

**REGULAR BOARD MEETING AGENDA**  
**Tuesday, November 28, 2023**  
**7:00 pm**

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

<http://www.comoxvalleyschools.ca>

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

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

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

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**1. Call to Order – Acting Secretary-Treasurer or Designate**

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

**2. Adoption of Agenda**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the November 28, 2023, Board Meeting Agenda as presented.*

**3. Board Elections**

- A.** Election of Board Chairperson
- B.** Election of Board Vice-Chairperson
- C.** Election of BCSTA Provincial Council Representative and Alternate
- D.** Election of BCPSEA Trustee Representative and Alternate
- E.** Destruction of Ballots

**Motion:**

*THAT the ballots from the Board elections be destroyed.*

4. **Board Meeting Minutes**

Pages 1-5

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the October 24, 2023, Regular Public Board Meeting Minutes as presented.*

5. **Unfinished Business - None**

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

Page 6

- October 24, 2023 – Regular In-Camera Meeting
- November 14, 2023 – Closed Committee of the Whole

7. **Board Chair's Report – No Report**

8. **Presentations / Delegations**

i. **Accessibility Act - Briefing Note**

Page 7

Tara Ryan, Vice-Principal Inclusive Ed. & Accessibility Committee Chair

**Recommendation**

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

ii. **Child Care and Early Learning – Annual Operating Report – Briefing Note**

Pages 8-13

Lisa Pedersen-Skene, District Principal of Early Learning and Child Care

**Recommendation**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Child Care and Early Learning – Annual Operating Report as presented.*

9. **Open Committee of the Whole – For Information Only**

**Next Open Committee of the Whole Meeting:**

**TOPIC:** Library Education & Technology – Sustainability Report

**DATE:** January 16, 2024

**TIME:** 7:00 pm

**LOCATION:** School Board Office, Board Room

10. **Strategic Direction**

**A. Superintendent**

- i. Superintendent District Report
  - Strategic Plan Update

- ii. Administrative Procedure 406 Amendments – For Information Only
  - AP 406 – Appendix A – Safety Footwear
  - AP 406 – Appendix B – Swimwear

Pages 14-16

## **B. Acting Secretary-Treasurer**

- i. **Capital – Annual Facility Grant Report 2023/24 – Briefing Note**  
Ian Heselgrave, Director of Operations

Pages 17-18

### **Recommendation:**

THAT the Board of Education of School District No. 71 (Comox Valley) accept the Annual Facility Grant update as presented.

- ii. **Policy Interest Disclosure Act - Briefing Note**  
Acting Secretary-Treasurer

Pages 19-33

### **Recommendation:**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve Board Policy #27 – Public Interest Disclosure (Whistle Blower Protection) as presented;*

*AND THAT the Board of Education receive as information changes to Administrative Procedure 403 – Public Interest Discloser (Whistle Blower Protection) as presented.*

## **11. Board Standing Committee Reports**

### **A. Open Committee of the Whole – November 14, 2023**

Pages 34-98

### **Motion:**

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

### **B. Board Ad Hoc Policy Committee – November 20, 2023**

Pages 99-100

### **Motion:**

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

## **12. Board Business**

- i. Trustee Report: Indigenous Education Committee (IEC) – Written Report, Shannon Aldinger, Trustee (City of Courtenay) and Cristi May Sacht, Trustee (CVRD – Area C)

Page 101

## **13. Board Correspondence - None**

## **14. Public Question Period**

## 15. Adjournment

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) adjourn this meeting.*



**REGULAR BOARD MEETING MINUTES**  
**Tuesday, October 24, 2023**  
**7:00pm**

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**Attendance In Person:**

**Trustees:**

Susan Leslie, Vice Chair  
Chelsea McCannel-Keene, Trustee  
Cristi May Sacht, Trustee  
Shannon Aldinger, Trustee  
Sarah Jane Howe, Trustee  
Janice Caton, Trustee

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools  
Dr. Russell Horswill, Acting Secretary-Treasurer  
Vivian Collyer, Director of Instruction  
Sean Lamoureux, Director of Inclusive Education  
Candice Hilton, Director of Finance  
Craig Soroohan, Manager of Communications

**Regrets:** Michelle Waite - Board Chair

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

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**1. Call to Order**

Vice Chair, Michelle Waite called the meeting to order at 7:03 pm.

**2. Adoption of Agenda**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the October 24, 2023, Regular Board Meeting Agenda as presented.*

*[May Sacht/Caton]*

**CARRIED**

**3. Board Meeting Minutes**

Pages

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 26, 2023, Regular Board Meeting Minutes as presented.*

*[Caton/Howe]*

**CARRIED**

**4. Unfinished Business - None**

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

Page

- September 26, 2023 – Regular In-Camera Meeting
- October 10, 2023 – Closed Committee of the Whole

6. **Board Chair's Report – Written Report**

Pages

7. **Presentations / Delegations**

Pages

**District Growth** – Ian Heslegrave, Director of Operation and Molly Proudfoot, Capital Project Manager

8. **Committee of the Whole – For Information Only**

**Next Open Committee of the Whole Meeting:**

**TOPIC:** TBD  
**DATE:** November 14, 2023  
**TIME:** 7:00 pm  
**LOCATION:** School Board Office, Board Room

9. **Strategic Direction**

**A. Superintendent**

i. Superintendent District Report

- Appreciative of all the meetings he has had over the past 2 months – school visits, connections with staff and community. I have experience such a warm welcome.
- Shared a lunch with the Ni'noxola Elders and left feeling their wisdom, input and support.
- Arden elementary visit – shared time with 3 (K-1) classes, who over the past 13 years have spent every morning learning outdoors. Appreciation of the change of structure to meet the needs to students. This is a powerful example of what is possible.
- Meeting with staff reps, was reminded of the challenges but also of the collective commitment and deep passion that out teachers have for meeting the needs of our students.

ii. Board Strategic Plan / Work Plan - Briefing Note

The Superintendent spoke to the Board Strategic Plan/Working Plan. The Focused Strategic Priorities will provide an outline of the work for the next 10 months, while we engage community in collecting and provide information needed for trustees to make decisions on the next Strategic Plan. This is a living and public facing document.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) extend the existing Strategic Plan to 2024;*

*AND THAT the Board of Education approve the Focus Strategic Plan for the 2023/24 school year;*

*AND FINALLY, that Board of Education approve the 2023-2024 Board Working Plan, as amended from time to time.*

*[Caton/Howe]*

**CARRIED**

- iii. Framework for Enhancing Student Learning (FESL) – PowerPoint Presentation

The Superintendent gave a high-level presentation of the districts annual FESL Report.

Link to the Report:

[Framework for Enhancing Student Learning Report 2023](#)

**B. Secretary-Treasurer**

- i. Capital Bylaw No. 2023/24-CPSD71-02

Pages

The Acting Secretary-Treasurer spoke to the briefing note.

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive first reading.*

*[Caton/May Sacht]*

**CARRIED**

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive second reading.*

*[Caton/Howe]*

**CARRIED**

**Motion:**

*THAT in accordance with Section 68 (4) of the School Act, all three readings of the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan be given at tonight's meeting.*

*[McCannel-Keene/May Sacht]*

**CARRIED**

**Motion:**

*THAT the Capital Bylaw No. 2023/24-CPSD-71-02 for the 2023-24 Capital Plan receive*

third and final reading.

[May Sacht/Howe]

**CARRIED**

### C. Human Resources

#### i. Retirements and Recognition

Page

## 10. Board Standing Committee Reports

### A. Open Committee of the Whole – October 10, 2024

Pages

#### **Motion:**

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

[Howe/May Sacht]

**CARRIED**

## 11. Board Business

#### i. Trustee Remuneration – Briefing Note

Pages

The Acting Secretary-Treasurer spoke to the briefing note.

#### **Motion 1 – Trustee Remuneration Working Committee**

*THAT the Board of Education of School District No. 71 (Comox Valley) rescind the motion to establish a Trustee remuneration working group.*

[Caton/Aldinger]

**CARRIED**

#### **Motion 2 – Trustee Remuneration**

*THAT the Board of Education of School District No. 71 (Comox Valley) establish the following Trustee Remuneration rates effective July 01, 2023: Chair \$24,749, Vice-Chair \$22,861, and Trustee \$21,523.*

*AND THAT the Board of Education of School District No. 71 (Comox Valley) increase the rates each subsequent July 1<sup>st</sup> by the BC Consumer Price Index (All items) for the May-to-May comparison.*

[Caton/McCannel-Keene]

**CARRIED**

#### ii. Ad Hoc Policy Committee – Briefing Note

The Acting Secretary-Treasurer spoke to the briefing note.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) establish an Ad Hoc Policy Committee based on the Terms of Reference contained herein.*

*AND THAT the Board accept the recommended committee membership for the 2023/24 school year as provided by the Board Chair.*

*[Howe/May Sacht]*

**CARRIED**

- iii. Trustee Report: Indigenous Education Committee (IEC) – Written Report, Susan Leslie, Trustee (Town of Comox)
- Trustee Leslie spoke to her report.
- iv. VISTA Branch Meeting Update – Janice Caton, Trustee (City of Courtenay)
- Trustee Caton shared highlights from the October's VISTA Branch Meeting. Trustees also shared their highlights of the session.
- FNESC gave a presentation on data and how important it is. FNESC is working with BCSTA on the collection and use of data.
  - Dr. Charlesworth gave a heartfelt presentation on Empathy Stores; Children in Context, Children in Care – Mental Health; Schools are such critical places and Interventions from improved outcomes for Children in Care.

Pages

**13. Board Correspondence - None**

**14. Public Question Period - None**

**15. Meeting Adjourned – 8:18 pm**

**MOTION:**

*THAT the Board of Education of School District No. 71 (Comox Valley) adjourn this meeting.*

*[Howe/Caton]*

**CARRIED**

**Board Approved on:**  
November 28, 2023

**Certified Correct:**

\_\_\_\_\_  
Dr. Russell Horswill, DBA  
Acting Secretary-Treasurer

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Michelle Waite  
Board Chair

**RECORD OF IN-CAMERA MEETINGS**

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**TO:** Board of Education  
**FROM:** Office of the Acting Secretary Treasurer  
**RE:** Record of In-Camera Meetings

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**DATE:** November 28, 2023

**RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT***

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

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**October 24, 2023 – Regular In-Camera Meeting**

1. Receipt of and updates on one land/property matter
2. Receipt of and updates on one legal/personnel matter
3. Receipt of and updated on three other matters

The meeting was called to order at 6:10 pm and adjourned at 6:56 pm.

**November 14, 2023 – Closed Committee of the Whole Meeting**

1. Receipt of and updates on one governance matter
2. Receipt of and updates on one strategic direction matter
3. Receipt of and updates on one finance and operation matter
4. Receipt of and updates on one policy matter

The meeting was called to order at 4:35 pm and adjourned at 6:55 pm. November 15, 2023, the meeting was reconvened at 4:50 pm and adjourned at 5:43 pm.

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**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** November 28, 2023  
**FROM:** Tara Ryan, Vice-Principal Inclusive Ed. & Accessibility Committee Chair  
**RE:** Accessibility Committee

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**Background**

The province of British Columbia passed BC Accessibility legislation on June 17, 2021. All municipalities and school districts in BC were required to initiate a plan by September 1, 2023. The legislation outlined 3 key parts:

- Establish an Accessibility Committee (*SD#71 completed in May 2023*)
- Develop an Accessibility Plan (*SD#71 started in May 2023, in progress*)
- Develop a mechanism for public feedback (*SD#71 implemented in September 2023 – ongoing*)

The Accessibility Committee has followed the recommendations as outlined by Disability Alliance BC and BC Accessibility Hub.

**Consideration**

The Accessibility Committee meets regularly to process the information collected from continuous feedback, the SD71 accessibility feedback link on the district site and a locally developed survey that was designed to identify any hurdles impeding students, staff, parents, and community members from accessing services in our school district. The committee acts as an advisory body that assists and advises. It is not a working committee. The committee's intent is to exceed the legislation in BC's Accessibility Plan and continue our commitment to be an inclusive learning community that embraces diversity, fosters relationships, and empowers all learners to have a positive impact on the world.

**Recommendation**

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

**BRIEFING NOTE**

**TO:** Board of Education

**DATE:** Tuesday November 28, 2023

**FROM:** Lisa Pedersen-Skene, District Principal of Early Learning and Child Care

**RE:** Child Care and Early Learning – Annual Operating Report

**Background**

**1. Early Learning Programs in SD71**

**a. Childcare Programs on School Grounds**

Tables below indicate childcare spaces by licensing categories.

**SCHOOL AGE CARE ON SCHOOL GROUNDS/GROUP CHILD CARE  
School Age Before/After School Care**

School	Provider	Licensed Spaces	Current Enrollment	Waitlist
Airport	Komox Kids Care	24	20	10
Arden <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	47	TBD	TBD
Aspen Park	Boys and Girls Club of Central Vancouver Island	24	19	48
Brooklyn	Boys and Girls Club of Central Vancouver Island	54	48	42
Courtenay	Bounce	40	28 (average)	0
Cumberland	Adventure Daycare	19	19	*
Ecole Puntledge Park	Wee Care	24	21	40
Ecole Robb Road	Wee Care	48	44	48
Glacier View <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	47	TBD	TBD
Huband Park	Linda's Daycare			
Miracle Beach	Club Kidz			
Queneesh	Queneesh Afterschool	24	28	18
Royston	Wee Care	24	24	18
Valley View	Wee Care	48	48	19

\*waitlist over 600 for all forms of childcare



**GROUP CHILD CARE**  
**30 months to School Age**

<b>School</b>	<b>Provider</b>	<b>Licensed Spaces</b>	<b>Current Enrollment</b>	<b>Waitlist</b>
Arden <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	16	TBD	TBD
Cumberland	Adventure Daycare	44	44	*
Glacier View <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	16	TBD	TBD
Hornby	Hornby Island Daycare Society			
Huband	Linda's Day Care			
Vanier	Today 'N' Tomorrow Learning Society	19	18	998

**Group Child Care**  
**Under 36 months**

<b>School</b>	<b>Provider</b>	<b>Licensed Spaces</b>	<b>Current Enrollment</b>	<b>Waitlist</b>
Arden <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	12	TBD	TBD
Cumberland	Adventure Daycare	12	12	*
Glacier View <i>May Opening</i>	Boys and Girls Club of Central Vancouver Island	12	TBD	TBD
Hornby	Hornby Island Daycare Society			
Huband	Linda's Day Care			
Lake Trail	Today 'N' Tomorrow Learning Society	24	18	998
Vanier	Today 'N' Tomorrow Learning Society	24	20	998

**MULTI-AGE CHILD CARE**  
**12 months – 5 years**

<b>School</b>	<b>Provider</b>	<b>Licensed Spaces</b>	<b>Current Enrollment</b>	<b>Waitlist</b>
Denman	Blackberry Lane Preschool Society	24	12	3

**PRESCHOOL**  
**30 months to School Age**

School	Provider	Licensed Spaces	Current Enrollment	Waitlist
Courtenay	Comox Valley Child Development			
Royston	Wee Care	20	0	0
Valley View	Wee Care	32	0	0

**b. New Child Care Spaces**

- Glacier View and Arden Child Care Centres are currently under construction
- Both will be operated by Boys and Girls Club of Central Vancouver Island
- Expected opening is May 2024
- Licensed space at each site:
  - 44 Before and After School Care
  - 16 Group Child Care (30 months – 5 years)
  - 12 Infant Toddlers (0- 36 months)

**c. StrongStart Programs**

- Currently running full time programming at Cumberland, Brooklyn, Queneesh and Courtenay EI.
- Programs run 3 hours per day on Monday-Thursday, and Fresh Air Fridays is a 2-hour program located in community at various outdoor spaces
- Outreach programs at Royston and Miracle Beach (currently 1 day/week)
- Cumberland, Queneesh and Courtenay have dedicated space for StrongStart programming in the school at this time
- Attendance for programming is about 600 children and families across all programs per week. This number continues to grow
- 20 hours of outreach hours are dispersed among programs (NOTE: These hours are funded from the Operational K-12 budget)
- Collaborating with the Education Manager of K'ómoks First Nation to pilot a one-day StrongStart outreach program located in their gym
  - Anticipated start is February 2024

**2. Early Years Collaboration and Professional Learning**

**a. Early Years Community Partnerships**

The District Principal of Early Learning and Child Care represents the district in the following Early Years Community Partnerships:

- Comox Valley Early Years Collaborative and Steering Committee
- Child Care Steering Committee
- Connections Steering Committee
- Cumberland Early Years Collaborative

**b. Research Collaborations**

- The Community Research and Engagement Lab (CoRE-Lab) through Human Early Learning Partnership (HELP) at UBC
  - Looking at understanding the systems that influence social and emotional well-being of children in their local communities
- Community Profile for the Comox Valley through HELP.
  - Building a community profile using TDI, CHEQ, EDI, MDI, YDI to look at trends over time

**c. Early Years Dinner Series 2023-24**

Theme: Building the Early Years Puzzle: Connecting the Pieces of Our Early Years Community

- Planning Committee representatives:
  - Comox Valley Early Years Collaborative Chair
  - North Island College Early Childhood Education Instructor
  - Pacific Care Resource and Referral
  - StrongStart Program Worker
  - Kindergarten Teacher
  - Before/After School Care Provider
  - Home Child Care Provider
  - K'ómoks First Nation Education Manager
  - District Principal of Early Learning and Child Care
  - Early Years Lead Teacher

Target Audience:

- a. Child Care Providers
- b. Group Child Care Providers
- c. Early Childhood Educators (ECE's)
- d. Before/After School Care Providers
- e. Registered License Not Required
- f. StrongStart Facilitators
- g. Early Years Child Development Professionals
- h. K-3 Teachers
- i. Principals/Vice Principals
- 63 registrants so far
- Facilitated by Verena Gibbs, Compassionate Systems Leader, (Human Early Learning Project, University of British Columbia)
- Session dates: November 29, January 24, April 10 (5:30-8:00 p.m.)

