advisory Committee will receive the preliminary revenue and expense information. At this same meeting, the committee will discuss staff recommendations regarding the rest of the budget consultation process.

For consideration:

The initial timeline proposed a public budget information session on April 19th. Given the uncertainty with recent announcements and the timeframe of Easter, staff is suggesting that the committee consider gathering public input with a different mechanism. Staff suggests that the package reviewed today, be posted on the website and reviewed at the April 26th Public Board meeting and public feedback be collected via a survey open until April 30th.

Initially, the 2022-23 Annual Budget and Bylaw was proposed for tentative adoption at the Board Meeting on May 24, 2022. Staff will continue to work towards presenting a draft annual budget in May. However, as previously noted the June 21, 2022 Public Board meeting would be the last date for the Board to consider the Annual Budget Bylaw.

Section 2

Annual Operating Grant Announcement

Estimated Operating Grants for 2022/23

March 11, 2022

For your information, the 2022/23 preliminary operating grants have been completed for all 60 boards of education. Total district allocations are based on estimated 2022/23 enrolments provided by boards of education and generate a provincial preliminary total of \$5.887 billion.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education's website at the following link:

[2022/23 Estimated Operating Manual and Tables](#)

The total 2022/23 operating grant of \$5.887 billion includes funding for enrolment growth at the published per student rates. All of the rates and formulae are unchanged from the 2021/22 school year.

Changes to estimated enrolment and the impact to the total 2022/23 operating grant will be managed through a decision process in the Fall. This includes if actual enrolment is lower than estimated enrolment, resulting in a lower total operating grant.

The operating grant allocations will be recalculated in the autumn of 2022, after September 29, 2022 enrolment is confirmed. The operating grant allocation will again be adjusted subsequent to the February and May 2023 continuing education and distributed learning enrolment counts. Funding will also be adjusted in February 2023 for any growth in special needs enrolment, and for new refugee enrolment.

The Classroom Enhancement Fund continues to be provided to fund boards' cost to implement the Memorandum of Agreement with the BC Teachers' Federation on class size, composition and non-enrolling teachers.

The Curriculum and Learning Support Fund is provided to assist boards with implementing the new provincial curriculum. A letter with additional detail regarding the Ministry of Education's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policies and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2022, which may affect the allocations under these supplements for some boards of education.

The 2022/23 Annual Budget must be submitted to the Minister on, or before June 30, 2022. Annual Budget Instructions and templates will be posted on the Ministry website at:

[Annual Budget Instructions, Bylaw, and Template](#)

Estimated Operating Grants - 2022/23 School Year

School District 71 Comox Valley

September 2022 Enrolment Count

	School-Age	Funding		Total Supplement
	Enrolment	Level	Funding	
Standard (Regular) Schools	8,015.0000	\$7,885	\$63,198,275	
Continuing Education	0.0000	\$7,885	\$0	
Alternate Schools	157.0000	\$7,885	\$1,237,945	
Online Learning	1,615.0000	\$6,360	\$10,271,400	
Home Schooling	32	\$250	\$8,000	
Course Challenges	23	\$246	\$5,658	
Total Enrolment-Based Funding (September)	9,787.0000			\$74,721,278

	Total Enrol.	Funding		Total Supplement
	Change	Level	Funding	
1% to 4% Enrolment Decline	207.5625	\$3,943	\$0	
4%+ Enrolment Decline		\$5,914	\$0	
Significant Cumulative Decline (7%+)	1,027.5625	\$3,943	\$0	
Supplement for Enrolment Decline				\$0

	Enrolment	Funding		Total Supplement
		Level	Funding	
Level 1 Special Needs	6	\$44,850	\$269,100	
Level 2 Special Needs	450	\$21,280	\$9,576,000	
Level 3 Special Needs	81	\$10,750	\$870,750	
English Language Learning	145	\$1,585	\$229,825	
Indigenous Education	1,566	\$1,565	\$2,450,790	
Adult Education	15.9375	\$5,030	\$80,166	
Equity of Opportunity Supplement			\$408,906	

Supplement for Unique Student Needs **\$13,885,537**

Variance from Provincial Average	\$964	
Estimated Number of Educators	544.608	\$525,002

	Enrolment	Funding		Total Supplement
		Level	Funding	
FTE Distribution	9,802.9375	\$180.33	\$1,767,764	
Supplement for Salary Differential				\$2,292,766

Supplement for Unique Geographic Factors **\$6,512,628**

Funding Protection **\$0**

Curriculum and Learning Support Fund **\$86,215**

September 2022 Enrolment Count, Total **\$97,498,424**

July 2022 Enrolment Count

	Enrolment	Funding		Total Supplement
		Level	Funding	
Summer Learning Grade 1-7	0	\$224	\$0	
Summer Learning Grade 8-9	0	\$224	\$0	
Summer Learning Grade 10-12	0	\$448	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	325	\$448	\$145,600	
Summer Learning, Total				\$145,600

February 2023 Enrolment Count

	Enrolment	Funding		Total Supplement
		Level	Funding	
School-Age FTE - Continuing Education	0.0000	\$7,885	\$0	
Adult FTE - Continuing Education	0.0000	\$5,030	\$0	
K-Gr 9 School-Age FTE - Online Learning	200.0000	\$3,180	\$636,000	
Gr 10-12 School-Age FTE - Online Learning	250.0000	\$6,360	\$1,590,000	
Adult FTE - Online Learning	10.0000	\$5,030	\$50,300	
Level 1 Special Needs Enrolment Growth	1	\$22,425	\$22,425	
Level 2 Special Needs Enrolment Growth	30	\$10,640	\$319,200	
Level 3 Special Needs Enrolment Growth	9	\$5,375	\$48,375	
Newcomer Refugees	0.0000	\$3,943	\$0	
ELL Supplement - Newcomer Refugees	0	\$793	\$0	
February 2023 Enrolment Count, Total				\$2,666,300

May 2023 Enrolment Count

	Enrolment	Funding		Total Supplement
		Level	Funding	
School-Age FTE - Continuing Education	0.0000	\$7,885	\$0	
Adult FTE - Continuing Education	0.0000	\$5,030	\$0	
K-Gr 9 School-Age FTE - Online Learning	15.0000	\$2,120	\$31,800	
Gr 10-12 School-Age FTE - Online Learning	150.0000	\$6,360	\$954,000	
Adult FTE - Online Learning	7.0000	\$5,030	\$35,210	
May 2023 Enrolment Count, Total				\$1,021,010

2022/23 Full-Year Estimated Total **\$101,331,334**

Estimated 2022/23 Operating Grant from Indigenous Services Canada	\$154,961
Estimated 2022/23 Operating Grant from Ministry of Education	\$101,176,373

Section 3

Enrolment and Funding Analysis

School District No. 71 (Comox Valley) Enrolment - History and Projections

SEPTEMBER	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Last Year	Current	Projected	
										2020-21	2021-22	2022-23	2023-24
Regular Enrolment													
Airport Elementary	213	167	159	142	135	136	139	136	134	139	187	198	212
Arden Elementary	278	285	310	305	313	338	315	299	300	245	254	237	256
Aspen Park Elementary	295	270	258	268	297	341	341	339	329	336	371	365	376
Brooklyn Elementary	367	340	331	336	334	336	329	355	351	351	392	375	410
Courtenay Elementary	201	207	186	181	187	179	172	180	185	182	198	201	195
Cumberland Community School	428	412	398	396	411	435	476	498	547	527	570	612	661
Denman Island Community School	33	28	35	29	34	40	50	46	49	58	49	49	50
Ecole Puntledge Park Elementary	478	452	463	455	453	484	462	481	507	458	499	505	505
Ecole Robb Road Elementary	485	496	494	452	455	497	471	470	473	449	432	440	414
Georges P. Vanier Secondary	1,343	1245	1182	1,026	980	907	978	956	1,000	991	1115	1,121	1,218
Highland Secondary	763	707	702	655	625	598	572	554	571	577	602	638	670
Hornby Island Community School	37	36	30	30	33	40	43	45	36	43	58	61	69
Huband Park Elementary	321	314	308	316	317	338	379	378	397	334	363	381	374
Lake Trail Middle School	260	240	256	264	246	237	317	313	368	341	375	405	396
Mark R. Isfeld Secondary	904	916	924	890	896	944	966	923	883	870	905	888	890
Miracle Beach Elementary	238	215	207	204	203	204	234	242	251	256	272	267	274
Queeneesh Elementary	347	384	398	378	399	409	439	416	427	388	402	433	430
Royston Elementary	167	155	171	188	193	214	225	246	267	262	310	324	337
Valley View Elementary	409	389	364	372	379	360	354	359	347	323	366	366	363
Total Regular Enrolment	7,567	7,258	7,176	6,887	6,890	7,037	7,262	7,236	7,422	7,130	7720	7,866	8,100
Continuing Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternate Programs	154	281	249	248	239	231	247	286	317	310	297	306	299
Distributed Learning	365	365	338	345	247	534	713	755	813	2,048	1615	1,615	1,787
Total for Enrolment Based Funding	8,086	7,904	7,763	7,480	7,376	7,802	8,222	8,277	8,552	9,488	9632	9,787	10,186
Other Enrolment (September)													
Special Needs - Level 1	16	16	15	12	10	10	6	8	11	7	6	6	7
Special Needs - Level 2	339	340	338	316	307	298	344	337	342	346	418	450	472
Special Needs - Level 3	92	85	92	76	73	81	66	59	66	72	79	81	85
English as a Second Language	77	73	63	75	85	91	88	118	108	108	130	145	160
Aboriginal Education	999	1007	1067	1071	1099	1172	1277	1324	1367	1535	1584	1566	1596
Adult Education	31	26	25	18	8	11	15	11	19	24	16	16	16

The 2011-12 to 2021-22 columns are from the September 30th counts.
The 2022-23 column reflects district projections for the upcoming school year.
The 2024-2025 columns for schools are projections provided by Baragar.

SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - ESTIMATED - for the 2022-23 Year

	2021-22 Actual Amended Budget (based on Actual Sept enrolment)			2022-23 ESTIMATED Annual Budget (based on projected Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard schools	7848.250	7,885	61,883,451	8015.000	7,885	63,198,275
Continuing education	0.000	7,885	0	0.000	7,885	0
Alternate schools	169.000	7,885	1,332,565	157.000	7,885	1,237,945
Distributed learning	1562.188	6,360	9,935,513	1615.000	6,360	10,271,400
	<u>9579.438</u>			<u>9787.000</u>		
Home Schooling	32.000	250	8,000	32.000	250	8,000
Course Challenges	23.000	246	5,658	23.000	246	5,658
			<u>13,662</u>			<u>13,658</u>
Total September Enrolment Based Funding			\$ 73,165,187			\$ 74,721,278
Enrolment Decline Funding						
Enrolment decline between 1% and 4%	0.000		0			0
Enrolment decline greater than 4%			0			0
Additional supplement	0.000		0			0
			<u>0</u>			<u>0</u>
Unique Student Needs						
English as a second language	130.000	1,585	206,050	145.000	1,585	229,825
Aboriginal education	1584.000	1,565	2,478,960	1566.000	1,565	2,450,790
Special education - level 1	6.000	44,850	269,100	6.000	44,850	269,100
Special education - level 2	418.000	21,280	8,895,040	450.000	21,280	9,576,000
Special education - level 3	79.000	10,750	849,250	81.000	10,750	870,750
Adult education	15.938	5,030	80,166	15.938	5,030	80,166
Equity of Opportunity Supplement			402,695			408,906
			<u>13,181,261</u>			<u>13,885,537</u>
Salary differential			2,244,219			2,292,766
Unique geographic factors			5,640,627			6,512,628
Transportation			0			0
Holdback allocation			0			0
Formula transition			0			0
Funding protection			0			0
			<u>0</u>			<u>0</u>
Subtotal September Operating Grant			94,231,293			97,412,209
Curriculum and Learning Support Fund			85,389			86,215
			<u>85,389</u>			<u>86,215</u>
Total September Operating Grant			\$ 94,316,683			\$ 97,498,424
Summer learning			120,064			145,600
Estimated enrolment based funding - February			2,262,840			2,666,300
Estimated enrolment based funding - May			1,021,010			1,021,010
Total Aggregate Funding Announced			\$ 97,720,597			\$ 101,331,334
			<u>\$ 97,720,597</u>			<u>\$ 101,331,334</u>
						\$ 3,610,737

Section 4

Preliminary Budget Position
(to date)

School District No. 71 (Comox Valley)

2022-23 Preliminary Budget Position (as of April 11, 2022)

		Preliminary Budget Changes 2022-23
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grants and ISP		
Enrolment Change	Projected increase in overall enrolment grants	3,507,537
Other Revenue Changes		
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
TOTAL REVENUE INCREASES (DECREASES)		3,479,809
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Anticipated Staffing costs for Fall 2022 - enrolment changes	942,484
Exempt Staffing	Unfunded P/VP & Exempt increases	285,000
LEA Staffing	Currently in negotiations so contingency estimate	100,000
Operations Staffing	Continue to fund the additional HVAC Position	85,578
Benefit Premiums	Benefit premium increases	146,000
Employment Standards Act	Sick Leave Amendments	400,000
Framework for Enhancing Student Learning	Education and Learning Support Fund	160,000
CPP and EI premiums	Changes to employer contribution rates/increase in salaries	183,203
WCB premiums	Increase Premium	82,329
Utility costs	Hydro, Fortis, Water, Sewer, Garbage, Propane increases	110,000
Indigenous Education	Targeted funding - projected enrolment decline	-28,170
Ministry Recoveries	NGN & Digital Services Increased Enrolments	37,160
Information Technology	Increase Licencing Costs Increased Enrolments	38,800
School Budgets	Increased Enrolments = Increased Supply & Resources	11,902
Total Required Cost Changes		2,554,286
COST INCREASES (DECREASES) - Other		
Transfer to Local Capital	3 projects defered due to significant escalation:	
	Modular - increase the annual transfer value	150,000
	Outdoor Classrooms	175,000
	Arden Fire Suppression	100,000
	Mark Isfeld Entrance	200,000
	Board Office Contingency for Escalation	250,000
Total Other Cost Changes		875,000
TOTAL COST INCREASES (DECREASES)		3,429,286
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		\$ 50,523

Section 5

District Comparisons 2021-22 Amended Annual Budgets

**Exhibit 1: Ratio of Supplemental Funding to Funded FTE
2021/22 Operating Grants based on September 2021 Enrolment**

This exhibit provides information on supplemental and CEF funding (in total and in relation to student funded FTE) for each district. The purpose of this information is to provide context when reviewing the comparisons of expenditures by district in exhibits 2 to 5.

	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	7,768	10,211	5,652	6,517	8,416	7,713
Supplemental Funding / CEF						
Special Needs (L1, L2 & L3)	9,857,750	10,013,390	7,903,270	9,622,590	11,387,680	
English Language Learning	838,465	206,050	407,345	537,315	564,260	
Indigenous Education	971,865	2,478,960	1,909,300	1,757,495	2,618,245	
Adult Education	153,415	80,166	23,893	11,946	1,258	
Equity of Opportunity Supplement	410,439	402,695	375,191	326,384	466,144	
Total Supplement for Unique Needs	12,231,934	13,181,261	10,618,999	12,255,730	15,037,587	
Supplement for Salary Differential	1,309,857	2,244,219	887,900	790,286	1,373,597	
Supplement for Unique Geographical Factors	3,457,442	5,640,627	5,158,886	3,671,149	5,332,716	
Curriculum and Learning Support	66,652	85,389	48,770	55,700	73,001	
Total Supplemental Funding	17,065,885	21,151,496	16,714,555	16,772,865	21,816,901	
Classroom Enhancement Fund - Staffing	6,452,258	9,875,840	3,251,249	6,209,296	8,889,361	
Classroom Enhancement Fund - Overhead	848,635	1,471,710	291,660	259,203	877,071	
Total Classroom Enhancement Fund	7,300,893	11,347,550	3,542,909	6,468,499	9,766,432	
Funding per Funded FTE						
Special Needs (L1, L2 & L3)	1,269	981	1,398	1,476	1,353	1,295
English Language Learning	108	20	72	82	67	70
Indigenous Education	125	243	338	270	311	257
Adult Education	20	8	4	2	0	7
Equity of Opportunity Supplement	53	39	66	50	55	53
Total Supplement for Unique Needs (per FTE)	1,575	1,291	1,879	1,881	1,787	1,682
Supplement for Salary Differential	169	220	157	121	163	166
Supplement for Unique Geographical Factors	445	552	913	563	634	621
Curriculum and Learning Support	9	8	9	9	9	9
Total Supplemental Funding (per FTE)	2,197	2,071	2,957	2,574	2,592	2,478
Classroom Enhancement Fund - Staffing	831	967	575	953	1,056	876
Classroom Enhancement Fund - Overhead	109	144	52	40	104	90
Total Classroom Enhancement Fund (per FTE)	940	1,111	627	993	1,160	966

Sources: Amended budgets (enrolment), Operating Grant Tables - Dec 2021 (supplemental funding), and Summary of Grants - Dec 2021 (CEF funding)

Exhibit 2: Ratio of Total Expenditure to Funded FTE (by program)
Operating Fund and Classroom Enhancement Fund Consolidated
Function 1.62 International is excluded
2021/22 Amended Budget

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) total budgeted expenditures by program per funded FTE.

	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	7,768	10,211	5,652	6,517	8,416	7,713
TOTAL EXPENDITURE BY PROGRAM						
1 Instruction						
1.02 Regular Instruction	5,920.2	5,796.8	6,023.8	5,656.1	6,237.2	5,926.8
1.03 Career Programs	151.4	135.9	-	240.7	188.6	143.3
1.07 Library Services	211.2	287.6	338.9	221.6	256.5	263.1
1.08 Counselling	156.8	251.2	239.7	211.5	254.9	222.8
1.10 Special Education	2,052.5	1,547.6	1,819.0	2,189.5	1,828.4	1,887.4
1.30 English Language Learning	139.5	21.9	71.4	103.6	75.3	82.3
1.31 Indigenous Education	191.5	272.4	384.3	359.9	376.1	316.8
1.41 School Administration	860.7	791.7	788.0	915.0	814.8	834.0
1.60 Summer School	-	-	23.2	4.8	-	5.6
1.61 Continuing Education	-	-	-	-	-	-
1.64 Other	-	36.2	-	5.8	1.6	8.7
Total Function 1	9,683.7	9,141.4	9,688.3	9,908.3	10,033.4	9,691.0
4 District Administration						
4.11 Educational Administration	144.8	134.1	174.7	155.9	97.3	141.4
4.40 School District Governance	26.0	37.1	37.8	27.2	53.5	36.3
4.41 Business Administration	274.3	246.9	343.6	318.5	273.2	291.3
Total Function 4	445.2	418.1	556.1	501.7	424.1	469.0
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	156.5	95.6	63.5	110.8	109.5	107.2
5.50 Maintenance Operations	624.1	666.0	856.7	791.1	696.6	726.9
5.52 Maintenance of Grounds	102.1	70.3	128.7	81.5	76.6	91.9
5.56 Utilities	195.9	172.1	244.3	203.5	219.2	207.0
Total Function 5	1,078.6	1,004.1	1,293.2	1,187.0	1,102.0	1,133.0
7 Transportation and Housing						
7.41 Transportation and Housing Administration	27.1	2.4	-	22.6	35.9	17.6
7.70 Student Transportation	166.3	215.7	273.9	151.8	317.3	225.0
7.73 Housing	-	-	10.6	-	-	2.1
Total Function 7	193.4	218.0	284.6	174.4	353.2	244.7
Information Technology (reclass from other functions)	276.1	204.8	160.3	151.9	248.6	208.3
Operating Fund Capital Purchases	-	61.2	98.3	-	35.6	39.0
Grand Total	11,676.9	11,047.6	12,080.7	11,923.2	12,196.7	11,785.1

Exhibit 3: Ratio of Salary and Benefit Expenditure to Funded FTE (by program)
Operating Fund and Classroom Enhancement Fund Consolidated
Function 1.62 International is excluded
2021/22 Amended Budget

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) salary and benefit budgeted expenditures by program per funded FTE.