**d. Sparking Inspiration Conference – October 20, 2023**

- Island Early Years Conference
- Organized by district Early Years leads on Vancouver Island

**e. 2<sup>nd</sup> Annual Growing Together Conference – February 16, 2024**

- A full day of learning and exploration for Comox Valley educators, Child Care and Early Years professionals
- Supported by SD71

### 3. Ministry Initiatives

#### a. Strengthening Early Years to Kindergarten Transitions (SEY2KT)

- Participating Schools
  - Cumberland Community School
  - Courtenay Elementary

#### b. Changing Results for Young Children (CR4YC)

- Called Changing Possibilities for Young Children in the field (CP4YC)
- 25 Participants
- Participating Schools (K-3 Teachers)
  - Arden Elementary
  - Royston Elementary
  - Huband Park Elementary
  - Queneesh Elementary
  - Brooklyn Elementary
- Participating StrongStart Programs
  - Royston
  - Queneesh
  - Brooklyn
- Participating Childcare Centres
  - Beaufort Children's Centre

### Considerations

#### 1. Comox Valley Child Care Needs

##### a. Childcare needs in our region exceed the number of available spaces.

Tables below summarize needs in the region. (Source: [Comox Valley Child Care Action Plan.pdf](#), December 2019)

**Table 3: Current ratio of licensed child care spaces to children in the Comox Valley**

Age & Type of Child Care	Number of Child Care Spaces	Total number of Children	Ratio of Spaces to Children
0-3, full-time day care	193	1440	1:7 [13% of children]
3-5, full time day care	741	1690	1:2.5 [44% of children]
Before and After School Care	486	4160	1:9 [12% of children]
All licensed care [excluding preschool]	1420	7290	1:5 [19% of children]

**Table 4: Projected Population for the Comox Valley**

Year	0 - 3	3 - 5	6 - 12
2020	1590	1858	4736
2021	1512	1853	4732
2022	1526	1742	4801
2023	1542	1697	4711
2024	1545	1620	4710
2025	1548	1637	4595
2026	1551	1652	4480
2027	1559	1655	4476
2028	1578	1657	4397
2029	1594	1653	4313

Using the BC Stats figures for 2029, determining the desired ratio of child care spaces [70% or 60%] and subtracting current child care spaces, we recommend the following 10-year targets:

- An additional 2000 spaces for licensed before and after school care for children 6-12<sup>14</sup>
- An additional 900 full-time licensed day care spaces for children 0-3<sup>15</sup>
- An additional 400 full time licensed day care spaces for children 3-5<sup>16</sup>

**b. Lack of qualified ECE's in the region and provincially**

Challenges with staff recruitment is impacting capacity of child care centres

**2. Challenges for StrongStart Programs**

- Enrolment pressures may affect placement of StrongStart Centres
  - As schools reach capacity, some Centres may need to relocate
  - Currently some StrongStart programs share space with other programs in the school (i.e., Multi-Purpose Room, before and after school care programs); dedicated space for StrongStart can enable extended hours and/or outreach programming
- At times, some StrongStart Centres must turn families away because they are at capacity and oversubscribed

**Recommendation**

“THAT the Board of Education of School District No. 71 (Comox Valley) receive the Child Care and Early Learning – Annual Operating Report as presented.”

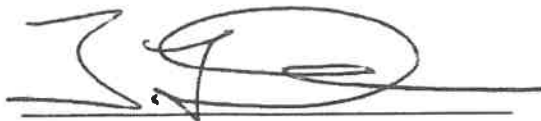
**AMEND:**

**ADMINISTRATIVE PROCEDURE 406 – SAFETY FOOTWEAR**

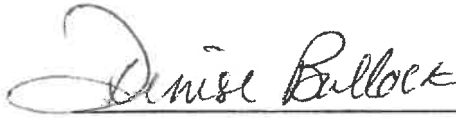
The Employer will amend Administrative Procedure 406 to increase reimbursement for safety footwear to a maximum of \$150 per calendar year.

**ADMINISTRATIVE PROCEDURE 406 – SWIM WEAR**

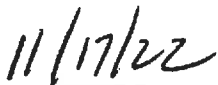
The Employer will amend Administrative Procedure 406 to increase reimbursement for swim wear to a maximum of \$100 per calendar year.



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



CUPE Local 439  
Denise Bullock, President



Date

## **SAFETY FOOTWEAR**

1. Each employee required by *WorkSafeBC* to wear safety footwear shall receive a maximum of one hundred and fifty dollars (\$150.00) per calendar year toward the purchase of such footwear upon submission of proof of purchase.
2. An employee's immediate supervisor, in consultation with the Manager of Health and Safety, shall approve eligibility for reimbursement.

Legal Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Freedom of Information and Protection of Privacy Act

Adopted: September 23, 2014  
Revised: June 25, 2019, September 2022, October 20, 2023

## **SWIMWEAR**

1. Employees required to regularly participate in swim events with students shall receive **one hundred dollars (\$100.00) per calendar year** toward the purchase of appropriate swimwear upon submission of proof of purchase.
2. The Director of Inclusive Education shall approve eligibility for reimbursement.

Legal Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

Adopted: September 1, 2019  
Revised: September 2022, October 2023



**BRIEFING NOTE**

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**TO:** SD 71 Board of Education  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** **FY 23-24 AFG Board update**

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**DATE:** November 14, 2023

**Purpose**

To provide an update on FY 23-24 AFG projects to the Board of Education.

**Background**

The Ministry provided AFG funding for FY 23-24 for SD 71 is \$2,164,113.00.

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.

**Discussion**

The projects listed below detail the work that was planned for to utilize the FY 23/24 AFG funding. The status of each project is updated in red:

- Roof replacement work at Glacier View, and Highland Secondary. **Complete.**
- Mechanical upgrade (rooftop unit replacements) at GP Vanier. **Deferred to FY 24/25 due to cost escalation. Projected cost to purchase and install these units is now \$750,000.**
- Replace AC Unit #1 at Ecole Puntledge Park. **Complete.**
- Cooling Tower replacement at Highland Secondary. **Ongoing. The tower was ordered in Nov 2022 and just arrived. Installation will be complete by Dec 31<sup>st</sup>.**
- Fire panel replacement at Courtenay El. **Complete.**
- Domestic hot water system improvements at Huband Park Elementary. **Ongoing and will be complete by spring 2024.**
- Environmental remediation and improvements at GP Vanier and Valley View. **GP Vanier work is partially complete and will be finished by Dec 31<sup>st</sup>. Valley View work starts in two weeks and will be finished by Dec 31<sup>st</sup>.**
- Bathroom upgrades at Glacier View Secondary Centre. **Complete.**
- DDC network upgrades at Ecole Robb Road. **Complete.**
- Complete the smoke detection monitoring system replacement at Cumberland Community School and Mark Isfeld. **Complete.**
- Emergency stop/start button replacement program at district wood and metal shops. **Ongoing.**

- Replacement windows at Cumberland (Beaufort) and the main IT building. Will start at winter break and will be complete by June 30<sup>th</sup>.
- Cladding replacement of the Arden exterior bulkheads and the Aspen B&G portable. Arden work deferred because Perseverance building reclad is ongoing. Aspen B&G work will start as soon as Perseverance work complete. Anticipate Mar 2024 start.
- Upgrade parking lot lighting to LED at Brooklyn Elementary. Complete.
- Reconfigure the digital media room (003) at GP Vanier. Complete.
- Rebuild the ramps to portables at various schools. Complete.
- Exterior repaint at several school sites. Roof top units at former middle schools and outdoor classrooms painted. Other planned paint projects not completed due to heavy volume of millwork painting and the parking lot line work.
- Interior repaint at several elementary schools. Aspen interior completed plus various other rooms in support of ongoing projects and renovations (Highland VP offices, Courtenay EI rooms, NIDES entry etc.)
- Gym floor refinish at Highland, Brooklyn, Airport, and Ecole Robb Road. Complete
- Play field amendments at Ecole Robb Road, Isfeld and Courtenay Elementary. Complete at Isfeld. That field had bigger issues than anticipated and used the full budget.
- Install swings at Hornby Island Community School. Complete
- Lighting upgrades/energy efficiency improvements in various school hallways and classrooms. Complete at Royston. Ongoing at various schools and will be complete by May 2024.

The majority of the planned projects were completed by September 1<sup>st</sup> though there are a few projects that will be ongoing until the spring of 2024. The deferred projects are a result of increased costs in similar projects forcing prioritization decisions around what work is most important to complete first. This was a very successful summer of work with superb efforts from the maintenance staff and operations management team.

### **Recommendation**

The Board of Education accept the FY 23-24 AFG update as information.

Respectfully submitted,

*Ian Heselgrave*

Ian Heselgrave  
Director of Operations

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** November 28, 2023  
**FROM:** Russell Horswill, Acting Secretary-Treasurer  
**RE:** Public Interest Disclosure Act

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**Background**

The *Public Interest Disclosure Act* (PIDA) implementation deadline was extended from December 31, 2021 to December 31, 2023. The purpose of PIDA is to establish whistleblower protection for public sector employees.

The BC Public School Employers' Association developed a template policy that meets the PIDA requirements. The attached draft Policy 27 – Public Disclose Act (Whistle Blower Protection) incorporates the policy template.

**Considerations**

The Board of Education is being asked to consider the draft policy presented by the Board Ad Hoc Policy Committee at the November 28, 2023 meeting in order to comply with the statutory requirements and to provide staff sufficient time to implement prior to the December 31, 2023 deadline.

**Recommendation**

It is recommended by the Ad Hoc Policy Committee:

THAT the Board of Education of School District No. 71 (Comox Valley) approve Board Policy #27 – Public Interest Disclosure (Whistle Blower Protection) as presented;

AND THAT the Board of Education receive as information changes to Administrative Procedure 403 – Public Interest Disclosure (Whistle Blower Protection) as presented.

# **PUBLIC INTEREST DISCLOSURE (WHISTLE BLOWER PROTECTION)**

## **PREAMBLE**

The Board of Education of School District No. 71 ("School District") is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

## **POLICY**

The Board is committed to upholding ethical standards in the school district. All employees, and others performing work on behalf of the district, are expected to conduct themselves in a professional manner, adhere to applicable laws and board policies and regulations that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects employees who have serious concerns about any aspect of the district's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.

## **AUTHORITY**

The responsibility for the day-to-day administration and enforcement of this Policy rests with the Superintendent of Schools and the Secretary-Treasurer as authorized by the Board of Education. The provisions of this Policy are independent of, and supplemental to, the provisions of collective agreements between the District and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

This Policy is consistent with the statutory responsibility falling from the *Public Interest Disclosure Act* (PIDA), which becomes effective December 01, 2023. This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

## REGULATION DEFINITIONS

In this Policy and the Administrative Procedures, the following capitalized terms are defined as indicated:

**“Advice”** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

**“Discloser”** means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

**“Discloser”** means an Employee or Trustee who makes a Disclosure;

**“Disclosure”** means a report of Wrongdoing made under this Policy;

**“Employee”** refers to a past and present employee of the School District;

**“FIPPA”** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

**“Investigation”** means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

**“Personal Information”** has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

**“Personnel”** means Employees and Trustees;

**“PIDA”** means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

**“Procedure”** means the School District’s Administrative Procedure associated with this Policy, as amended;

**“Reprisal”** means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

**“Trustee”** means a past or present member of the School District’s Board of Education; and

**“Wrongdoing”** refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;

- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## **STATEMENT OF PRINCIPLES**

- The School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating, and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation, or makes a complaint under this Policy.
- The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

## **PRIVACY AND CONFIDENTIALITY**

All Personal Information that the School District collects, uses, or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

## **REPORTING**

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. The annual report prepared by the Superintendent shall be presented to the Board of Education prior to submission. All reporting under this Policy will be in compliance with the requirements of FIPPA.

## **RESPONSIBILITY**

The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA. In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

## **DUTY TO DISCLOSE**

The Board expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the Board and give the district a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances. The reportable activity will be reported in a timely manner.

# WHISTLE-BLOWING PROTECTION

## Background

This Administrative Procedure addresses the commitment by the District to integrity and ethical behaviour by helping to foster and maintain an environment where employees can act appropriately, without fear of retaliation. Employees are strongly encouraged to discuss with supervisors, managers or other appropriate personnel, when in doubt, about the best and ethical course of action in a particular situation.

## Procedures

1. It is the duty of every member of staff to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these in the workplace. This duty applies whether or not the information is confidential.
2. The District is committed to ensuring that any staff concerns of this nature will be taken seriously and investigated in a manner deemed appropriate by the Superintendent. A disclosure to the Superintendent will be protected if the member of staff has an honest and reasonable suspicion that the malpractice has occurred, is occurring or is likely to occur. A staff member who raises a concern reasonably and responsibly will not be penalized in any way.
3. Staff members are encouraged to raise any genuine concern directly with the Superintendent, who will inform the Board of the disclosure. However, staff members may raise the matter directly with the Board Chair if circumstances prevent a disclosure to the Superintendent.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act

Adopted: June 20, 2017

Revised: June 25, 2019

\*\*\*\* Removed this AP \*\*\*\*

## WHISTLE-BLOWING PROTECTION

### I. Definitions

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

1. “Designated Officer” means the Superintendent and any other senior member of Personnel designated by the Superintendent from time to time, which includes, in accordance with section V. of this Procedure, the Secretary Treasurer, and the Chair of the Board of Education;
2. “Disclosure Form” means the form attached to this Procedure as Appendix 1.
3. “Ombudsperson” means the Ombudsperson of British Columbia;
4. “Policy” means the School District’s Public Interest Disclosure Policy;
5. “Protection Official” means:
  - a) in respect of a health-related matter, the provincial health officer,
  - b) in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
  - c) in any other case, a police force in British Columbia.
6. “Referral” refers to a referral of allegations of Wrongdoing received from the Ombudsperson or another government institution for investigation by the School District in accordance with the PIDA;
7. “Respondent” means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
8. “School” means
  - a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
  - b) the teachers and other staff members associated with the unit, and
  - c) the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board;
9. “Supervisor” includes
  - a) an Employee’s direct management supervisor;
  - b) for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
  - c) for Trustees, the Board Chair or the Superintendent;



10. "Urgent Risk" arises when a member of Personnel reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

## **II. Who May Make a Disclosure**

1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Employee was employed or engaged by the School District.
2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Trustee was holding office.
3. Complaints or reports received from members of the public or from Employees or Trustees who were not engaged by the School District at the time that Wrongdoing occurred or is alleged to have occurred are outside the scope of the Policy and this Procedure.

## **III. How to Make a Disclosure**

1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
  - a) that person's Supervisor;
  - b) the Superintendent;
  - c) a Designated Officer other than the Superintendent; or
  - d) The Ombudsperson.
2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
  - a) a description of the Wrongdoing;
  - b) the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
  - c) the date or expected date of the Wrongdoing;
  - d) if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
  - e) whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
3. A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or the PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.
4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.

5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to Wrongdoing by that person, and any person who receives a Disclosure or Referral and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

#### **IV. How to Make a Disclosure About Urgent Risk**

1. The PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
  - a) consult with the relevant Protection Official (public health officer, Emergency Management BC, or police);
  - b) receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;
  - c) refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
  - d) refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and,
  - e) seek appropriate advice if the Employee is uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section III. above.
4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

#### **V. Referral of Disclosure to Designated Officer**

1. Each Supervisor or other Personnel who receives a Disclosure or Referral under this Policy must promptly refer the Disclosure or Referral, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
  - a) Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure or Referral shall first be referred to the Superintendent, who may delegate their duties under the Policy and this Procedure to any other Designated Officer;
  - b) If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure or Referral should be referred to the Secretary-Treasurer who shall act as the Designated Officer;
  - c) if the allegations made in a Disclosure or Referral concern alleged Wrongdoing by both the Superintendent and the Secretary -Treasurer, then the Disclosure or

- Referral should be referred to the Chair of the Board of Education as the Designated Officer or any other Designated Officer;
- d) If the allegations made in a Disclosure or Referral concern Wrongdoing by all of the Designated Officers listed in subparagraphs a., b., and c. above, then the Disclosure or Referral should be referred to the Ombudsperson.

## **VI. Responsibilities of the Designated Officer**

1. The Designated Officer is responsible to:
  - a) Receive and respond to any Disclosure or Referral;
  - b) Receive and respond to reports made by Personnel about Urgent Risks;
  - c) If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
  - d) Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of the PIDA or the Policy;
  - e) Refer disclosures or allegations falling outside the scope of the PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
  - f) If a Disclosure relates to Wrongdoing at another government body that is subject to the PIDA, refer the Disclosure to that institution;
  - g) Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
  - h) If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. below;
  - i) Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
  - j) Manage communications with the Discloser and Respondent;
  - k) Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section VIII. 8.; and
  - l) Ensure that, in accordance with section IX. of this Procedure, all Personal Information received by the School District related to the Disclosure, Referral, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

## **VII. Responsibilities of Employees**

1. All Employees and Trustees are responsible to:
  - a) make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
  - b) refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and the PIDA;
  - c) maintain the confidentiality of Personal Information received in connection with a Disclosure, Referral, request for Advice or Investigation in accordance with the Policy, this Procedure, and the PIDA;
  - d) provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
  - e) seek appropriate advice if an Employee is uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and,

- f) comply with the requirements of this Procedure and the PIDA concerning Urgent Risks.

### **VIII. Investigations**

1. Every person involved in receiving, reviewing and investigating Disclosures, Referrals or complaints of Reprisals must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
2. The School District shall seek to complete all Investigations within 30 calendar days of receipt of a Disclosure or Referral or complaint of Reprisals, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure or Referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or Referral or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - a) the Disclosure or Referral does not provide adequate particulars of the Wrongdoing;
  - b) the Disclosure or Referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure or Referral under the Policy or the PIDA, or does not deal with Wrongdoing;
  - c) the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure or Referral;
  - d) the Disclosure relates solely to a public policy decision;
  - e) the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
  - f) the Investigation may compromise another investigation; or,
  - g) the PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section III. 3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
  - a) notice of any finding of Wrongdoing;
  - b) a summary of the reasons supporting any finding of Wrongdoing; and,
  - c) any recommendations to address findings of Wrongdoing.

## **IX. Privacy and Confidentiality**

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, Referral, or request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure, a request for Advice, a Referral, or a complaint of a Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
3. Any person who, in their capacity as an employee or trustee of the School District, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or the PIDA, except with the consent of the Discloser or as authorized or required by the PIDA or other applicable laws.
4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral, or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

## **X. Reprisals**

1. The School District will not tolerate Reprisals against Employees or Trustees.
2. Any member of Personnel who believes that they have been the subject of a Reprisal may make a complaint to:
  - a) the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA; or,
  - b) to a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Procedure.
3. Any member of Personnel who engages in any Reprisals shall be subject to disciplinary action up to and including dismissal.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act

Adopted: June 20, 2017

Revised: June 25, 2019, November \_\_\_\_\_

Annual Report of the Board of Education of School District No. 71 (Comox Valley)  
Under the *Public Interest Disclosure Act*

Message from the Superintendent

What is the Public Interest Disclosure Act?

The *Public Interest Disclosure Act* (“PIDA”) is legislation that supports ethical and accountable practices by encouraging the employees and board members of governmental bodies to report serious misconduct for investigation and further action.

The PIDA provides a framework for employees to report serious wrongdoing, and provides them with protection against reprisals. The types of wrongdoing that can be reported under the PIDA include:

- A serious act or omission that constitutes an offence under an enactment in BC or Canada;
- An act or omission giving rise to a substantial and specific danger to the life, health or safety of persons, or to the environment;
- A serious misuse of public funds or public assets; and
- Gross or systemic mismanagement.

The Board of Education of School District No. 71 (“School District”) became subject to the PIDA on December 01, 2023 (the “PIDA”). Under section 38 of the PIDA, the School District is responsible for issuing this annual report on the disclosures that it received under the PIDA within the year.

Disclosures

1. Number of Disclosures / Referrals Received: \_\_\_\_\_

2. Number of Disclosures Acted On / Not Acted On:

No. of Disclosures Acted on: \_\_\_\_\_

No. of Disclosures Not Acted on: \_\_\_\_\_

Basis for not acting on a Disclosure:

3. Number of Disclosures Investigated by the School District: \_\_\_\_\_

4. Number of Disclosures giving rise to a finding of Wrongdoing under PIDA \_\_\_\_\_

Description of Any Findings of Wrongdoing and Related Recommendations

Nature of Finding of Wrongdoing	Recommendations	Corrective Action Taken or Reasons why Corrective Action Not Taken

For privacy reasons, the findings and recommendations in the above Table are provided in summary form.

## Public Interest Disclosure (Whistle Blower) Disclosure Form

### (In accordance with Policy 27, Regulations and Administrative Procedures)

---

Comox Valley School District – 71 will handle all complaints with strict confidentiality. The process has been designed to protect your identity when communicating your concern.

It is important for employees making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information when submitting a complaint. Should you not wish to provide your name, reported incidents will still be accepted and investigated as appropriate.

---

#### REPORTERS'S CONTACT INFORMATION (Not Required)

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS	HOME PHONE
BEST TIME/PLACE TO CONTACT YOU	

#### SUSPECT(S) INFORMATION

NAME	POSITION
DEPARTMENT/SCHOOL	WORK PHONE
HOME ADDRESS/HOME PHONE (IF NON-EMPLOYEE)	

#### WITNESS(ES) INFORMATION

NAME	POSITION
------	----------

DEPARTMENT/SCHOOL	HOME/WORK PHONE
NAME	POSITION
DEPARTMENT/SCHOOL	HOME/WORK PHONE

**COMPLAINT:** Briefly describe the improper activity and how you know about it. Specify *what, who when, where and how*. If there is more than one allegation, number each allegation and use as many pages as necessary.

What wrongdoing occurred?


How long has this incident been taking place?


Who did the wrongdoing?


When did this happen?




Where did this happen?


What enabled this to happen (how?)


**EVIDENCE:** Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As such, whistleblowers are “reporting parties” not investigators.

Reference - Form 27-AP

**Open Committee of the Whole  
Report to the Board  
November 14, 2023**

**In Attendance at Meeting:**

**Trustees:**

Shannon Aldinger, Chairperson  
Michelle Waite, Board Chair  
Chelsea McCannel-Keene, Trustee  
Susan Leslie, Vice-Chair  
Cristi May Sacht, Trustee  
Sarah Jane Howe, Trustee

**Staff:**

Dr. Russell Horswill, Acting Secretary Treasurer  
Dr. Jeremy Morrow, Superintendent

**Regrets:** Janice Caton, Trustee

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

**1. Call to Order**

Chairperson, Shannon Aldinger called the meeting to order at 7:04 pm.

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

**2. Adoption of Agenda**

*THAT the agenda be approved as presented.*

[Howe/Leslie]

**CARRIED**

**3. Information Item - None**

**4. Presentations/Delegations**

**i. Strat Plan – Sustainability Energy Report**

Pages 1-64

Presented by: Ian Heselgrave - Director of Operations, Molly Proudfoot – Manager of Capital Projects and Tree Murdock - Senior Admin. Assistant Operations

**Adjournment – 8:06 pm**

*THAT the meeting be adjourned.*

[Leslie/McCannel-Keene]

**CARRIED**

# Operations Department GHG Reduction Work Update

November 14th, 2023

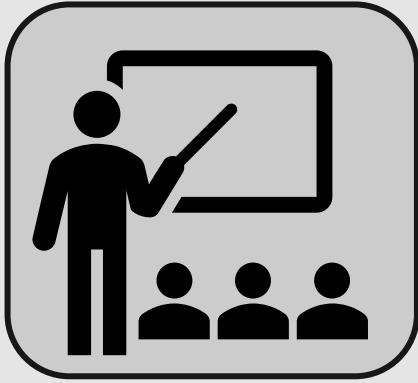
# Urgent and Immediate...



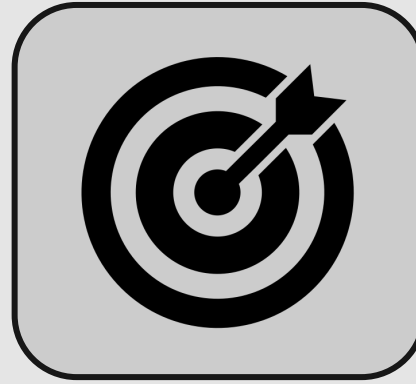
**MISSION:** To provide the best possible facilities for the students and staff of SD 71

# Board Strategic Priority 3 – Goals and Actions

- **Priority** - Organizational Stability and Environmental Stewardship.
- **Goal** - Foster environmental stewardship
- **Key Result** - Reduce carbon emissions and environmental footprint
- The Board Strategic Plan influences the work of Operations. We directly support the Board Priorities as part of the educational team.



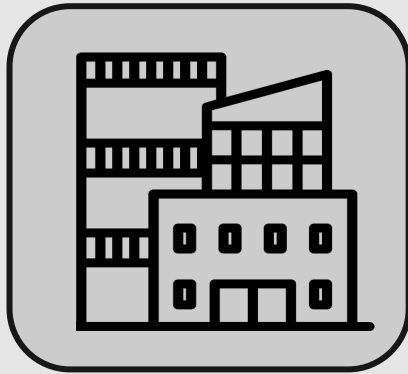
Why GHG  
emissions  
matter



Targets



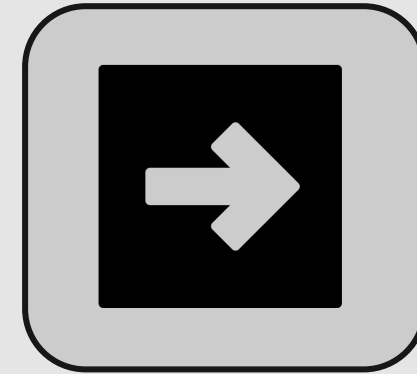
Performance  
Highlights



Projects

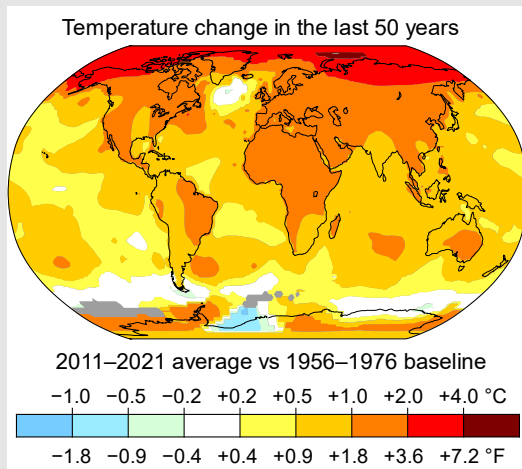


Priorities &  
Funding



Coming  
Year

# Why do we care about GHGs?



- **GHGs** describe gases that trap heat in the atmosphere.
- They “thicken the Earth’s blanket” which makes the planet warmer. GHGs remain in the atmosphere anywhere from a few years to thousands of years.
- **Climate change** refers to long-term shifts in temperatures and weather patterns.
- Since the 1800s, human activities have been the main driver of climate change, primarily due to burning fossil fuels like coal, oil and gas.
- The consequences of climate change now include, among others, intense droughts, water scarcity, severe fires, rising sea levels, flooding, melting polar ice, catastrophic storms and declining biodiversity.





**cleanBC**  
our nature. our power. **our future.**

## Roadmap to 2030



The need to take urgent action together to reduce the impacts of climate change and build a strong clean economy for everyone has never been clearer than it has this past year.

Two international reports outlined the challenge ahead and called for faster action. The landmark study from the Intergovernmental Panel on Climate Change provided the latest scientific consensus on climate change and was characterized as a **'code red for humanity'** by leading scientific and climate experts.

The CleanBC Roadmap to 2030 is our plan to achieve 100% of our emissions target while building a cleaner economy that benefits everyone.



# Roadmap points to ponder

It includes a range of accelerated and expanded actions across eight pathways.

- Low Carbon Energy
- Transportation
- Buildings
- Communities
- Industry, including Oil and Gas
- Forest Bioeconomy
- Agriculture, Aquaculture and Fisheries
- Negative Emissions Technologies



# Baseline & Targets

# TARGETS – BC Reduction Mandate!

GHG Reduction from 2007

**2025 – 16%**

**2030 – 40%**

**2040 – 60%**

**2050 – 80%**

- 2022 Climate Change Accountability Report

# BC RESULTS FROM 2022 CCAR

## 2022 Climate Change Accountability Report

In 2020, B.C.'s net emissions were down compared to 2019 and the base year of 2007 by 4% and 3% respectively, and our per capita greenhouse gas (GHG) emissions were also down by 5% and 19%.

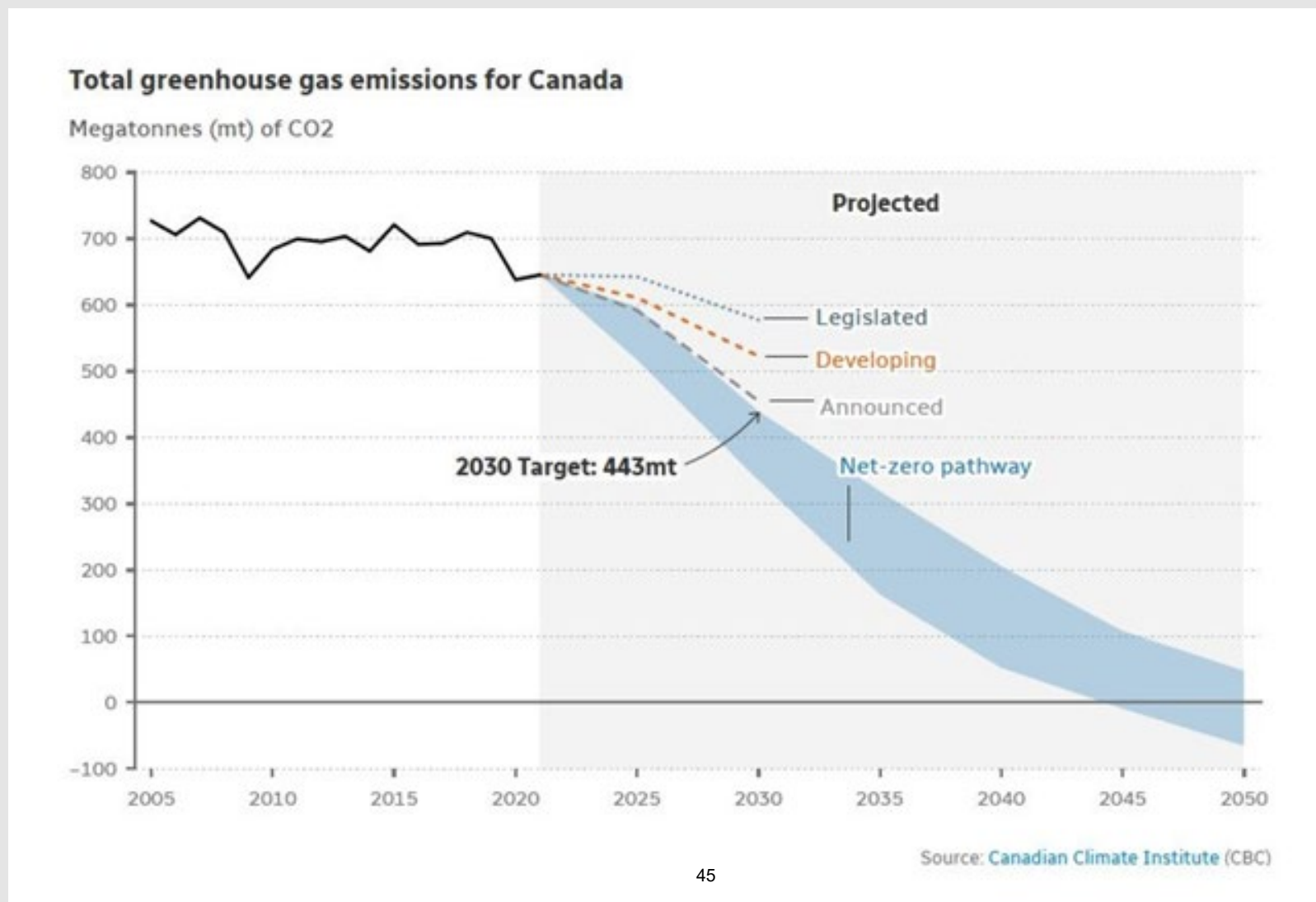
B.C.'s gross emissions for 2020 were 64.6 million tonnes of carbon dioxide equivalent ( $\text{MtCO}_2\text{e}$ ). That's down 5% (-3.3  $\text{MtCO}_2\text{e}$ ) from 2019 and down 1% (-0.9  $\text{MtCO}_2\text{e}$ ) from 2007, the baseline year for B.C.'s legislated targets.