	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	7,768	10,211	5,652	6,517	8,416	7,713
SALARIES AND BENEFITS EXPENDITURE BY PROGRAM						
1 Instruction						
1.02 Regular Instruction	5,527.6	5,299.7	5,700.6	5,411.4	5,999.4	5,587.7
1.03 Career Programs	96.8	104.7	-	199.6	101.4	100.5
1.07 Library Services	203.5	248.6	272.5	215.1	248.2	237.6
1.08 Counselling	156.7	249.1	239.7	210.6	254.2	222.1
1.10 Special Education	1,942.7	1,517.3	1,792.5	2,158.2	1,793.7	1,840.9
1.30 English Language Learning	138.9	21.9	71.0	102.9	74.7	81.9
1.31 Indigenous Education	152.3	208.1	339.6	280.5	318.1	259.7
1.41 School Administration	843.7	759.4	747.4	883.9	802.0	807.3
1.60 Summer School	-	-	22.6	4.8	-	5.5
1.61 Continuing Education	-	-	-	-	-	-
1.64 Other	-	20.9	-	5.8	-	5.3
Total Function 1	9,062.1	8,429.8	9,186.0	9,472.7	9,592.0	9,148.5
4 District Administration						
4.11 Educational Administration	124.7	121.5	155.5	131.5	93.3	125.3
4.40 School District Governance	16.6	24.5	18.6	17.0	39.4	23.2
4.41 Business Administration	210.2	168.9	253.3	257.6	228.5	223.7
Total Function 4	351.6	314.9	427.4	406.2	361.1	372.2
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	95.2	50.0	39.7	71.5	81.4	67.6
5.50 Maintenance Operations	578.0	570.5	708.6	642.8	589.3	617.9
5.52 Maintenance of Grounds	79.9	56.1	73.1	55.1	61.8	65.2
5.56 Utilities	-	-	-	-	-	-
Total Function 5	753.2	676.6	821.5	769.4	732.6	750.6
7 Transportation and Housing						
7.41 Transportation and Housing Administration	26.4	1.7	-	21.6	33.2	16.6
7.70 Student Transportation	124.0	-	175.8	116.8	210.9	125.5
7.73 Housing	-	-	-	-	-	-
Total Function 7	150.4	1.7	175.8	138.4	244.1	142.1
Information Technology (reclass from other functions)	165.7	99.8	126.6	71.8	82.7	109.3
Grand Total	10,483.0	9,522.8	10,737.4	10,858.6	11,012.4	10,522.8

Note that transportation is contracted out in SD71

Exhibit 4: Ratio of Services and Supplies Expenditure to Funded FTE (by program)
Operating Fund and Classroom Enhancement Fund Consolidated
Function 1.62 International is excluded
2021/22 Amended Budget

This exhibit presents consolidated operating fund and CEF (Staffing and Overhead) service and supplies budgeted expenditures by program per funded FTE. See exhibit 4a for analysis of 2020/21 actual expenditures (operating fund only).

	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	7,768	10,211	5,652	6,517	8,416	7,713
SERVICE AND SUPPLIES EXPENDITURE BY PROGRAM						
1 Instruction						
1.02 Regular Instruction	392.6	497.1	323.2	244.7	237.7	339.1
1.03 Career Programs	54.7	31.2	-	41.1	87.2	42.8
1.07 Library Services	7.6	39.0	66.3	6.4	8.3	25.5
1.08 Counselling	0.1	2.1	-	0.8	0.7	0.7
1.10 Special Education	109.8	30.3	26.5	31.2	34.6	46.5
1.30 English Language Learning	0.6	-	0.4	0.8	0.5	0.5
1.31 Indigenous Education	39.2	64.3	44.6	79.4	58.0	57.1
1.41 School Administration	17.0	32.3	40.6	31.1	12.8	26.8
1.60 Summer School	-	-	0.7	-	-	0.1
1.61 Continuing Education	-	-	-	-	-	-
1.64 Other	-	15.3	-	-	1.6	3.4
Total Function 1	621.6	711.6	502.3	435.5	441.4	542.5
4 District Administration						
4.11 Educational Administration	20.1	12.6	19.2	24.4	4.0	16.1
4.40 School District Governance	9.4	12.6	19.1	10.2	14.2	13.1
4.41 Business Administration	64.2	78.0	90.4	60.9	44.8	67.6
Total Function 4	93.6	103.2	128.7	95.5	63.0	96.8
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	61.3	45.6	23.8	39.3	28.1	39.6
5.50 Maintenance Operations	46.0	95.6	148.1	148.3	107.3	109.1
5.52 Maintenance of Grounds	22.2	14.2	55.6	26.4	14.8	26.6
5.56 Utilities	195.9	172.1	244.3	203.5	219.2	207.0
Total Function 5	325.4	327.5	471.7	417.5	369.4	382.3
7 Transportation and Housing						
7.41 Transportation and Housing Administration	0.6	0.7	-	1.0	2.7	1.0
7.70 Student Transportation	42.3	215.7	98.1	35.0	106.4	99.5
7.73 Housing	-	-	10.6	-	-	2.1
Total Function 7	42.9	216.3	108.7	36.0	109.1	102.6
Information Technology (reclass from other functions)	110.3	105.0	33.6	80.2	165.8	99.0
Operating Fund Capital Purchases (entered field)	-	61.2	98.3	-	35.6	39.0
Grand Total	1,193.9	1,524.9	1,343.3	1,064.7	1,184.3	1,262.2

Note that budgeted purchases from the capital fund are not included in these figures, and in some districts both operating and capital funds are invested in IT. The following districts reported budget in the capital fund allocated to IT equipment replacement: SD71 - \$1,035,000, SD72 -\$525,000, and SD75 - \$170,000.

Note that transportation is contracted out in SD71

Exhibit 4a: Ratio of Services and Supplies Expenditure to Funded FTE (by Function)

Operating Fund Only

Function 1.62 International is excluded

2020/21 Actual Expenditure

This exhibit presents actual 2020/21 operating fund expenditures for service, supplies and capital. When looking at these expenditures, actual expenditures are more comparable than budgeted expenditures due to inconsistency in the budgeting of surplus carryforwards and capital expenditures. In some school districts, surplus carryforwards (i.e. multi-year funding) in schools and programs are budgeted as expenditures (to provide spending authority); however, balances are maintained over time. As the amount of surplus carryforwards and the methods of budgeting

	SD63	SD71	SD72	SD75	SD79	Average
Funded Enrolment	7,768	10,211	5,652	6,517	8,416	7,713
SERVICES AND SUPPLIES EXPENDITURE BY FUNCTION						
1 Instruction						
1.02 Regular Instruction	265.9	371.2	298.4	171.8	222.5	266.0
1.03 Career Programs	51.7	28.2	0.0	43.9	85.4	41.8
1.07 Library Services	7.5	35.6	40.6	7.0	7.8	19.7
1.08 Counselling	0.0	0.0	0.1	0.4	0.1	0.1
1.10 Special Education	58.4	11.2	17.4	21.4	8.6	23.4
1.30 English Language Learning	0.2	0.0	0.3	0.6	0.3	0.3
1.31 Indigenous Education	6.9	50.6	40.9	36.1	19.0	30.7
1.41 School Administration	13.4	55.1	26.3	29.2	11.1	27.1
1.60 Summer School	-	-	0.1	-	-	0.0
1.61 Continuing Education	-	-	-	-	-	-
1.64 Other	-	14.6	-	1.4	1.7	3.5
Total Function 1	404.1	566.6	424.1	311.8	356.6	412.6
4 District Administration						
4.11 Educational Administration	8.5	2.0	26.0	21.9	2.5	12.2
4.40 School District Governance	8.6	8.8	11.2	7.2	8.8	8.9
4.41 Business Administration	49.7	61.6	41.2	41.9	38.0	46.5
Total Function 4	66.8	72.5	78.4	71.0	49.3	67.6
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	45.3	40.4	17.4	35.1	25.4	32.7
5.50 Maintenance Operations	5.2	149.7	244.5	191.7	186.4	155.5
5.52 Maintenance of Grounds	22.0	26.9	29.6	17.9	7.7	20.8
5.56 Utilities	171.8	196.7	276.9	185.9	182.1	202.7
Total Function 5	244.3	413.7	568.4	430.5	401.6	411.7
7 Transportation and Housing						
7.41 Transportation and Housing Administration	2.5	0.6	-	0.4	1.1	0.9
7.70 Student Transportation	41.2	192.1	87.1	29.5	102.7	90.5
7.73 Housing	-	-	8.9	-	-	1.8
Total Function 7	43.7	192.6	95.9	29.9	103.7	93.2
Operating Fund Capital Purchases	164.8	44.5	48.9	1.2	21.2	56.1
Total Operating Fund Service, Supplies and Capital Expenditure	923.7	1,289.9	1,215.6	844.4	932.5	1,041.2

Note that transportation is contracted out in SD71

Exhibit 5: Ratio of Expenditure by Object to Funded FTE
Operating Fund and Classroom Enhancement Fund Consolidated
Function 1.62 International is excluded
2021/22 Amended Budget

This exhibit presents operating fund expense by category, by functions (1, 4, and 5), and for all functions. Note that variation in other professional salaries results from inconsistent classification of psychologists and speech pathologists. In some districts these positions are reported as other professionals in function 1, and in other districts one or both of these categories are reported as teacher staffing. For comparison purposes, teacher and other professional staffing in function 1 are combined in the far right column.

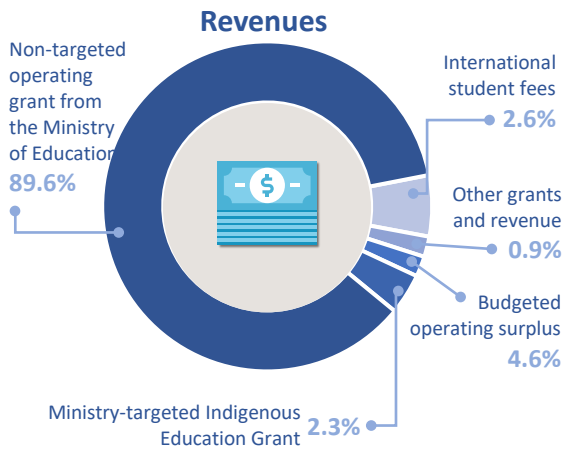
School District	Funded Enrolment	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	Total	Teachers and Func 1 Oth Professionals Combined
FUNCTION 1 (INSTRUCTION) - OPERATING FUND AND CEF (Staffing & Overhead)													
SD63	7,768.4	5,035.4	607.3	761.6	375.7	106.4	375.6	7,261.9	1,800.2	9,062.1	621.6	9,683.7	5,141.8
SD71	10,210.9	4,822.2	546.4	775.6	286.0	25.1	351.9	6,807.3	1,622.5	8,429.8	711.6	9,141.4	4,847.4
SD72	5,652.3	5,234.2	754.7	929.4	258.5	4.2	348.3	7,529.3	1,656.8	9,186.0	502.3	9,688.3	5,238.4
SD75	6,517.3	5,121.3	681.5	1,036.6	425.1	11.7	407.4	7,683.6	1,789.1	9,472.7	435.5	9,908.3	5,133.0
SD79	8,416.4	5,279.9	665.4	981.1	312.7	29.8	538.1	7,806.9	1,785.0	9,592.0	441.4	10,033.4	5,309.6
Average	7,713.0	5,098.6	651.1	896.8	331.6	35.5	404.3	7,417.8	1,730.7	9,148.5	542.5	9,691.0	5,134.1
FUNCTION 4 (DISTRICT ADMINISTRATION) - OPERATING FUND AND CEF (Staffing & Overhead)													
SD63	7,768.4	-	-	-	60.8	214.3	-	275.0	76.5	351.6	93.6	445.2	
SD71	10,210.9	-	-	-	40.3	214.2	0.5	255.0	59.9	314.9	103.2	418.1	
SD72	5,652.3	-	-	-	72.5	270.1	-	342.6	84.8	427.4	128.7	556.1	
SD75	6,517.3	-	-	-	92.9	239.4	0.8	333.1	73.0	406.2	95.5	501.7	
SD79	8,416.4	-	35.5	-	85.5	176.3	3.6	300.9	60.2	361.1	63.0	424.1	
Average	7,713.0	-	7.1	-	70.4	222.8	1.0	301.3	70.9	372.2	96.8	469.0	
FUNCTION 5 (OPERATIONS) excluding IT - OPERATING FUND AND CEF (Staffing & Overhead)													
SD63	7,768.4	-	-	-	517.2	54.0	19.6	590.9	162.3	753.2	325.4	1,078.6	
SD71	10,210.9	-	-	-	496.2	40.5	13.7	550.3	126.2	676.6	327.5	1,004.1	
SD72	5,652.3	-	-	-	636.4	22.0	-	658.4	163.0	821.5	471.7	1,293.2	
SD75	6,517.3	-	-	-	537.6	42.7	39.6	620.0	149.4	769.4	417.5	1,187.0	
SD79	8,416.4	-	-	-	520.2	47.0	27.7	595.0	137.6	732.6	369.4	1,102.0	
Average	7,713.0	-	-	-	541.5	41.3	20.1	602.9	147.7	750.6	382.3	1,133.0	
ALL FUNCTIONS - OPERATING FUND AND CEF (Staffing & Overhead)													
SD63	7,768.4	5,049.3	607.3	761.6	1,149.1	403.2	406.1	8,376.6	2,106.5	10,483.0	1,193.9	11,676.9	
SD71	10,210.9	4,822.2	546.4	775.6	880.2	304.0	366.1	7,694.6	1,828.2	9,522.8	1,463.6	10,986.4	
SD72	5,652.3	5,234.2	754.7	929.4	1,185.7	322.0	348.3	8,774.3	1,963.1	10,737.4	1,245.0	11,982.4	
SD75	6,517.3	5,121.3	681.5	1,036.6	1,210.1	307.2	447.7	8,804.5	2,054.1	10,858.6	1,064.7	11,923.2	
SD79	8,416.4	5,279.9	716.7	981.1	1,143.0	264.8	581.6	8,967.1	2,045.3	11,012.4	1,148.7	12,161.2	
Average	7,713.0	5,101.4	661.3	896.8	1,113.6	320.3	430.0	8,523.4	1,999.4	10,522.8	1,223.2	11,746.0	

Snapshot 2021-2022

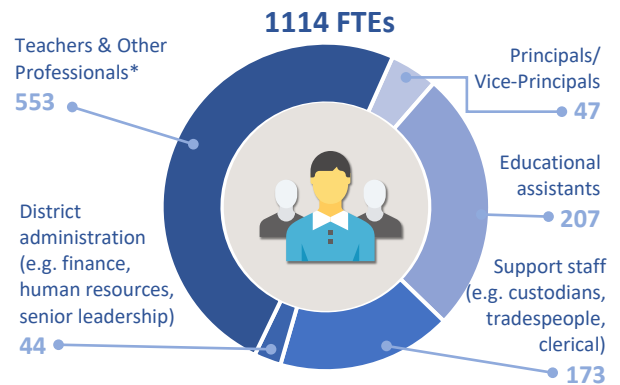
SCHOOL DISTRICT #71 Amended Annual Budget

Operating Revenue - \$102.7 million
Less: Operating Expenses - \$103.2 million
Capital and Reserves - \$ 5.0 million

Where the money comes from

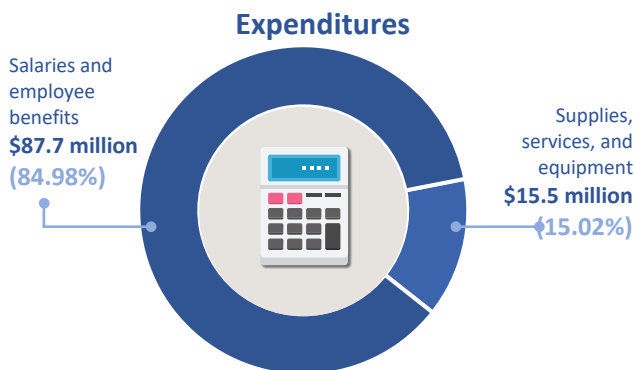


Our staff team

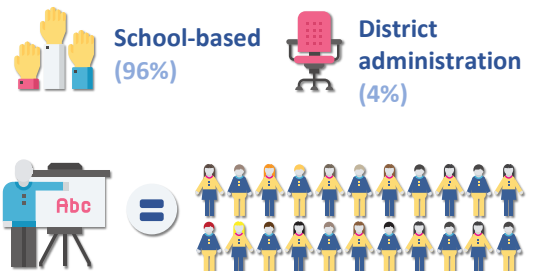


The total # of employees is 1785 (includes TTOC's & casual)

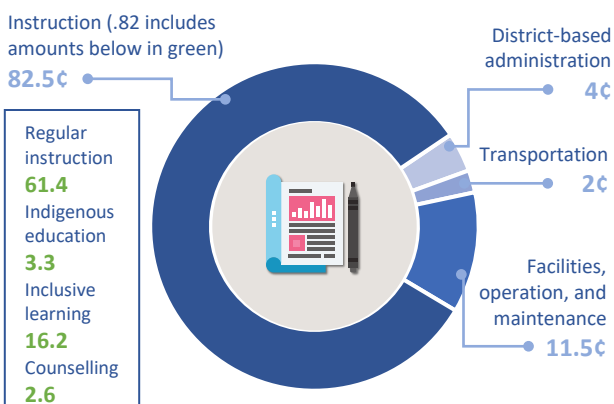
Where the money goes



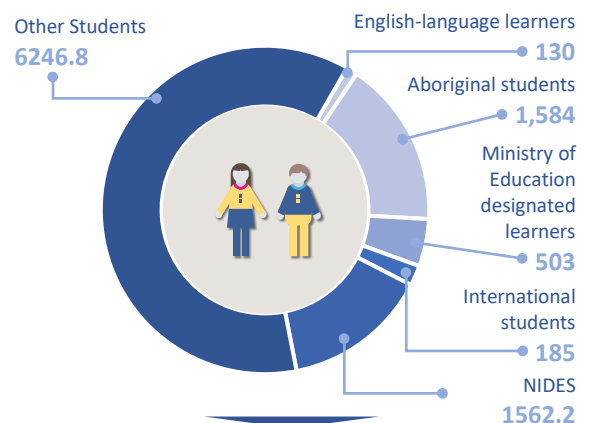
\$87.7 million of operating budget



How each dollar is spent



Projected students 10,211



 **\$10,106**
one student total spent

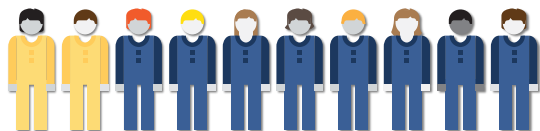


Enrolment is projected to have moderate to high growth over next 10 years

Core French & Immersion

Bonjour!

1002 students
are enrolled in French programming



VIVE LE FRANCAIS!!

Inclusive learning



\$13.8 million budgeted
(2021-2022)



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

Regular program completion rates



84% approx.
High School graduation levels holding steady over the past three years.

Post Secondary pathways



492 students
participated in pathways & partnerships programs in 2020-2021

Class size-composition



\$11.5 million
to restore collective agreement class size and composition language in 2021-2022 resulting in 60.6 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 15 urban schools and 6 rural schools.

Planned capital investments



\$250,000
Mark Isfeld entrance renewal



\$700,000
Arden Fire Suppression



\$100,000
Huband Mechanical

\$720,000
Outdoor Classrooms

The above improvements are funded through a strategic application of Board Reserves.

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)