(to December 2020) only partially covers the start-up phase of CleanBC — launched in December 2018.

Many policies and programs, including those announced as part of the 2021 [CleanBC Roadmap to 2030](#) (Roadmap), are expected to reduce emissions in the coming years.



# Canada's Performance



# Targets – 2 Metrics

## Carbon

- Absolute values year over year
- Building area changes don't matter
- Low-emissions energy is key

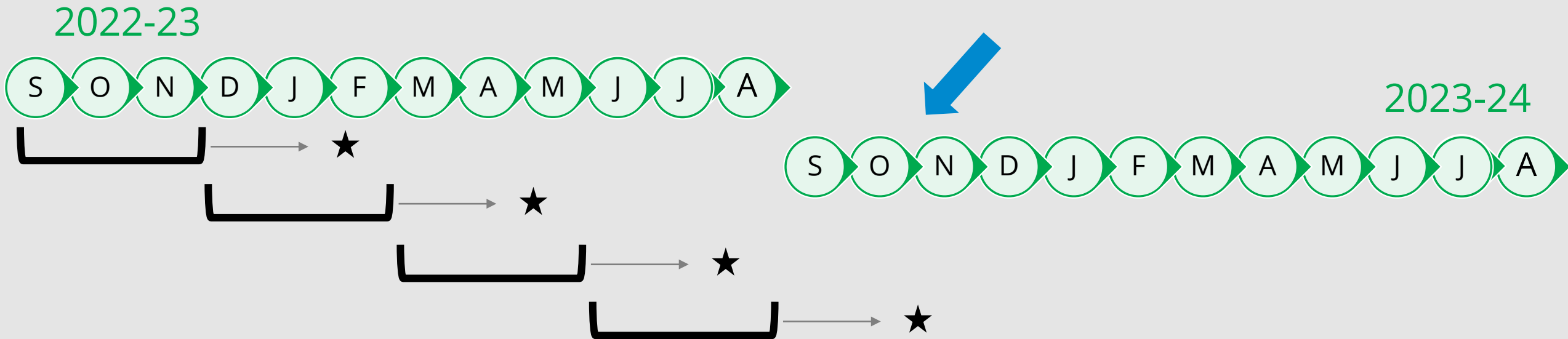
GHG in T CO<sub>2</sub>e

## Energy Intensity

- Relative consumption year over year
- Accounts for changes in building area
- Based on total energy use

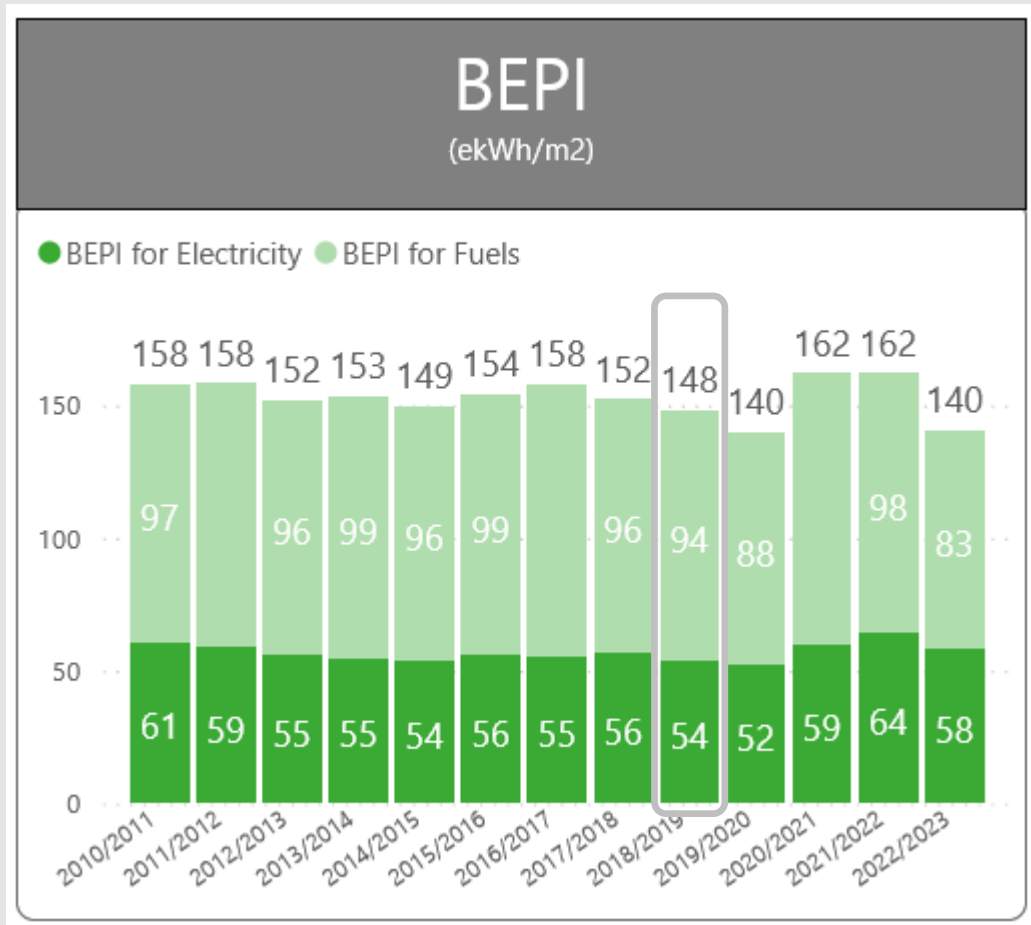
ekWh / m<sup>2</sup>

## Reporting cycle based on School Year



\*\*\* Fine print \*\*\* – reporting includes 30 school/admin sites

# SD 71 BEPI Baseline Year



## 2019-20

- Low due to Covid closures

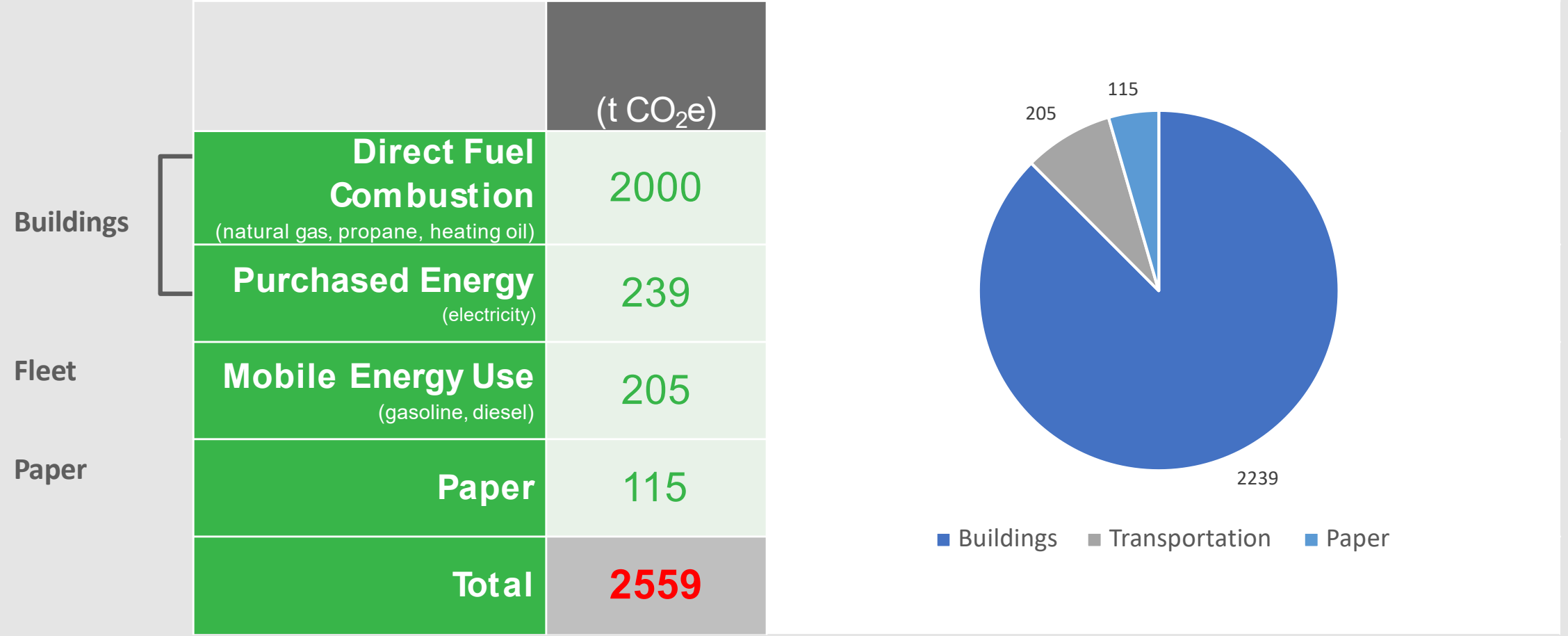
## 2020-21 & 2021-22

- High due to extra ventilation

**2018-19 is BEPI Baseline**



# SD 71 CARBON Baseline 2010

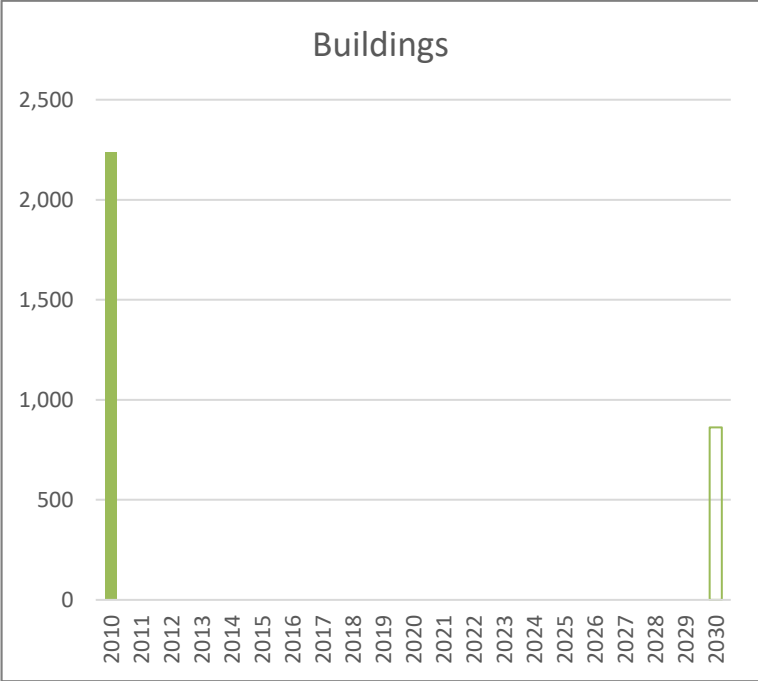
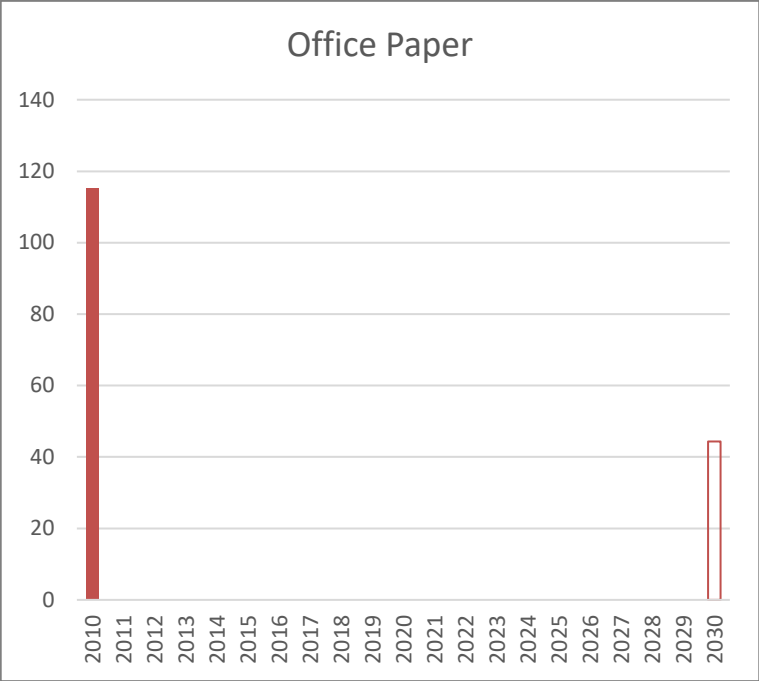
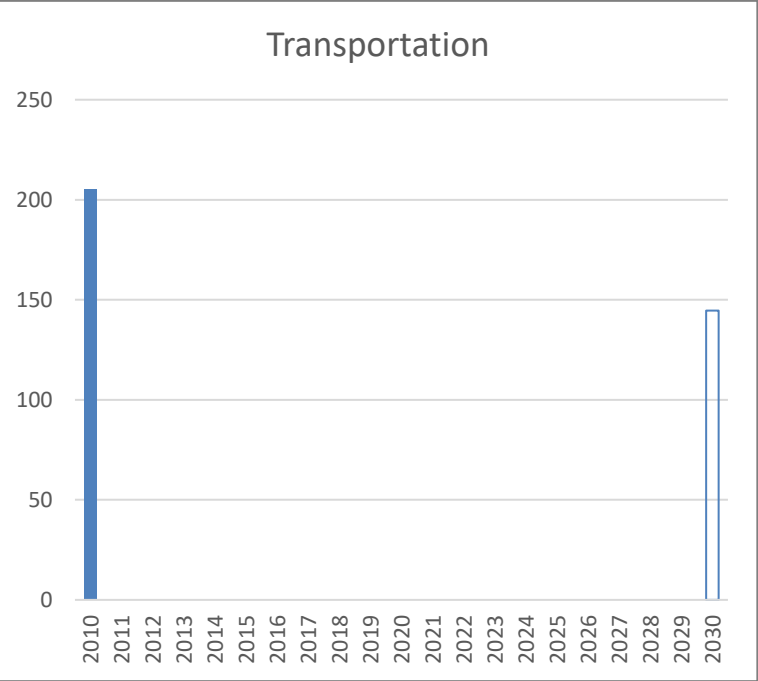