Multi - Year Comparison

	2019		2020			2020/2021			2021-2022 Preliminary Budget	2021-2022 Amended Budget	% of Operating Expenses 2021 Actual	% of Operating Expenses 2022 Amended	Provincial % of Operating Expenses 2021	% of Function Expenses 2021 Actual	% of Function Expenses 2022 Amended
	Preliminary Budget	Actual	Preliminary Budget	Amended Annual Budget	Actual - 2019/20 Financial Statements	Preliminary Budget	Amended Annual Budget	Actual - 2020/21 Financial Statements							
Operating Revenue	\$84,989,947	\$85,056,580	\$87,931,364	\$88,745,951	\$90,533,007	\$91,516,711	\$96,320,857	\$98,790,902	\$98,442,973	\$102,772,683					
Function 1 - Instruction															
1.02 Regular Instruction	42,647,421	40,756,388	41,297,760	42,835,321	41,203,578	45,057,252	49,985,594	47,735,861	48,841,476	52,233,458	51.2%	50.6%	49.4%	62.3%	61.4%
1.03 Career Programs	1,087,089	1,030,355	957,104	1,168,676	1,090,757	1,198,219	1,256,772	1,281,899	1,268,085	1,387,202	1.4%	1.3%	0.7%	1.7%	1.6%
1.07 Library Services	2,398,971	1,363,457	1,532,411	1,557,015	1,522,163	1,586,647	1,595,732	1,443,956	1,567,586	1,586,445	1.5%	1.5%	1.6%	1.9%	1.9%
1.08 Counselling	1,669,685	1,882,003	1,695,592	1,730,314	1,912,616	1,775,782	1,844,016	1,876,939	1,896,793	2,200,572	2.0%	2.1%	1.9%	2.4%	2.6%
1.10 Special Education	11,143,193	10,786,226	11,132,685	11,579,734	11,705,887	11,940,473	12,438,480	12,229,029	12,786,730	13,784,803	13.1%	13.4%	16.5%	16.0%	16.2%
1.30 English Language Learning	118,212	175,852	169,528	172,990	195,517	180,071	157,870	230,076	186,109	223,171	0.2%	0.2%	1.7%	0.3%	0.3%
1.31 Aboriginal Education	1,684,356	1,798,863	1,957,499	1,982,149	1,816,816	2,092,640	2,468,573	2,168,895	2,386,624	2,781,637	2.3%	2.7%	1.5%	2.8%	3.3%
1.41 School Administration	6,964,866	6,889,989	7,109,411	7,332,618	7,814,312	7,353,283	7,923,727	8,051,314	8,088,230	8,197,674	8.6%	7.9%	7.4%	10.5%	9.6%
1.62 International & Out of Province	2,354,297	2,124,051	4,300,849	2,420,070	2,299,938	1,680,517	1,647,674	1,324,638	2,291,879	2,354,153	1.4%	2.3%	1.5%	1.7%	2.8%
1.64 Other	775,032	405,808	366,700	356,586	311,412	359,210	359,659	327,953	361,551	369,889	0.4%	0.4%	0.2%	0.4%	0.4%
Total Function 1	\$70,843,122	\$67,212,992	\$70,519,539	\$71,135,473	\$69,872,996	\$73,224,094	\$79,678,097	\$76,670,560	\$79,675,063	\$85,119,004	82.2%	82.5%	82.8%		
Function 4 - District Administration															
4.11 Educational Administration	686,086	1,103,725	1,041,032	1,050,848	1,055,367	1,089,912	1,135,151	1,113,701	1,162,478	1,369,257	1.2%	1.3%	1.4%	30.5%	32.5%
4.40 School District Governance	278,706	378,940	407,340	353,582	270,133	362,386	356,720	296,367	374,007	379,188	0.3%	0.4%	0.3%	8.1%	9.0%
4.41 Business Administration	2,141,332	1,922,392	2,320,578	2,359,543	2,048,593	2,363,354	2,399,364	2,238,457	2,342,374	2,461,202	2.4%	2.4%	2.4%	61.4%	58.5%
Total Function 4	\$3,106,124	\$3,405,057	\$3,768,950	\$3,763,973	\$3,374,093	\$3,815,652	\$3,891,235	\$3,648,525	\$3,878,859	\$4,209,647	3.9%	4.1%	4.2%		
Function 5 Operations & Maint.															
5.41 Operations & Maintenance Administration	455,435	857,223	944,404	1,019,674	969,876	969,962	1,102,798	1,073,176	1,176,525	1,314,594	1.2%	1.3%	1.0%	9.8%	11.3%
5.50 Maintenance Operations	7,097,510	6,581,463	6,614,555	6,780,721	6,871,636	7,045,179	7,008,492	7,041,145	7,622,230	7,439,394	7.5%	7.2%	7.7%	64.2%	64.0%
5.52 Maintenance of Grounds	105,000	541,398	648,177	750,382	758,972	703,825	703,825	836,854	706,488	717,988	0.9%	0.7%	0.7%	7.6%	6.2%
5.56 Utilities	1,899,499	1,776,516	1,927,000	1,931,000	1,711,654	1,867,692	2,063,692	2,008,060	2,070,692	2,160,438	2.2%	2.1%	1.8%	18.3%	18.6%
Total Function 5	\$9,557,444	\$9,756,600	\$10,134,136	\$10,481,777	\$10,312,138	\$10,586,658	\$10,878,807	\$10,959,235	\$11,575,935	\$11,632,414	11.8%	11.3%	11.2%		
Function 7 Transport & Housing															
7.41 Transportation & Housing Admin.	80,297	20,268	22,614	23,025	21,077	23,345	23,835	22,609	24,312	24,312	0.0%	0.0%	0.1%	1.1%	1.1%
7.70 Student Transportation	1,963,615	1,974,606	1,926,125	2,028,255	1,864,455	2,056,962	2,056,962	1,961,189	2,056,962	2,202,000	2.1%	2.1%	1.7%	98.9%	98.9%
Total Function 7	\$2,043,912	\$1,994,874	\$1,948,739	\$2,051,280	\$1,885,532	\$2,080,307	\$2,080,797	\$1,983,798	\$2,081,274	\$2,226,312	2%	2.2%	1.8%		
Total Function 1-9	\$85,550,602	\$82,369,523	\$86,371,364	\$87,432,503	\$85,444,759	\$89,706,711	\$96,528,936	\$93,262,118	\$97,211,131	\$103,187,377					
Transfer from Operating to Assets		\$1,804,241		\$255,000	\$1,637,926	\$250,000	\$565,000	\$454,407	\$500,000	\$625,000					
Transfer from Operating to LCR	\$1,560,000	\$1,560,000	\$1,560,000	\$4,700,372	\$4,700,372	\$1,560,000	\$1,560,000	\$1,560,000	\$1,560,000	\$3,980,000					
Net Change for the Year	-\$2,120,655	-\$677,184		-\$3,641,924	-\$1,250,050	\$0	-\$2,333,079	\$3,514,377	-\$828,338	-\$5,019,694					
Opening Operating Reserve	\$6,007,764	\$6,007,764		\$5,330,580	\$5,330,580	\$1,688,656	\$4,080,530	\$4,080,530	\$4,080,530	\$7,594,907					
Closing Operating Reserve	\$3,887,109	\$5,330,580		\$1,688,656	\$4,080,530	\$1,688,656	\$1,747,451	\$7,594,907	\$3,252,192	\$2,575,213					



To: SD71 Budget Committee

Re: Recommendations for 2021-22 School Year Budget from Indigenous Education Council

The following recommendations are provided from the SD71 Indigenous Education Council and are based on the Ministry of Education policies around the purpose and use of Indigenous Education Targeted Funding in Public schools in BC.

Policy statement - The Ministry of Education provides enhanced funding to school age students of Indigenous ancestry. Enhanced funding provides culturally-appropriate educational programs and services to support the success of Indigenous students.

Source: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/k-12-funding-indigenous-education>

These recommendations are based on current programming or staffing funded with Targeted Funding meant for indigenous students but instead provides support to all students or teachers.

1. **Indigenous Education Teacher Liaison Meetings** (Elementary / Secondary teachers)
Funds provide release time (Teachers on Call) so teacher representatives from each school can attend afternoon meetings five times per school year to learn about Indigenous curriculum, new resources, and cultural teachings. Portions of funds cover meeting materials/supplies and resources for teachers to take back to their schools to share with colleagues.
\$15,000.00

1. **Youth leadership / Reconciliation gathering** (any Secondary youth)
Funds provide resources to hire keynote speaker, provide food and materials for one large of two smaller Youth gatherings focussing on reconciliation and ReconcilliACTIONS within our school district. Some funds provide release time (Teacher on Call) so secondary teachers can attend the full day with their leadership classes.
\$5,000.00

2. **Cultural Programming** - District-wide initiatives
Funds support the feels connected with bringing in keynote speakers, cultural performers or special guests into our District. Past highlights are Moccasin Trek performance tour, Phyllis Webstad (Orange Shirt Day) tour, Hoop Dancer tour, partnership with Legacy Schools (Downie Wenjack Fund cultural performances).
\$20,000.00

3. Indigenous Education Cultural Grants

Annual small grants provided to teachers / schools (each grant up to \$500) to enrich Indigenous culture and teachings in schools. Funds are accessed through a digital application and vetted through a committee of InEd staff.

\$10,000.00

4. Indigenous Education District Teacher

Indigenous Education currently supports three teachers to provide support to SD71 teachers in implementing Indigenous curriculum and worldview into classrooms. This recommendation is asking for the school district to fund one of these positions.

\$100,000.00

Submitted on behalf of the Indigenous Education Council,

Sent via email

Kelly Shopland, IEC Chair

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - March 31st

CAPITAL FUND		BUDGET	EXPENDITURES to Mar 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 8,190,754	\$ 1,743,548	\$ 6,447,206	21%
	Bylaw Capital	\$ 39,585,805	\$ 35,534,052	\$ 4,051,753	90%

LOCAL CAPITAL	BUDGET	EXPENDITURES to Mar 31st	Variance \$	Variance %	Notes
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	12,993	22,007	37%	Ongoing
Trades Equipment	67,620	32,283	35,337	48%	Ongoing
Custodial Equipment	15,711	15,711	-	100%	Ongoing
Classroom Renovations	123,537	33,129	90,408	27%	Ongoing
Music/Fine Arts	30,862	-	30,862	0%	Ongoing
Furniture & Equipment	80,590	34,931	45,659	43%	Ongoing
21st Century Learning Equipment Initiatives	9,478	-	9,478	0%	Ongoing
Future Information Technology	1,077,829	986,561	91,268	92%	Ongoing
Arden Fire Suppression	700,000	-	700,000	0%	Reserve
Outdoor Classrooms	720,000	-	720,000	0%	Reserve
Mark Isfeld Entrance Renewal	250,000	-	250,000	0%	Reserve
Huband Mechanical Access	100,000	-	100,000	0%	Reserve
Other Local Capital remaining	3,560,627	1,236,769	2,323,858		
Allocated within Local Capital to Board Office Project					
Land Swap - Prepaid Rent	322,000	-	322,000	0%	Reserve allocated to 607 Cumberland Rent
Land Swap - Proceeds	942,000	506,779	435,221	54%	Reserve allocated to 2488 Idiens purchase
Board Office Reno	1,965,598	-	1,965,598	0%	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
Sub-total for Board Office project remaining	4,630,127	506,779	4,123,348		
TOTALS	\$ 8,190,754	\$ 1,743,548	\$ 6,447,206		

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to Mar 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,454,176	1,287,643	166,533	89%	Ongoing
Lake Trail Seismic Upgrade	24,597,381	23,693,794	903,587	96%	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	18,837	2,931,163	1%	Childcare BC New Spaces Fund
TOTALS	\$ 39,585,805	\$ 35,534,052	\$ 4,051,753		

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at March 31, 2022

	2021-22 AMENDED ANNUAL BUDGET	2021-22 ACTUAL Revenues & Expenditures to March 31st	2021-22 PROJECTED Revenues & Expenditures to June 30th	2021-22 PROJECTED Revenues & Expenditures for the year	VARIANCE from Amended Annual budget	
OPERATING FUND						
REVENUE						
Provincial Grants						
Ministry of Education	98,969,544	68,547,889	30,968,504	99,516,393	(546,849)	1
Other	160,000	167,000	49,000	216,000	(56,000)	2
Tuition	2,842,450	3,231,828	(328,000)	2,903,828	(61,378)	
Other Revenue	590,689	630,608	126,000	756,608	(165,919)	3
Rentals and Leases	68,000	47,459	20,340	67,799	201	
Investment Income	142,000	130,663	37,305	167,968	(25,968)	4
TOTAL OPERATING REVENUE	102,772,683	72,755,447	30,873,149	103,628,596	(855,913)	
EXPENSES						
Salaries						
Teachers	42,631,666	29,014,606	12,367,974	41,382,580	1,249,086	
Principals/Vice-Principals	5,444,087	4,074,555	1,339,897	5,414,452	29,635	
Educational Assistants	7,277,588	4,434,893	1,900,668	6,335,561	942,027	5
Support Staff	9,017,775	6,407,720	2,517,557	8,925,277	92,498	
Other Professionals	3,284,615	2,422,802	807,601	3,230,403	54,212	
Substitutes	3,308,034	2,143,580	918,677	3,062,257	245,777	6
Total Salaries	70,963,765	48,498,155	19,852,374	68,350,530	2,613,235	
Employee Benefits	16,725,069	11,677,326	4,512,598	16,189,924	535,145	
Total Salaries and Benefits	87,688,834	60,175,481	24,364,973	84,540,454	3,148,380	
Services and Supplies						
Services	4,290,906	2,728,399	1,195,314	3,923,713	367,193	7
Student Transportation	2,202,000	1,340,080	805,000	2,145,080	56,920	
ProD and Travel	808,947	365,105	156,474	521,579	287,368	8
Dues and Fees	95,200	67,286	20,000	87,286	7,914	
Insurance	240,800	221,960	18,840	240,800	-	
Supplies	5,700,252	4,033,591	1,119,530	5,153,121	547,131	9
Utilities	2,160,438	1,631,881	680,000	2,311,881	(151,443)	10
Total Services and Supplies	15,498,543	10,388,302	3,995,158	14,383,460	1,115,083	
TOTAL OPERATING EXPENSES	103,187,377	70,563,783	28,360,130	98,923,913	4,263,464	
Surplus Appropriation	5,019,694	-	-	-	(5,019,694)	11
Transfer to Local Capital	(3,980,000)	(3,980,000)	-	(3,980,000)	-	
Tangible Capital Assets Purchased	(625,000)	-	(625,000)	(625,000)	-	
OPERATING SURPLUS (DEFICIT)	\$ - - \$	1,788,336	1,888,018	\$ 99,682	\$ 99,682	12

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 March 31, 2022

- 1** Ministry of Education February Distributed 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 replacement needs with Omicron variant predictions have been less costly to date.
- 7** 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** Supply accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that budgets are not 100% expended, leaving surpluses in school and district supply accounts. Supply chain challenges continue to disrupt our ability to purchase supplies, materials and equipment in a timely fashion.
- 10** Utilities cost 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.
- 11** At this time we are projecting to underspend the planned surplus appropriations as they can be covered by the current year increased revenues and reduced spending. The majority of the funds will likely remain in the District accumulated operating surplus.
- 12** Projected annual operating surplus at March 31, 2022 is approximately \$99,682, which is less than 1% of the total operating budget and will be added to the overall accumulated operating surplus total.

POLICY COMMITTEE
BOARD REPORT

Date: Tuesday, April 12, 2022
Time: 2:00 – 3:00 pm
Venue: Zoom Meeting

Committee Members:

Kat Hawksby, Chairperson
Michelle Waite, Trustee
Tom Demeo, Superintendent
Brenda Hooker, Secretary-Treasurer

Regrets: Janice Caton, Trustee

Recording Secretary: Heidi Bell, Senior Executive Assistant

A. Welcome

The Chair welcomed the Policy Committee and called the meeting to order at 2:07 pm.

B. Items for Discussion

1. Policy Reviews

- a. Policy 7 Appendix – Trustee Elections Bylaw No. 1C
Former Chief Electoral Officer, Clyde Woolman prepared a report to the Superintendent after conducting the last Trustee Elections. Within this report he provided recommendations bringing our Trustee Elections Bylaw No. 1C consistent to the Elections Act and the Local Government Act.

The Policy Committee approved the recommendations.

The Policy Committee Recommends:

THAT the Board of Education for School District No. 71 (Comox Valley) adopt the Policy 7 Appendix – Trustee Elections Bylaw No. 1C as presented.

- b. Policy 8 – Board Committees & the Board Procedural Bylaw
The committee is working on updating and clarifying parts of Policy 8 and the Board Procedural Bylaw. The Secretary-Treasurer is researching committee structures, which would be effective and workable for the district.
- c. Policy 7 4.15– was updated and approved by the Board during the October 2021 Regular Board Meeting. This update will be reflected in the Board Procedural Bylaw.

2. Old Business

- a. DRAFT Policy 25 – Child Care
Draft Policy 25 was written based on the BCSTA template and the New Westminster Policy.

The Policy Committee Recommends:

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

- b. Administrative Procedure 553 – Child Care Centres and Before and After School Programs
This AP was written in 2019, but not approved by the Board. Due to the changes within the district since 2019 and the new Draft Policy 25 – Child Care this procedure has been revised.

The Policy Committee Recommends:

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

3. Update on Administrative Procedures

The Superintendent gave an update on the AP's. The next phase is currently being worked on.

C. Next Meeting - TBA

D. Adjournment – 2:55 pm

**Board of Education of
School District No. 71 (Comox Valley)
Trustee Elections Bylaw No. 1C**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the *School Act*, a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 71 (Comox Valley), under section 37 of the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the following authorities:

Trustee Electoral Areas	No. of Trustees	Authority
<i>Area 1 – Corporation of the City of Courtenay</i>	Two	Corporation of the City of Courtenay
<i>Area 2 – Town of Comox</i>	One	Town of Comox
<i>Area 3 – Corporation of the Village of Cumberland</i>	One	Corporation of the Village of Cumberland
<i>Area 4 – Electoral Area A, Comox Valley Regional District</i>	One	Comox Valley Regional District
<i>Area 5 – Electoral Area B, Comox Valley Regional District</i>	One	Comox Valley Regional District
<i>Area 6 – Electoral Area C, Comox Valley Regional District</i>	One	Comox Valley Regional District

Trustee elections which are the responsibility of the school board may be conducted by the school board directly or by a local government under an agreement with the school board made pursuant to section 38 (4) of the *School Act*.

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education, in an open meeting of the Board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

- “Election” means a trustee election including general school elections and by-elections.
- “Board” or “School Board” means the Board of Education of School District No. 71 (Comox Valley).

2. Application

This bylaw applies to elections carried out by the school board and by other authorities, except as otherwise indicated.

3. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with sections 45(1) and 46(4) of the *School Act* and section 151, of the *Local Government Act*.

4. Application of Local Government Bylaws

- a. In Trustee Electoral Area 1, the election bylaws of the Corporation of the City of Courtenay, as they may be amended from time to time, apply to the trustee elections conducted by the Corporation of the City of Courtenay except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.
- b. In Trustee Electoral Area 2, the election bylaws of the Town of Comox, as they may be amended from time to time, apply to trustee elections conducted by the Town of Comox except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.

-
- c. In Trustee Electoral Area 3, the election bylaws of the Corporation of the Village of Cumberland, as they may be amended from time to time, apply to trustee elections conducted by the Corporation of the Village of Cumberland except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.
 - d. In Trustee Electoral Area 4, if the Comox Valley Regional District conducts all or a part of the trustee election, the elections bylaws of the Comox Valley Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.
 - e. In Trustee Electoral Area 5, if the Comox Valley Regional District conducts all or a part of the trustee election, the elections bylaws of the Comox Valley Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.
 - f. In Trustee Electoral Area 6, if the Comox Valley Regional District conducts all or a part of the trustee election, the elections bylaws of the Comox Valley Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit or any other matter on which the local government bylaws may not by law apply to a trustee election.

5. **Public Access to Election Documents**

The Board authorizes public access to the nomination documents of trustee candidates during regular office hours at the Board's office and by posting of nomination documents of trustee candidates on the website of the Board of Education, School District No. 71 (Comox Valley) until 30-days after declaration of the election results.

The Board authorizes, but does not require, chief election officers to post nomination documents of trustee candidates for public access on any or all of the websites: Corporation of the City of Courtenay, Town of Comox, Corporation of the Village of Cumberland and Comox Valley Regional District, until such time as established by the bylaws of the relevant local government up to a maximum of 30-days after declaration of election results.

6. Minimum Number of Nominators

For certainty, the minimum numbers of qualified nominators for a trustee candidate is two.

7. Voter Registration

Pursuant to *Local Government Act* section 69, a local government may, by bylaw, opt to use Voting Day Registration Only rather than the Provincial Voters List or a similar List of Electors compiled by the local government. The Board authorizes using the Voting Day Registration Only method for trustee elections.

8. Voting Places

Pursuant to *Local Government Act* section 111, so far as reasonably possible, voting places must be easily accessible to persons who have a physical disability or mobility impairment. A voting place for a required general voting opportunity must not be outside the boundaries of the municipality or electoral area for which the election is being held except in extenuating circumstances. A voting place for an added general voting opportunity or for an advance voting opportunity may be outside the boundaries of the municipality or electoral area for which the election is being held.

9. Required Advance Voting Opportunities

- (a) Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.
- (b) Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister of Education an additional advance voting opportunity will be held:
 - (i) in Trustee Electoral Area 1, on the date specified in the bylaws of the Corporation of the City of Courtenay;
 - (ii) in Trustee Electoral Area 2, on the date specified in the bylaws of the Town of Comox; and
 - (iii) in Trustee Electoral Area 3, on the date specified in the bylaws of the Corporation of the Village of Cumberland.
 - (iv) In Trustee Electoral Areas 4, 5 and 6, for the general school elections, on the date specified in the bylaws of the Comox Valley Regional District as they may be amended from time to time; and for by-elections, 2 days before general voting day.

10. Additional Advance Voting Opportunities

The chief election officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date and the voting hours for these voting opportunities.