# Baseline 2010

		(t CO <sub>2</sub> e)	Reduction Mandate	Reduction Needed	Target 2030 (t CO <sub>2</sub> e)
Buildings	<b>Direct Fuel Combustion</b> (natural gas, propane, heating oil)	2000	59-64%	1180-1280	720-820
	<b>Purchased Energy</b> (electricity)	239	59-64%	141-153	86-98
Fleet	<b>Mobile Energy Use</b> (gasoline, diesel)	205	27-32%	55-66	139-150
Paper	<b>Paper</b>	115	59-64%	68-74	41-47
	<b>Total</b>	<b>2559</b>		<b>1444-1572</b>	<b>987-1115</b>

**2022 = 2140 tCO<sub>2</sub>e, or 16% reduction to date**

# Target - Carbon




# Target – Energy Intensity

**148 ekWh/m<sup>2</sup>**  
2018-19

	BASELINE	TARGET	REDUCTION
ELEC	54	50	7%
FUELS	94	39	58%
TOTAL	148	89	40%

**8-YEAR GOAL**

# Target – Energy

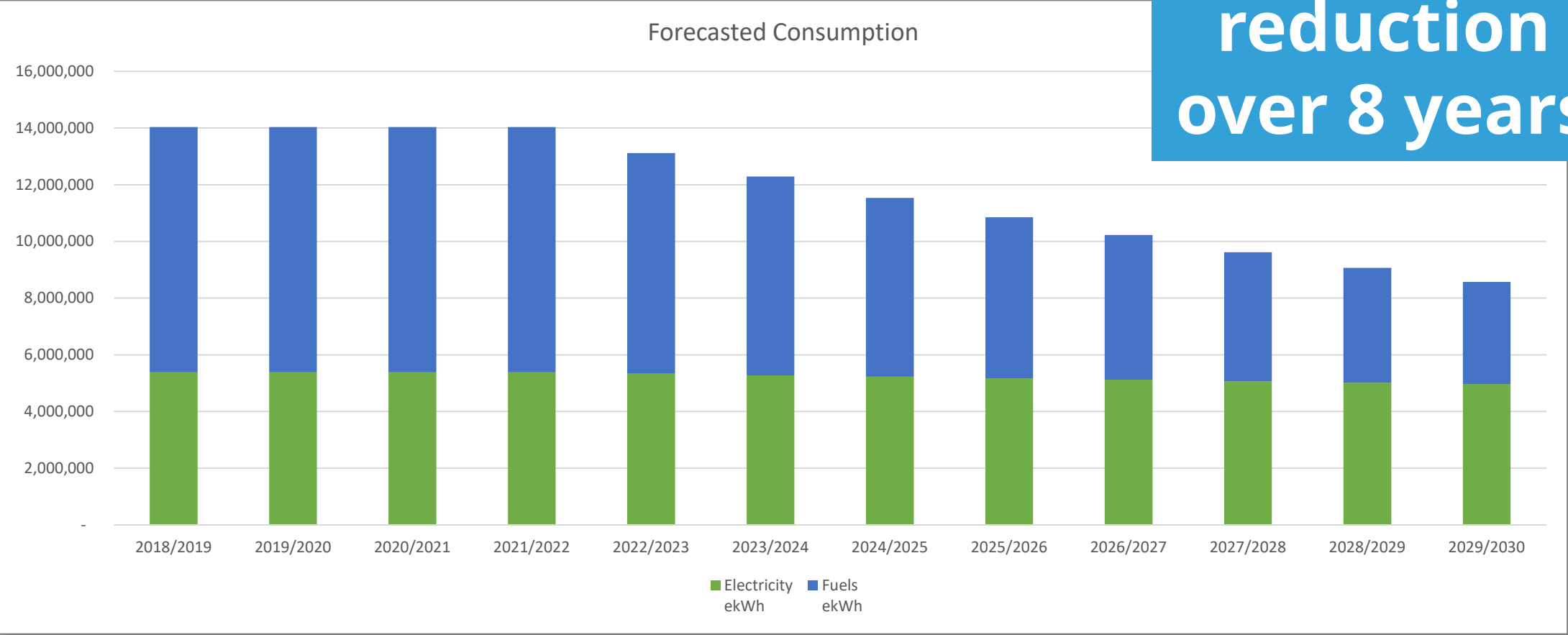


	CARBON BASELINE	BEPI BASELINE								TOTAL
	2010	2018-19	COVID	2022 - 23	2023-24	2024-25	...	2028-29	2029-30	
Elec.	--	54	--	1%	1%	1%	1%	1%	1%	7%
Gas	--	94	--	10%	10%	10%	11%	11%	11%	58%
										40%