11. Order of Names of the Ballot

The order of the names of candidates on the ballot will be as follows:

- (i) For Trustee Electoral Area 1, the order of names on the ballot will be determined by lot.
- (ii) For Trustee Electoral Area 2, the order of names on the ballot will be determined by lot.
- (iii) For Trustee Electoral Area 3, the order of names on the ballot will be alphabetical.
- (iv) For Trustee Electoral Areas 4, 5 and 6, the order of names on the ballot will be alphabetical.

12. Elected Trustees

An elected Trustee, whether by voting or acclamation, must undergo a BC Criminal Record Check by the Criminal Records Review Program (CRRP) prior to employment with the school district.

13. This Bylaw may be cited for all purposes as “Board of Education of School District No. 71 (Comox Valley) Trustee Elections Bylaw No. 1C.

14. Repeal

School District No. 71 Trustee Elections Bylaw No. 1B is hereby repealed.

Read a first time this ____ day of _____, 2022.

Read a second time this ____ day of _____, 2022.

Read a third time finally passed and adopted ____ day of _____, 2022.

Secretary-Treasurer

Board Chair

CHILD CARE

Background

Bill 8, the Education Statutes Amendment Act, came into force on March 5, 2020. This amendment of the School Act by the provincial government enacts new provisions related to childcare facilities located on board of education property. It includes a prescriptive order from the Minister of Education with respect to the contents required in board policy to govern the establishment of childcare facilities. Order M326, the Child Care Order, further defines the role of boards of education with respect to the provision of childcare programs.

The Board of Education of School District 71 (Comox Valley) recognizes the value and importance of available childcare and quality early learning programs in the community. Effective early childhood programming (0-8 years) is an important service a society can offer to ensure that all children have the opportunity to reach their potential. It is critically important that these opportunities are offered at the earliest stages of a child's life when formative lifelong skills and abilities are being developed. Investment in quality programming during early childhood reaps significant long-term benefits for children, their families, and the community.

If child care programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy and Administrative Procedure 553 – Child Care and Before & After School Programs.

Purpose

The purpose of this policy is to provide guidance with respect to how the Board will promote the use of board property for the provision of childcare programs between the hours of 7:00 a.m. and 6:00 p.m. on business days by either the Board or third-party licensees.

The use of board property by licensed childcare providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

Definitions

In this policy, the terms “board property”, “business day”, “childcare program”, “educational activities” and “licensee” have meanings given to those terms in the School Act.

“Direct and indirect costs” include:

- a. Utilities;
- b. Maintenance and repair;
- c. Insurance;
- d. A reasonable allowance for the cost of custodial services;
- e. A reasonable allowance for time school administrators and other staff spending on matters relating to the use of board property by licensed childcare providers;
- f. Capital replacement costs.

Guiding Principles

The district will, on an ongoing basis, assess community need for childcare programs on board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing childcare operators. The process for engagement will be reviewed on an ongoing basis and shall be conducted in a manner acceptable to the Board.

Prior to entering into or renewing a contract with a licensee other than the Board to provide childcare programming on board property, the Board will consider:

- a) Whether it is preferable for the Board to become a licensee and operate the childcare program directly;
- b) The availability of school district staff to provide before and after school care;
- c) Whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive childcare program and one that promotes Indigenous reconciliation in childcare.

If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:

- a) Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the BC *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) “Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which will be appropriately reflected in education”; and
- b) Is inclusive and consistent with the principles of non-discrimination set out in the BC *Human Rights Code*.
- c) Is inclusive and consistent with the Early Childhood Educators of BC Code of Ethics.

Childcare programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the childcare program.

In selecting licensees other than the Board to operate a childcare program, district staff will give special consideration to the candidates’ proposals to: (a) provide inclusive childcare; and (b) foster principles of Indigenous reconciliation in childcare.

Fees for the use of board property by licensees to third-party operated programs will not exceed the direct and indirect costs the Board incurs in making board property available for the childcare program, as provided for in the School Act and set by the Secretary-Treasurer.

Any contract with a licensee other than the Board, to provide a childcare program on board property must be in writing and subject to review annually. The contract, which will be in the form of a Licensee to Occupy Agreement must contain:

- a) A description of the direct and indirect costs for which the licensee is responsible;
- b) An agreement by the licensee to comply with this Policy and its Administrative Procedures, and all other applicable policies of the Board;

- c) A provision describing how the agreement can be terminated by the Board and the licensee;
- d) An allocation of responsibility to ensure adequate insurance is in place to protect the interests of the district;
- e) A statement that the agreement can only be amended in writing, signed by the Board and the licensee;
- f) A requirement for the licensee to maintain appropriate standards of performance;
- g) A requirement that the licensee must at all times maintain the required license to operate a childcare facility;
- h) A requirement that the licensee must ensure that children have at all times immediate access to an employee who:
 - i. Holds a valid first aid and CPR certificate, provided on completion of a course that meets the requirements of Schedule C,
 - ii. Is knowledgeable respecting each child's medical condition, if any, and
 - iii. Is capable of effectively communicating with emergency personnel.
- i) A requirement that the licensee must have first aid kits that are readily accessible to all employees, including while care is provided off the childcare facility premises.
- j) An understanding that the licensee will work in cooperation with the Early Learning staff on professional development and in-service, as well as engage in information sharing opportunities that support children's successful participation in the program and at school as they arise.

Where the Board decides to change the use of board property that is being used for providing a childcare program, the Board must, without delay, provide the Minister with written notification of the decision in a form and with information specified by the Ministry.

CHILD CARE CENTRES AND BEFORE & AFTER SCHOOL PROGRAMS

Background

Quality accessible and affordable child care provides significant social and economic benefit for the community. Research shows that quality child care has a direct relationship to school readiness, literacy development, poverty reduction, and community engagement.

While the funding and regulation of licensed child care is primarily a provincial government responsibility, the District along with the community stakeholders can play an important role in planning, developing and coordinating childcare for children in the Comox Valley.

Procedures

1. Principles

- 1.1. The School District encourages and permits the use of vacant school facilities or appropriate surplus space by licensed child care providers that operate licensed child care centers as per the principle outlined in Administrative Procedure 550 – Use of School District Facilities.
- 1.2. Such permit use, however, is granted provided that external use of school facilities and grounds during school hours by these programs does not interfere with the normal operations of regular curricular and extra-curricular programming and student safety. The School District does not endorse or represent any external group that rents its facilities or grounds.
- 1.3. Rental rates are to be assessed as per this Administrative Procedure with fees established on the basis of recovering operating costs incurred by the School District rather than generating surplus revenue.
- 1.4. The School District reserves the right to modify the rates to this Administrative Procedure to accommodate a child care centre at one of our sites for student parents attending school.
- 1.5. When space for Child Care Services is available in a District facility, a Request for Proposal (RFP) will be released. The RFP will include a preference for an operator who will deliver a program.
- 1.6. Responses to the RFP must be submitted to the Secretary Treasurer and will be reviewed by a panel comprised of the Secretary Treasurer or designate and other District staff as appropriate as per Administrative Procedure 515 – Purchasing and Tendering. Child Care Providers will be interviewed to determine suitability. The Board will then be advised of the successful proponent.

- 1.7. Child Care providers must meet Ministry of Health standards and licensing guidelines before final approval is granted and a District License Agreement must be signed.
 - 1.8. In operating a childcare program, whether through a licensee or by the Board, the district will ensure that it is operated by qualified early childhood educators as per clause 1.9.
 - 1.9. Is inclusive and consistent with the principles of non-discrimination set out in the BC Human Rights Code;
 - 1.9.1. Fosters principles of Indigenous reconciliation in childcare, following the principles of the BC Declaration on the Rights of Indigenous Peoples Act;
 - 1.9.2. Reflects developmentally appropriate educational activities and utilization of the BC Early Learning Framework;
 - 1.9.3. Aligns with the Board's Strategic Plan;
 - 1.9.4. Encourages partnerships with parents and with the community;
 - 1.9.5. Includes appropriate licensing and accreditation procedures;
 - 1.9.6. Conforms to the School's code of conduct and school rules that may pertain to the successful operation of the childcare service;
 - 1.9.7. Complies with Child Care Policy and this Administrative Procedures.
 - 1.10. Protocol with respect to Maintenance Issues that affect Licensing Regulations: In the event that maintenance issues arise that will affect the Child Care Service Provider's license, work orders are to be submitted by the Principal indicating that this work is required for licensing purposes so it may be expedited by the Facilities Department. In the event that there is a delay, the Principal and/or Child Care Service Provider may contact the Director of Operations, who may follow up on the work order to ensure that the work is done in a timely manner.
 - 1.11. Protocol with respect to Resolving Concerns that Arise: In the event that issues arise that cannot be resolved by the Child Care Service Provider and the Principal, the Superintendent or designate will meet with the Child Care Service Provider and the Principal to resolve the issue. In the event that individual parent(s) have concerns regarding waitlists, they will be referred to the Director of the Child Care Service Provider.
2. Reservations and Priority for Use
 - 2.1. The use of school facilities will follow management procedures regarding priority for use as outlined in Administrative Procedure 550 – Use of School Facilities. The rental reservation form, Application for Use of School Facilities, will be used to initiate the license to occupy or lease of space for an annual term for this Administrative Procedure.
 3. Notice of Termination
 - 3.1. The applicant, at the time of the issuance of the license to occupy or lease, will be notified that the agreement may be terminated at any time should the space and facilities be required for School District purposes or should the school and its operation no longer be required for school purposes and the School District wishes to dispose of subject property. If this becomes necessary, however, every attempt will be made to notify the group concerned well in advance of the date of termination to enable it to seek other accommodation.

4. Risk Management

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

5. Hours of Operation

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

6. Requirements and Application Process

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

7. Tenant Responsibilities

- 7.1. The child care centre provides their own custodial services, however, limited custodial services can be provided by the School District under the standard rentals' agreement, Administrative Procedure 550 – Use of School Facilities. In order to avoid an increase in the custodian's workload, centres are to ensure that the room used is kept in tidy condition and that only designated washrooms are used.
- 7.2. The provision of furniture and equipment is the responsibility of the child care centre. However, if a school has extra furniture and equipment that are not required either by the school or by any other school in the School District, the Principal may recommend that it be made available on loan to the child care centre until such time as it is needed by the system. The child care centre will be responsible for reimbursing the School District for any breakage or loss as a result of misuse of school equipment or damage to school facilities. Responsibility for inventory, inspection at start and conclusion of lease agreement, and condition reports of furniture and equipment along with the reimbursement process rests with the Principal.
- 7.3. The child care centre cannot expect to use the school telephone, except in an emergency. Any centre wishing to have a telephone installed must seek approval from the Principal and from the Director of Operations and must accept responsibility for all costs involved.
- 7.4. The school has no legal obligation in the area of supervision of the child care centre. However, the Principal has overall responsibility for the operation of the school and, therefore, has an interest in all programs operating within the premises.
- 7.5. Responsibility for children in the program lies with the Supervisor of the centre, should the children in the program become ill while attending the child care centre or not be picked up from the centre in the evening.
- 7.6. Responsibility for the transportation of children, to, from or during care, rests with the parents and the child care provider.
- 7.7. All procedures identified in Administrative Procedure 550 – Use of School Facilities with respect to responsibilities, condition of premises, financial responsibility, authorities, supervision, parking, smoking, summer use of facilities, intruder systems, telephone, use of school grounds, janitorial supplies and equipment apply to this Administrative Procedure.
- 7.8. Appropriate operating licenses, permits and insurances are to be provided by the licensee or leasee to the School District that satisfies all relevant regulations and authorities and the Schools Protection Program.
- 7.9. The child care centre is to participate in all fire, earthquake and other critical incident drills that take place at the site and work with the Principal on how the group works within the drills and alarms structures at the school as well as reporting their safe evacuation of the school.
- 7.10. The child care provider is to provide picture identification to all staff and volunteers and ensure identification is worn in a clearly visible location by staff and volunteers at all times on school property. Criminal record checks of staff and volunteers working in the child care centre will be provided by the School District Director of Human Resources.

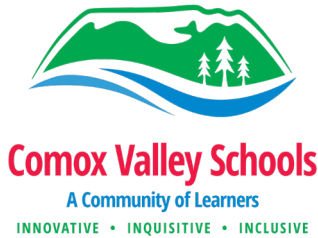
- 7.11. Change of ownership of the operations is prohibited during term of contract unless all requirements of this Administrative Procedure are met and approved by the appropriate authorities and the Board. Sub-letting of space is prohibited.
- 7.12. Child Care Service providers will ensure that Child Care Licenses are posted in a visible location at each school site and that the District Office has a copy. The specific locations and number of children that meet the licensing agreement will also be posted with the license.

8. Contract Term and User Fees

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

Reference: Sections 22, 23, 65, 85 School Act
Community Care and Assisted Living Act
Land Titles Act
Liquor Control and Licensing Act
Tobacco Control Act
Trespass to Property Act
Child Care Licensing Regulation
Disposal of Land or Improvements Order M193/08
School Opening and Closure Order M194/08
SD71 Policy 25

Adopted: June 22, 2010
Revised: June 25, 2019; April 2022



FACILITIES COMMITTEE
BOARD REPORT

Date: Tuesday, April 19, 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: 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 1:02pm.

B. ITEMS DISCUSSED

None

C. ITEMS FOR INFORMATION

1. 2022-23 Annual Facilities Grant (AFG) Spending Plan – Briefing Note

The Facilities Committee Recommends:

THAT the Board of Education approve the 2022-23 Annual Facilities Grant (AFG) Spending Plan.

Director of Operations, Ian Heselgrave, provided an overview of the briefing note. The district's significant planned projects for the fiscal year 2022-2023 were highlighted and staff responded to committee questions.

As an amendment to this briefing note, and to be provided to the Board of Education as part of this Board Report, the Director of Operations will provide a spreadsheet with dollar values allocated to a number of the planned projects.

2. Cumberland Child Care Facility – Verbal Update

Director of Operations, Ian Heselgrave provided an update on the Cumberland Child Care facility. Two design options have been researched; the first being a modular construction and the second a site built, stick and frame construction. Both options have had cost escalation and supply chain issues. The first option costs less and can be a faster build. The next steps need to be decided based upon this information.

There will be a community information session for the Village of Cumberland at 7:00 pm on May 3rd, 2022 in the multi-purpose room of Cumberland Community School's Beaufort Building. Trustees and Senior Staff will also be invited. Topics will include what the new facility will look like (3D and 2D renderings from an architect), how the Village can assist and be involved, and how the building integrates into the site. Staff answered committee questions.

3. 2488 Idiens Way Building – Verbal Update

Director of Operations, Ian Heselgrave informed the committee that the keys to the Idiens Way building had been received on April 12th and that the locks and gate keys were then changed. This project is now in a design and development phase. This process includes layout and functionality of the building, how to make it into an efficient and modern space, and how to pull administration out of existing classroom spaces and decide where to place them. It will be a year before the creation of new classroom spaces.

Secretary-Treasurer, Brenda Hooker said that a package containing costing of the project will likely be included in the May Public Board meeting package.

D. FUTURE MEETINGS/AGENDA ITEMS

Monday, May 16, 2022 – 1:00pm to 2:00pm

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

E. ADJOURNMENT

The meeting was adjourned at 1:59pm.

BRIEFING NOTE

TO: SD 71 Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: **FY 22-23 AFG Spending plan**

DATE: April 26th 2022

Purpose

To provide an overview of the proposed FY 22-23 AFG spending plan to the Board of Education.

Background

The Ministry provided AFG funding for FY 22-23 is the same as the last FY at \$1,767,384.00.

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

Analysis

Planned projects – Last year the Ministry of Education developed a new web-based Capital Asset Planning System (CAPS) which school districts use for their annual Five-Year Capital Plan and Annual Facility Grant Submissions on a go-forward basis. The CAPS system effectively replaces the Annual Facility Grant Spreadsheets that school districts have used for the past many years. The AFG entries to the Ministry of Education CAPS system is ongoing and will be uploaded once Board approval of the plan is received. Projects that are more significant include:

- Roof replacement work at Glacier View, Highland Secondary and Cumberland Community School (Beaufort building);
- Mechanical upgrade (rooftop unit replacements) at Cumberland Strathcona;
- HVAC upgrade (cooling unit replacements) at NIDES;
- Mechanical upgrade (HVAC controls) at Courtenay EI;
- Domestic hot water system improvements at Courtenay EI, Aspen and Queneesh;
- Environmental remediation and improvements at Courtenay EI and Valley View;
- Bathroom upgrades at Indigenous Education and NIDES;
- Smoke detection monitoring system replacement at Cumberland Community School and Mark Isfeld;
- Upgrade of the Vanier Prep program kitchen millwork and appliances;
- Replacement windows at Miracle Beach;
- Gym wall cladding replacement at NIDES;

- Replace main electrical service at Airport Elementary;
- PA system replacement at NIDES;
- Expansion and upgrades of the Indigenous Education room at Highland Secondary;
- Exterior repaint at several school sites;
- Interior repaint at several elementary schools;
- Gym floor refinish at Aspen Park and Mark Isfeld plus repairs at several elementary schools;
- Play field drainage improvement at Huband Park; and
- Lighting upgrades/energy efficiency improvements in various school hallways and classrooms.

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

Recommendation

The Board of Education approve the FY 22-23 AFG spending plan.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

#	Project	School	Cost	Comment
1	Roofing replacements and repairs	Cumberland and Glacier View	\$340,000.00	replace sections at Brooklyn and Vanier and repairs at various schools
2	bathroom upgrades	Indigenous Ed and NIDES	\$15,000.00	upgrade plumbing fixtures that are beyond useful life
3	Plumbing and mechanical improvements	Various Schools	\$103,551.00	replacing aging mechanical system infrastructure
4	HVAC improvements	Various Schools	\$101,000.00	replace aging infrastructure with energy efficient units
5	DDC replacement	Ecole Puntledge	\$50,000.00	replace an outdated and failing system
6	New main electrical service	Airport EI	\$274,000.00	replace an outdated and failing system
7	Public address system upgrade	NIDES	\$15,000.00	replace an old and failing system
8	Lighting controls and upgrades plus energy management	Various Schools	\$122,000.00	Further reduction of energy use and GHG using controls
9	Nexus emergency lighting	Lake Trail	\$5,000.00	Upgrade emergency lighting to automated reporting
10	Duct cleaning and dust extraction upgrades	Various Schools	\$30,000.00	reduce hazardous material build-up in large HVAC systems
11	Hazard surveys	Various Schools	\$40,000.00	hazardous materials inventory and risk assesment of facilities
12	Gym safety upgrades	Various Schools	\$14,000.00	replace failing bleacher components
13	Window and cladding replacement	Cumberland Community and NIDES	\$205,000.00	install new windows to improve energy efficiency and increase comfort
14	Exterior and interior paint	Various Schools	\$48,000.00	carpentry repairs plus repainting
15	Flooring replacement	Various Schools	\$135,000.00	replace flooring beyond useful life
16	Classroom and corridor upgrades	Various schools	\$82,500.00	safety, modernization and code compliance
17	Smoke detection system	Cumberland and Isfeld	\$5,000.00	replacement of worn and faulting system
18	Environmental remediation	Various Schools	\$25,000.00	conduct env remediation as per district planning documents
19	Field amendments	Various Schools	\$30,000.00	repairs to high use play fields
20	landscaping and tree management	Various Schools	\$11,833.00	vegetation control and tree management
21	site and playground improvements	Various Schools	\$50,500.00	drainage improvements, deep garbage cans, basketball hoops etc.
22	site-parking upgrades	Various Schools	\$60,000.00	improve, repair and replace paved surfaces, improved signage
23	Asbestos removal	Various Schools	\$5,000.00	removal of ACM material in ceiling spaces
			\$1,767,384.00	
		FY 22-23 Allocation	\$1,767,384.00	
			\$0.00	



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Comox Valley Schools

School District No. 71

Office of the Secretary-Treasurer

607 Cumberland Road
Courtenay, B.C. V9N 7G5

Fax (250) 334 5552

Telephone (250) 334 5500

Briefing Note

Bunny Shannon
Memorial Award

1 Award of \$1000.00

Available to students graduating from a Comox Valley Schools high school in June 2022. The student must be entering one of the following post-secondary programs in the summer or fall of 2022:

- educational assistant or teacher program at a college or university; or
- political science or environmental studies degree at a college or university

The bursary will be awarded to a student who works hard in school, completes their schoolwork, participates in school activities and is actively involved in school and or community volunteerism. Student financial need will also be an important consideration.

Applicants must provide proof of enrollment in a college or university and provide evidence of academic standing and a letter of reference from a teacher or community member.

Recommendation:

That the Board of Education approve the administration of the Elizabeth “Bunny” Shannon Memorial Award.