COVID  
OPERATIONS

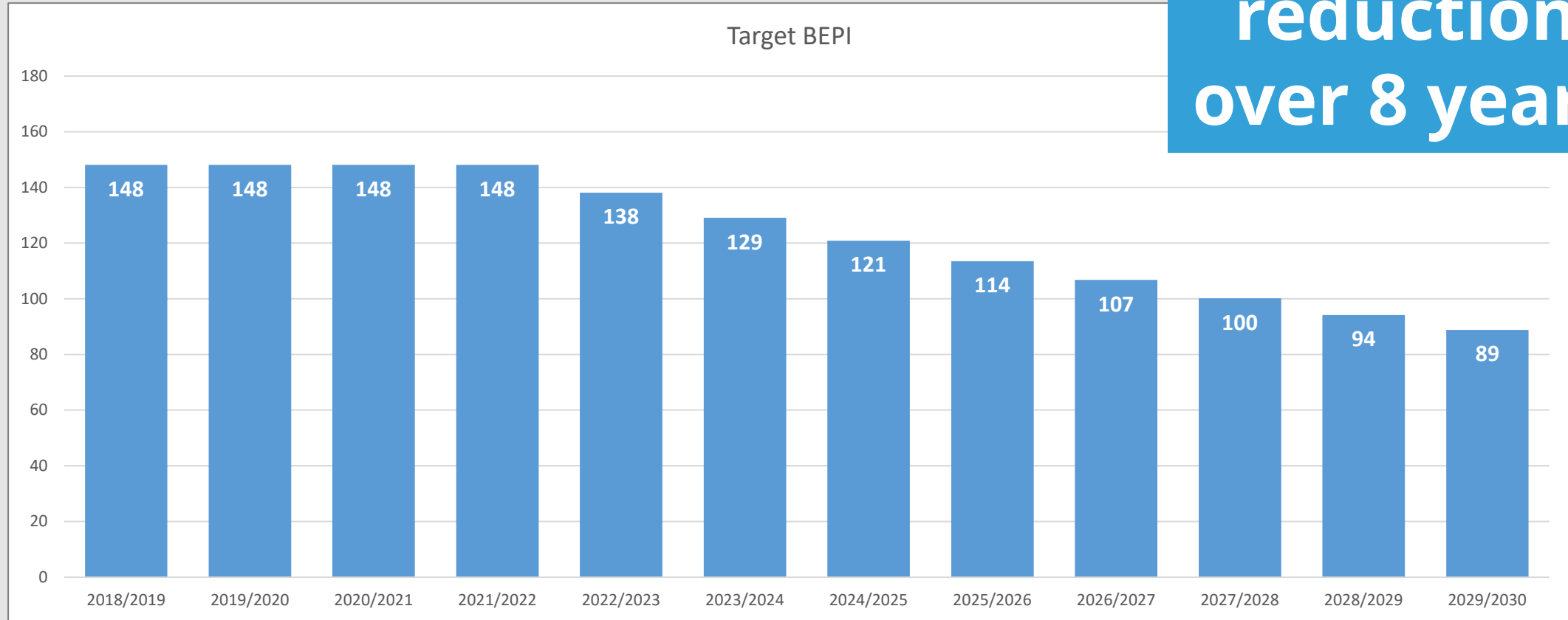
# Targets - Energy

40%  
reduction  
over 8 years

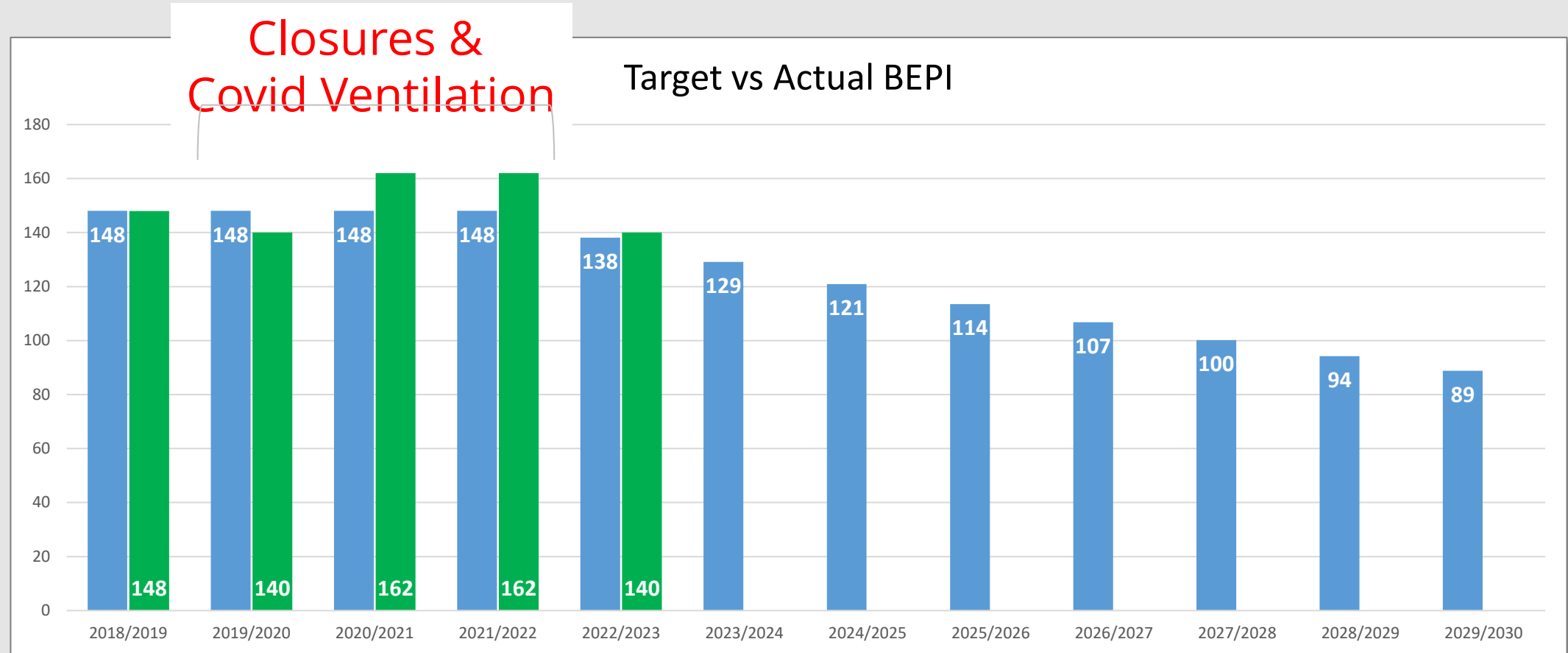


# Targets - BEPI

**40%  
reduction  
over 8 years**

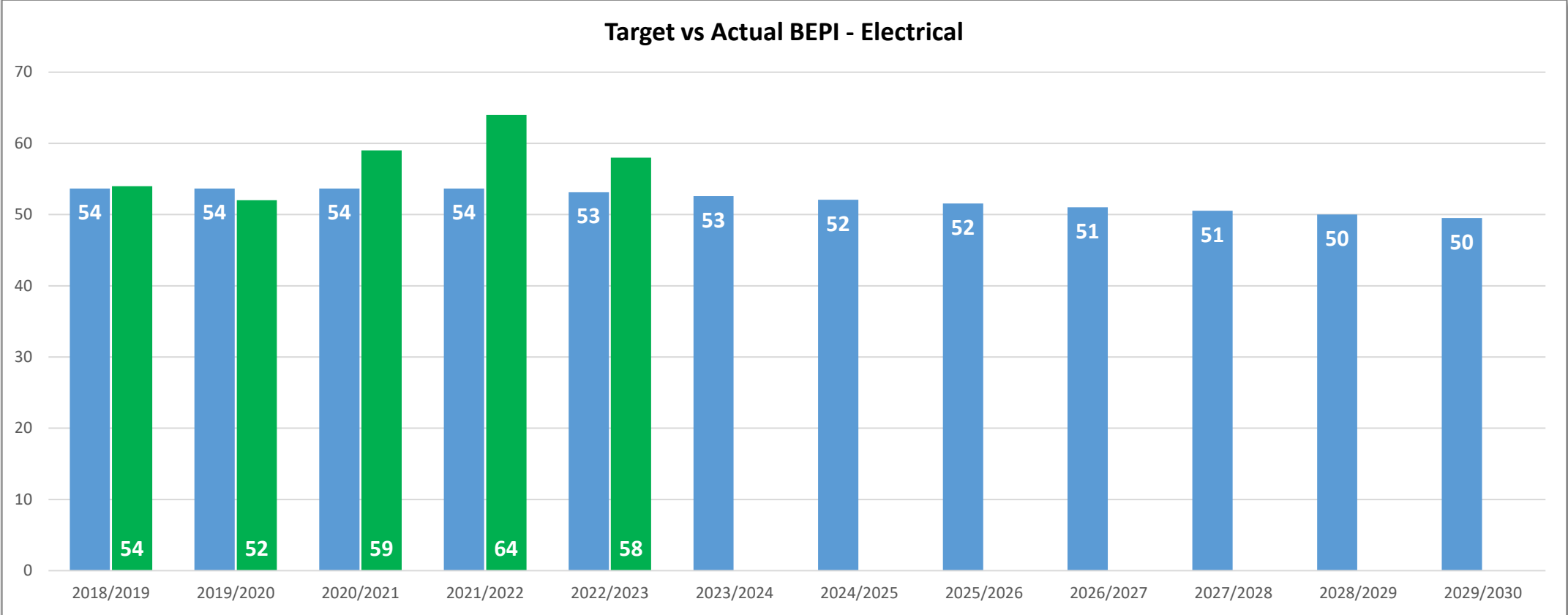


# Target & Actual BEPI

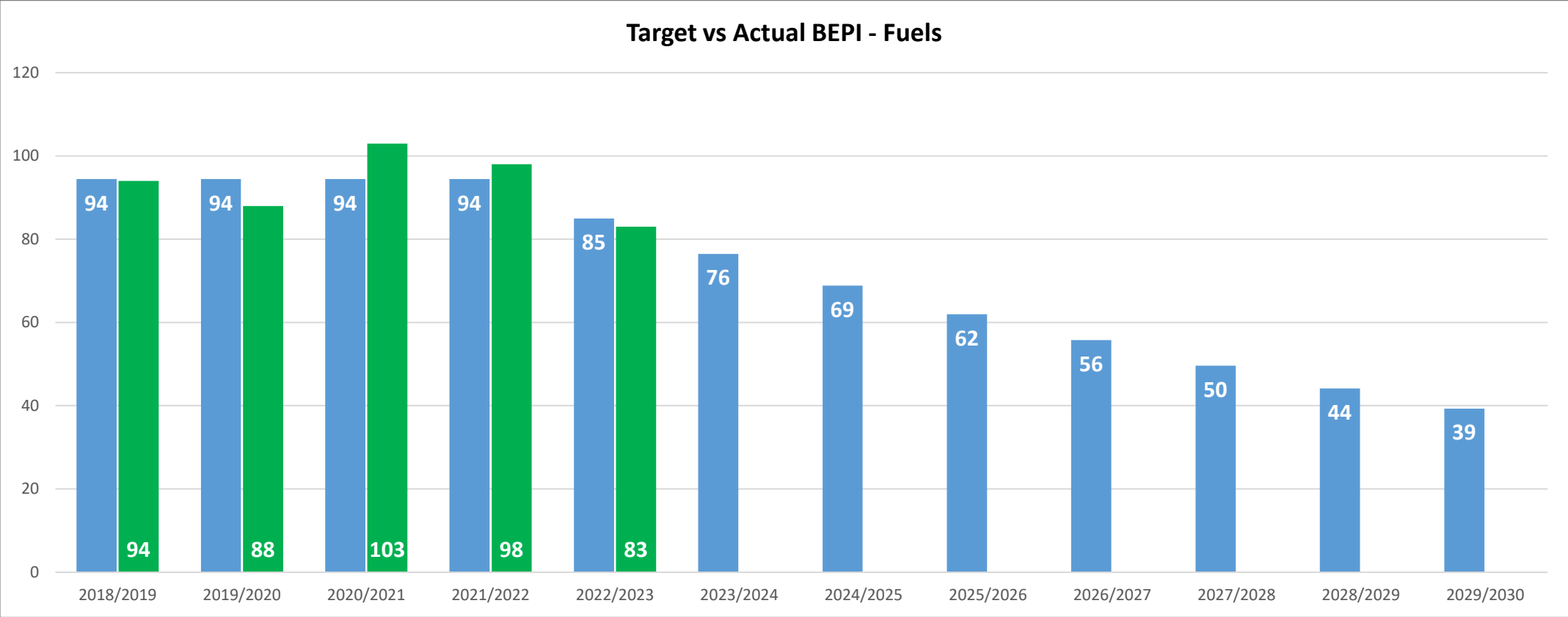


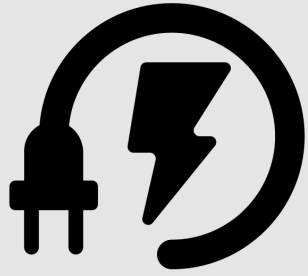


# Actual BEPI – Electricity



# Actual BEPI – Fuels





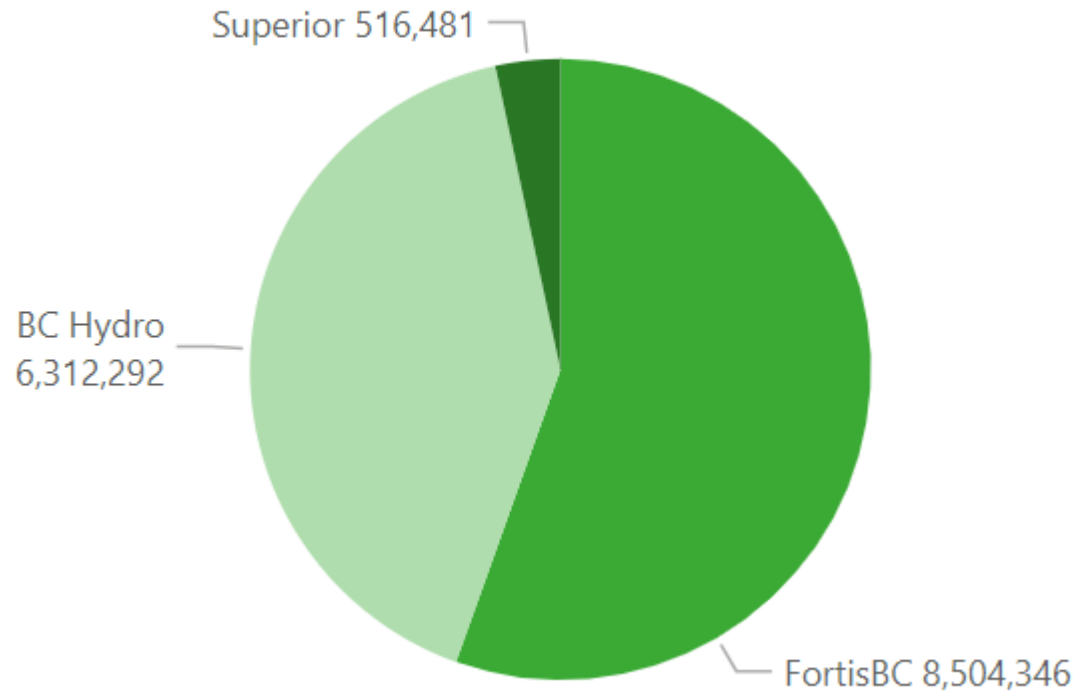
## Utility Rates



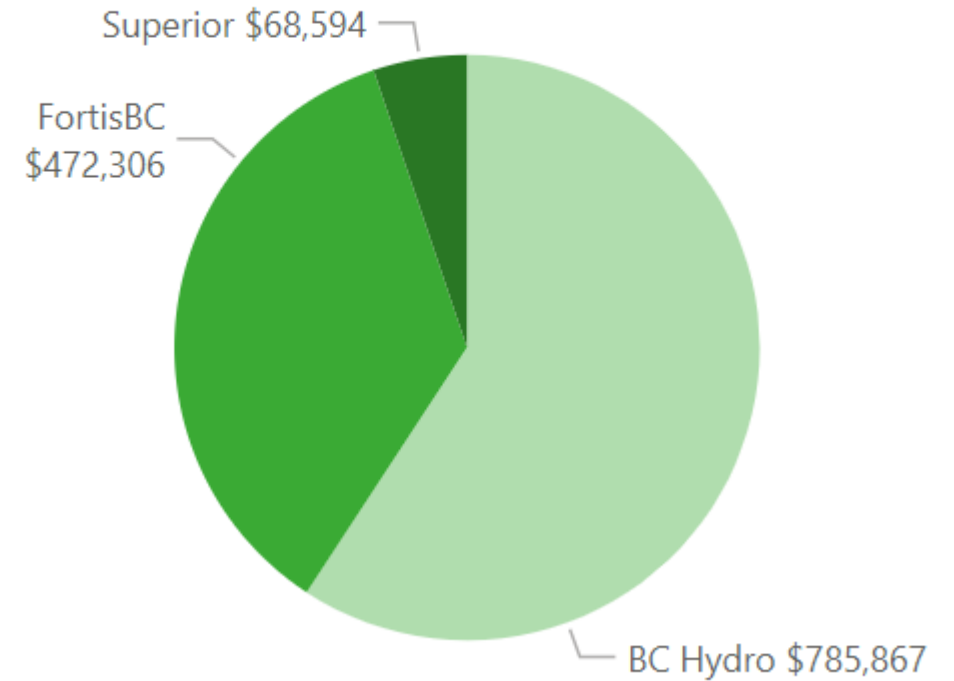
Annual Energy Rates						
Energy Type	Electricity		Natural Gas		Propane	
Year	\$/ekWh	\$/GJ	\$/ekWh	\$/GJ	\$/ekWh	\$/GJ
2010/2011	\$0.097	\$26.92	\$0.051	\$14.24		
2011/2012	\$0.104	\$29.01	\$0.058	\$16.02	\$0.091	\$25.25
2012/2013	\$0.107	\$29.69	\$0.060	\$16.77	\$0.071	\$19.82
2013/2014	\$0.110	\$30.45	\$0.061	\$16.81	\$0.085	\$23.65
2014/2015	\$0.117	\$32.43	\$0.053	\$14.79	\$0.084	\$23.44
2015/2016	\$0.125	\$34.80	\$0.036	\$9.97	\$0.074	\$20.61
2016/2017	\$0.129	\$35.84	\$0.033	\$9.08	\$0.082	\$22.76
2017/2018	\$0.128	\$35.54	\$0.033	\$9.07	\$0.094	\$26.17
2018/2019	\$0.128	\$35.46	\$0.033	\$9.08	\$0.091	\$25.30
2019/2020	\$0.127	\$35.14	\$0.035	\$9.60	\$0.096	\$26.54
2020/2021	\$0.123	\$34.12	\$0.041	\$11.47	\$0.095	\$26.29
2021/2022	\$0.122	\$34.01	\$0.050	\$13.88	\$0.105	\$29.16
2022/2023	\$0.124	\$34.58	\$0.056	\$15.43	\$0.133	\$36.89

# Cost / Use Breakdown

Energy Use by Vendor (ekWh)



Energy Cost by Vendor (\$)

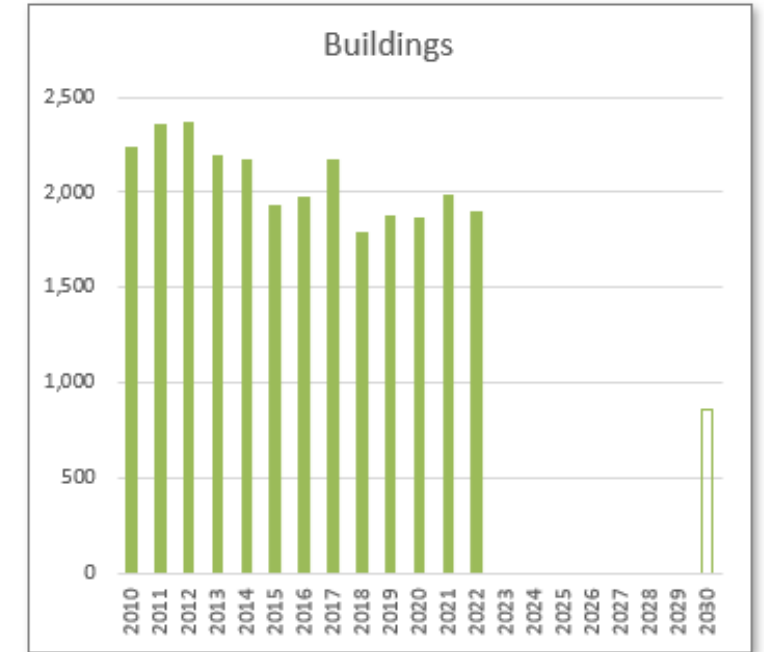
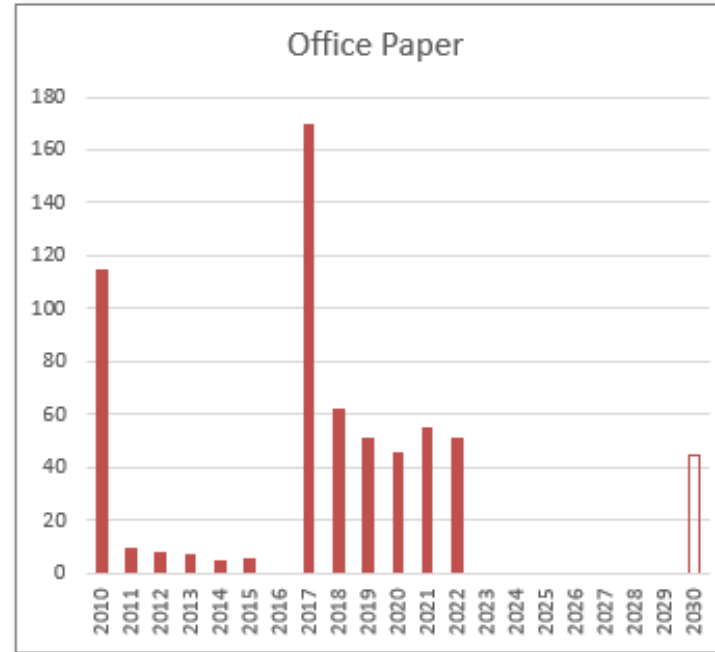
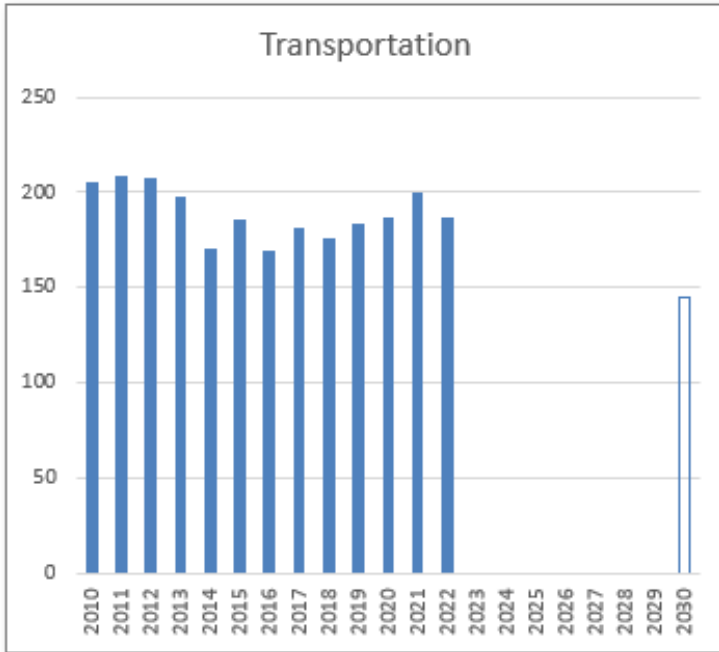


# Performance – Energy Intensity

	2018-19 BASELINE	THIS YEAR TARGET REDUCTION	2022-23		THIS YEAR TARGET BEPI
ELEC	54	1%	58	☹️	53
FUELS	94	10%	83	😊	85
TOTAL	148	6.7%	140		138

# Performance – Carbon

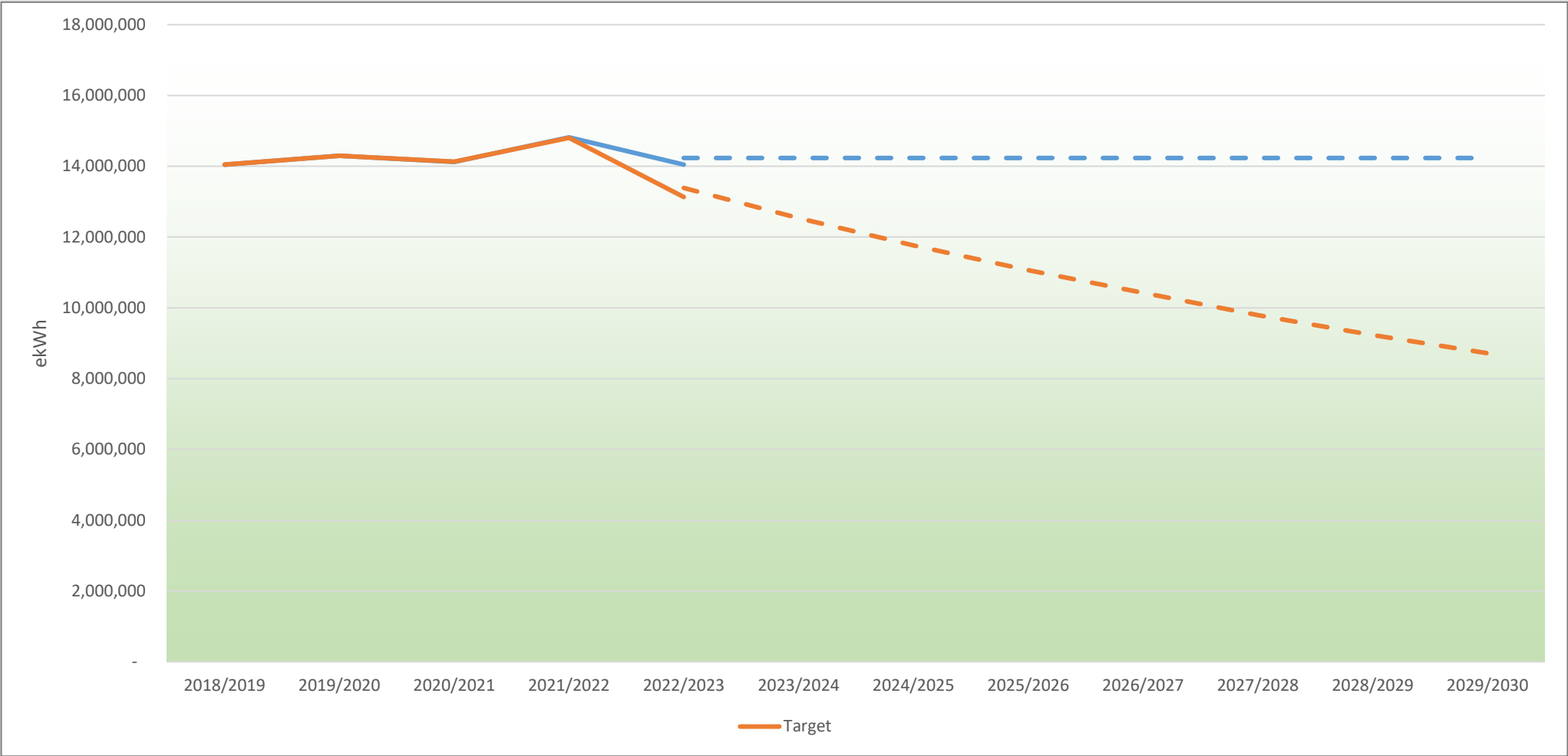
*2022 = 2140, or 16% reduction to date*



# Bottom Line

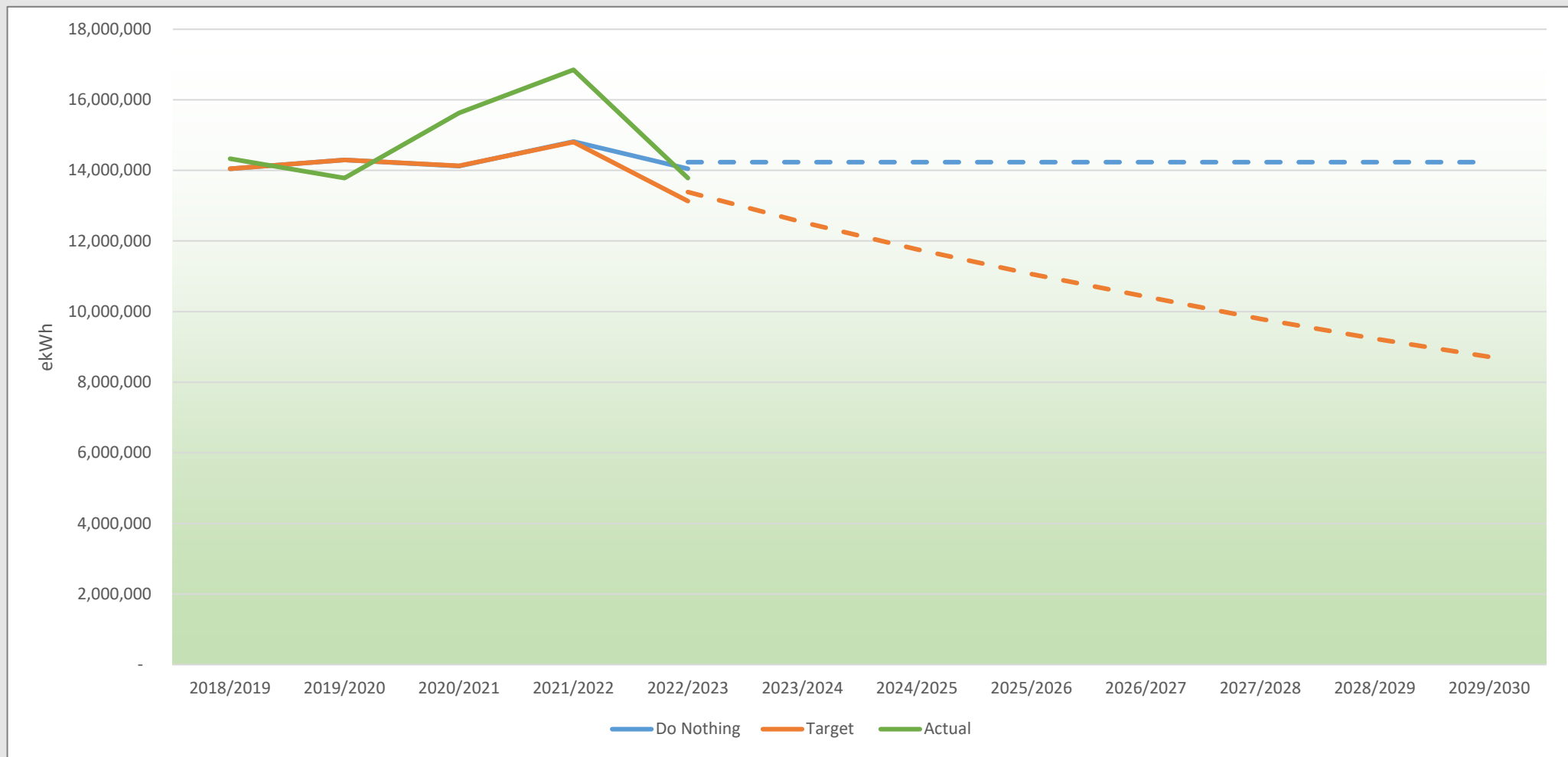
- 2022-23 showed an energy reduction of **4%** compared to the 2018-19 baseline
- **18% improvement over 2021-22**
- If targeted reductions met the cumulative savings expected to be **\$1,600,000** by 2029-30

# CUSUM – MODEL CUMULATIVE SAVINGS OVER TIME

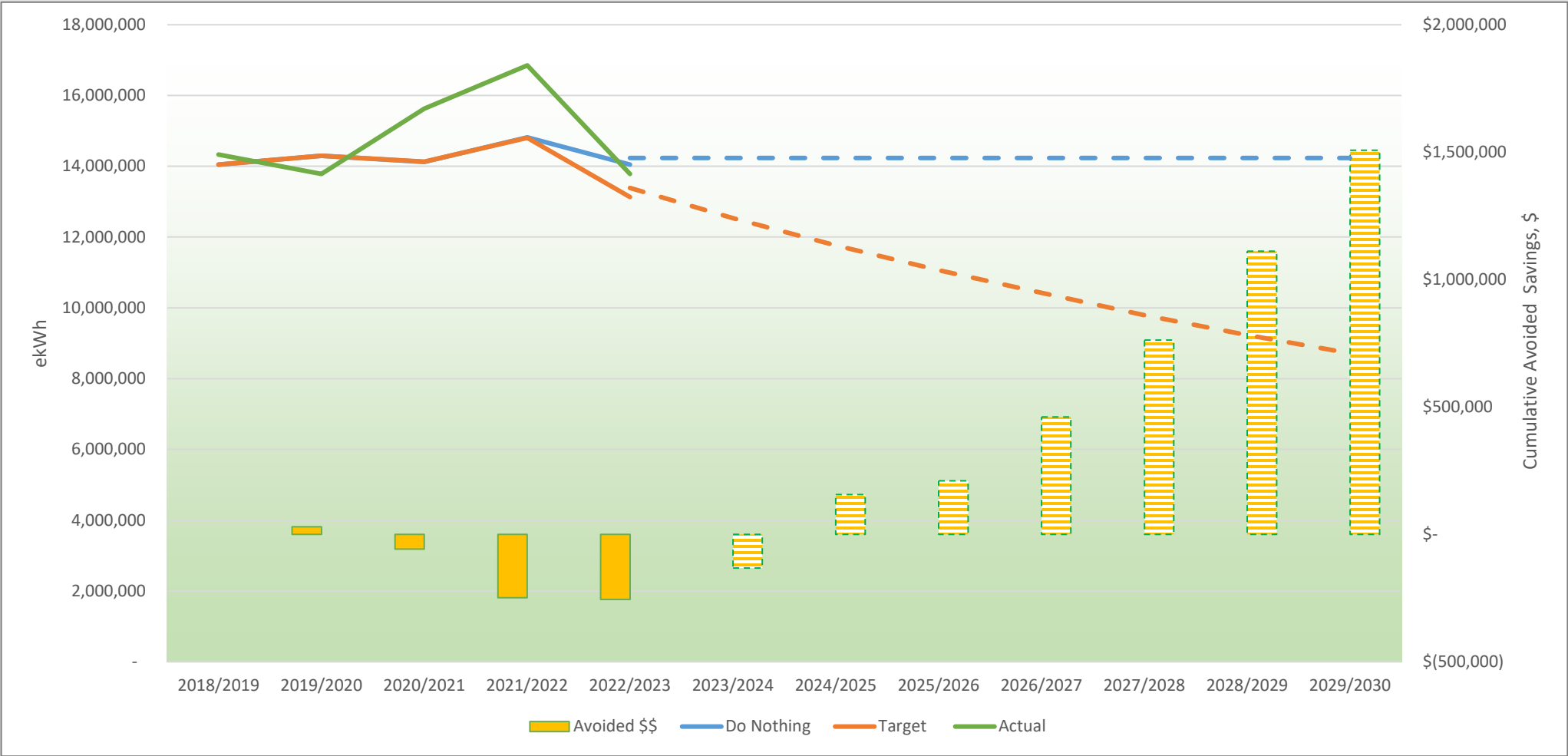


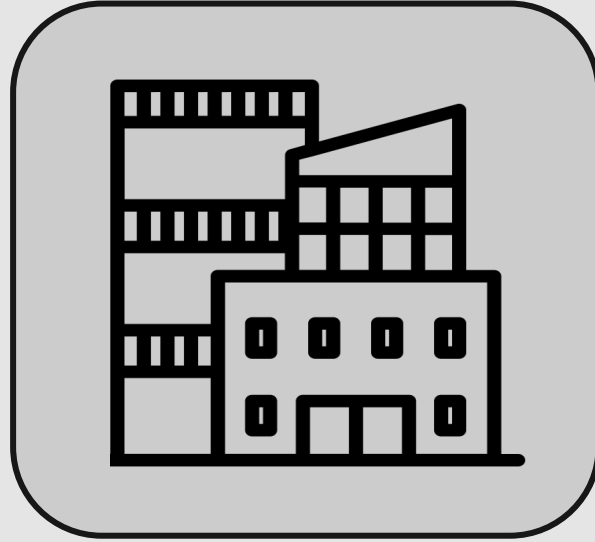


# CUSUM



# CUSUM





# Infrastructure & Projects

## **Status of Major Energy-Related Systems:**

- **Lighting**
- **Fleet**
- **Buildings (Mechanical)**

# Lighting

Facility Name	Classroom LED	Exterior LED	Occupancy Sensors	Hallway Control	Remote Access
Aboriginal Ed Centre	None	Excellent	Good	None	None
Airport Elementary	Excellent	Excellent	Good	Excellent	Excellent
Arden Elementary	None	Excellent	Good	None	None
Aspen Park Elementary	None	Excellent	Good	None	None
Brooklyn Elementary	None	Excellent	Good	TBD/LV	None
Courtenay Elementary	None	Excellent	Good	None	None
Cumberland Perseverance	None	Excellent	Good	None	None
Denman Island Elementary	Excellent	Excellent	Good	Excellent	Excellent
Ecole Puntledge Park Elementary	None	Excellent	Good	None	None
Ecole Robb Road	None	Excellent	Good	None	None
Georges P Vanier Secondary	Excellent	Excellent	Good	Good	None
Glacier View Learning Centre	Excellent	Excellent	Good	None	None
Highland Secondary	None	Excellent	Good	None	None
Hornby Island Elementary	Excellent	Excellent	Good	Good	None
Huband Park Elementary	None	Excellent	Good	TBD/LV	None
Lake Trail Community School	Excellent	Excellent	Good	Good	None
Maintenance Office and Shops	None	Excellent	Good	Good	None
Miracle Beach Elementary	None	Excellent	Good	None	None
North Island Distance Education	None	Excellent	Good	None	None
Queneesh Elementary	None	Excellent	Good	TBD/LV	None
Royston Elementary	None	Excellent	Good	None	None
Sandwick Alternate	None	Excellent	None	None	None
School Board Office - Cumberland Rd	Excellent	Excellent	None	None	None
Secondaire Mark R. Isfeld Secondary	None	Excellent	Good	Good	None
Valley View Elementary	None	None	Good	None	None

# LED Lighting

Major actions underway:

1. Methodical Full lighting replacement funding requests for schools in annual capital plan submission
2. Full inventory of every light in the district (data driven decisions)
3. Updated technical specification for all future lighting jobs
4. Determined optimum lighting controls solution
5. Applying for funding



# Fleet – transition to BEV



# Fleet

- **Fleet Decarbonization Study** – GHD Engineering
- Inventory
- In depth review to determine needs
- Electrification Plan
  - Vehicle Purchases
  - Charging Infrastructure
- Holman Group for purchasing



# Fleet Decarbonization report scenarios

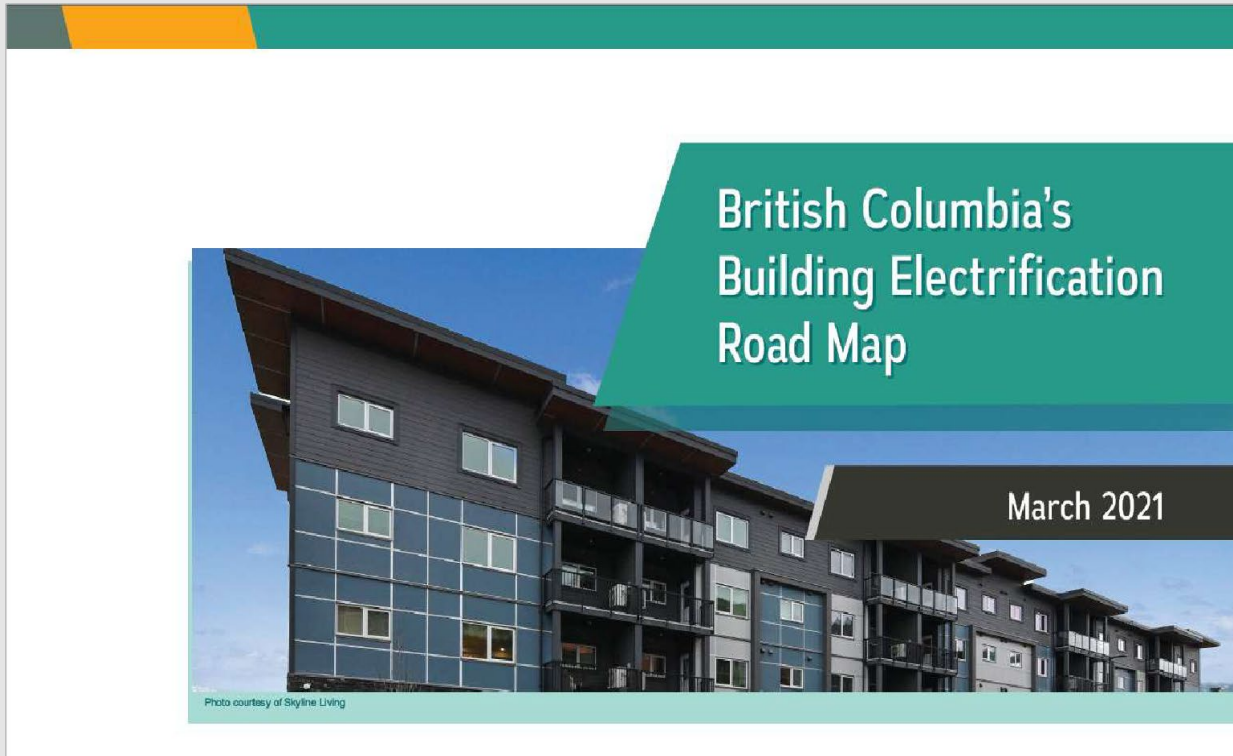
Table 4.1 – Scenario overviews

Scenario	Transition Scenario	Fleet Type of ZEVs and fleet replacement rate per annum	Financial (TCO, CAPEX, OPEX)	Environmental (CO <sub>2</sub> emissions, air quality (NO <sub>x</sub> , SO <sub>x</sub> , VOCs, PM <sub>2.5</sub> , PM <sub>10</sub> ))	Energy & Infrastructure (peak demand, # of chargers)
1	Business as usual	1-2 vehicles per year, depending on established District budget	\$9.6 M total cost of ownership  OPEX highest of all scenarios	No reduction	N/a
2	Provincial guideline electrification	2-4 vehicles per year to EVs, keeping pace to meet provincial target  50% more vehicles purchased over study period than Scenario 1 or 2	\$10.5 M total cost of ownership  CAPEX highest of all scenarios  May be eligible for up to 400k in infrastructure rebates	49% emission reduction by 2030  100% reduction by 2037	Typical Peak Demand capacity: 147 kVA.  45 L2 EVSE + 1 50kW DCFC
3	Electrification based on budget	1-2 vehicles per year to EVs.  Same replacement plan as Scenario 1 / Business as usual except with EVs	\$8.9 M total cost of ownership  May be eligible for up to 400k in infrastructure rebates	28% emission reduction by 2030  100% reduction by 2045	Typical Peak Demand capacity: 147 kVA.  45 L2 EVSE + 1 50kW DCFC

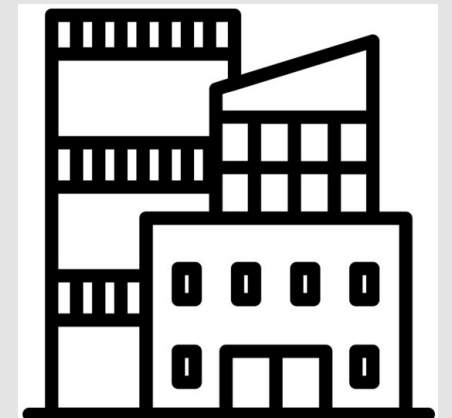
# Fleet – Funding Options

- **NR Can – Zero Emission Vehicle Infrastructure Program**
- **ASTSBC – Go Electric Bus Program**
- **Infrastructure Canada – Zero Emission Transit Fund**
- **Clean BC – Go Electric Fleets Program**
  
- **Canada Infrastructure Bank** – offering favorable loans

# How do we de-carbonize buildings?



- “Fuel Switching”
- “Electrification”
- Heat Pumps



# Mechanical

Options	New	Aging	End of Life	Proposed	
Facility Name	Plant LWT	Terminal LWT	2021	2022	2023
Aboriginal Ed Centre	FURNACES				
Airport Elementary	Y	TBD	10	11	12
Arden Elementary	Y	TBD	9	10	11
Aspen Park Elementary	Y	N	0	1	2
Brooklyn Elementary	Y	N	0	1	2
Courtenay Elementary	Y	N	4	5	6
Cumberland Perseverance	ELECTRIC				
Denman Island Elementary	ELECTRIC				
Ecole Puntledge Park Elementary	Y	N	2	3	4
Ecole Robb Road	Y	N	4	5	6
Georges P Vanier Secondary	Y	TBD	11	12	13
Glacier View Learning Centre	HEAT PUMP				
Highland Secondary	Y	N	2	3	4
Hornby Island Elementary	Y	Y	0	1	2
Huband Park Elementary	Y	N	0	1	2
Lake Trail Community School	Y	TBD	0	1	2
Maintenance Office and Shops	ELECTRIC				
Miracle Beach Elementary	Y	Y	7	8	9
North Island Distance Education	Y	TBD	0	0	1
Queneesh Elementary	Y	N	1	2	3
Royston Elementary	Y	N	6	7	8
Sandwich Alternate	HEAT PUMP				
School Board Office - Cumberland Rd	ELECTRIC				
Secondaire Mark R. Isfeld Secondary	Y	TBD	2	3	4
Valley View Elementary	Y	N	3	4	5

# Strategic Priorities

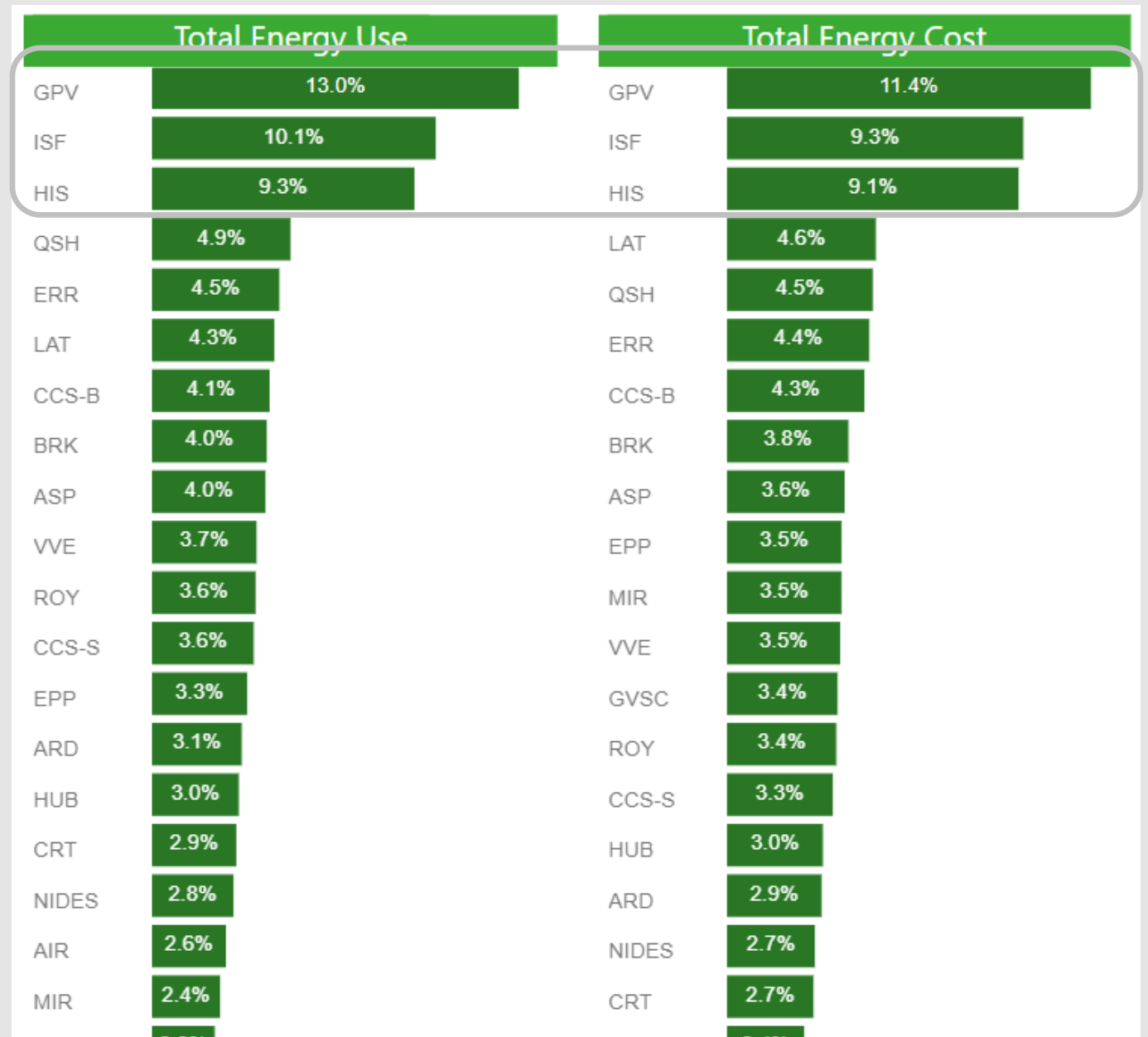
1. Biggest emitters  
(large consumers)
2. Poor performers
3. GHG Reduction
4. Maintenance  
issues



# Strategic Priority: Large Consumers

**The largest 3  
consumers account  
for 32% of the  
District's energy use.**

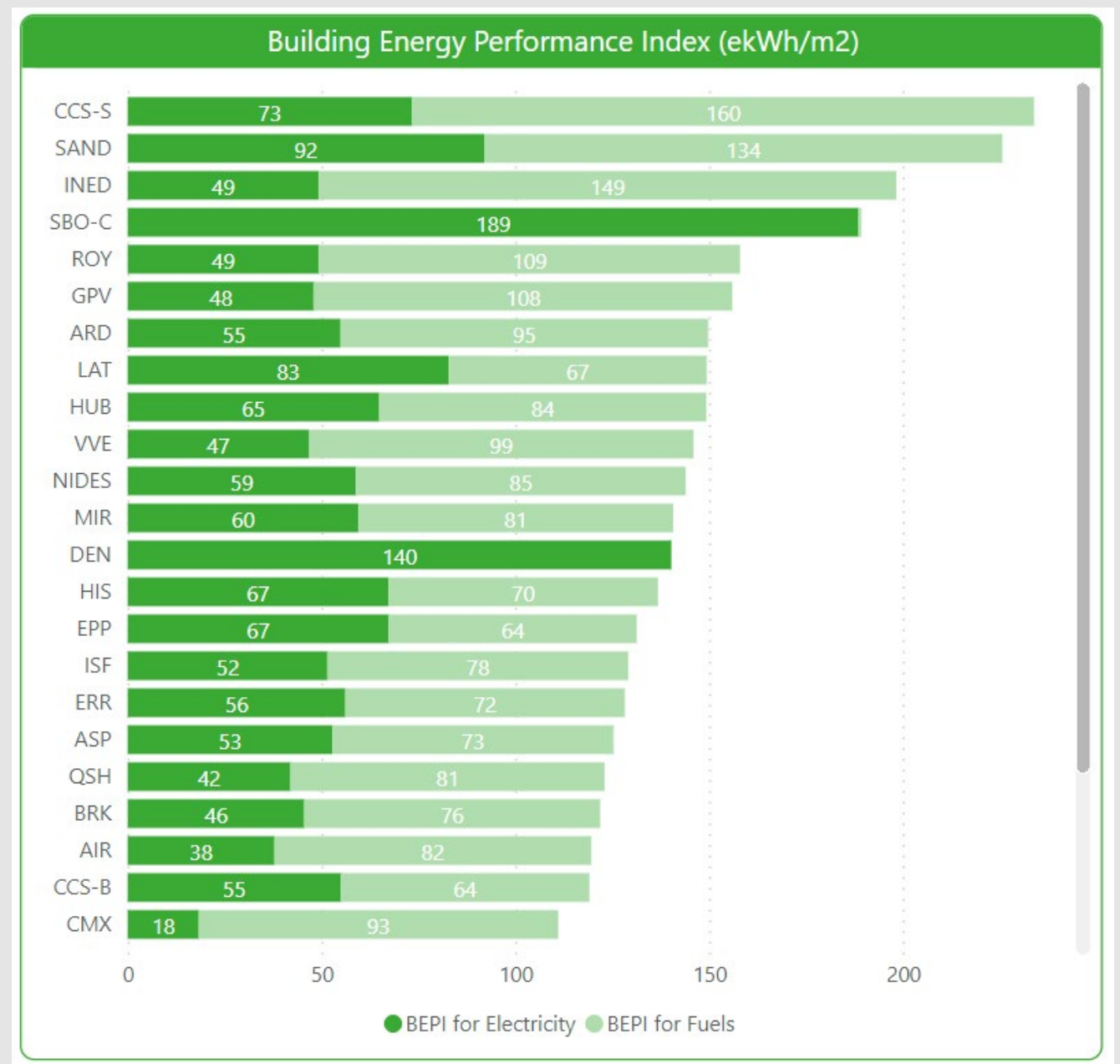
*2022-23 Data*





# Strategic Priority: Poor Performers

2022-23 Data



# Strategic Priority:

High use/cost  
+  
High intensity  
=  
Top Priorities

2022-23 Data

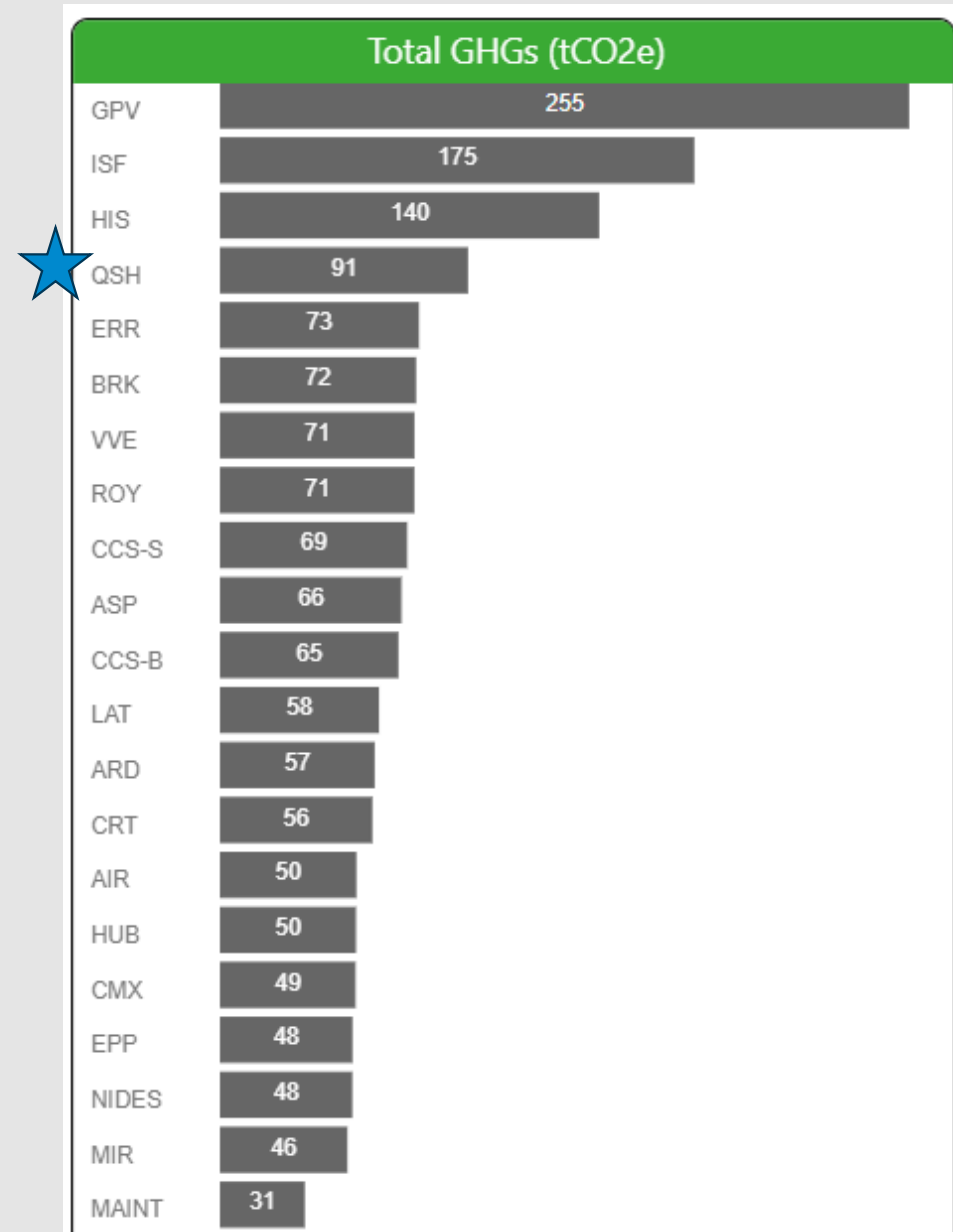




# Strategic Priority:

## GHG Reduction / Electrification

*2022-23 Data*



## How do we pay?

1. Ministry resources:
  - AFG funding
  - SEP funding
  - CNCP funding
2. Provincial – CleanBC Custom Incentives (max 750K)
3. Federal Government – Low Carbon Economy Fund (max 25M)

**It's not all  
bad news**

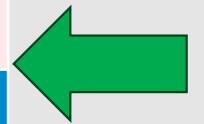


# What has the Operations Department done to reduce GHGs

1. Collected and developed a tremendous amount of baseline data.
2. Boiler replacement at all schools in past 12 years from low efficiency to very high efficiency condensing boilers. **Electrification transition started.**
3. Digital building controls replacement at all schools.
4. LED lighting upgrades for all large gyms, most small gyms, all shop classes, large multi-spaces, most parking lot lights, all exterior wall pack and many hallways.
5. Full school LED lighting at Vanier, Lake Trail, Hornby, Glacier View, and Denman. Airport school is out to tender.
6. Vehicle fleet transition has begun with compact trades vans and electric van.
7. Working to develop Strategic Energy Management long term plan with targets.

# 2023-2024 Targets

	2022-23 Consumption	2023-24 Reduction Target	2023-24 Reduction ekWh
<b>Electricity</b>	6,175,069	1%	62,000
<b>Natural Gas</b>	7,898,556	10%	790,000
<b>Total</b>	14,516,835		852,000



# Gap to Target - Energy

	Elec	Fuels	Total ekWh
Target Reduction	62,000	790,000	852,000
Proposed Projects	<b>RCx</b>	<b>Denman/ Queneesh</b>	<b>&gt;1,000,000</b>
Gap			

# Building projects underway and upcoming

- Glacier View mechanical upgrade – PV array
- Denman mechanical upgrade – electrification
- Idiens Way SBO - electrification
- Continuous Optimization (RCx) - The Continuous Optimization Program is a joint offer from BC Hydro and FortisBC which provides customer assistance to save energy and improve operations in large commercial buildings without having to undertake a major capital investment. The primary focus of the program is to help you improve the efficiency of your most energy-intensive systems, such as heating, ventilation, and air-conditioning (HVAC), with simple, low-cost solutions.
- Queneesh Elementary – electrification project request

# Proposed Projects 2023-24

Facility	Description	Cost	Proposed Elec. Savings (%)	Proposed Fuel Savings (%)	Proposed Elec. Savings ekWh	Proposed Fuel Savings ekWh	Total Savings ekWh
DEN	Phase 2 - PV Array	\$ 290,000					
AIR	DDC Upgrade to Delta	\$ 132,000					
Multiple	Hallway Lighting Upgrades – 11/12 elementary schools	\$ 144,000					
NIDES	Envelope Upgrade	\$ 755,000					
GPV	MUA 1, 2 & 3	\$ 721,000					
QSH	Phase 1 - ERV (Electrification)	\$ 450,000					

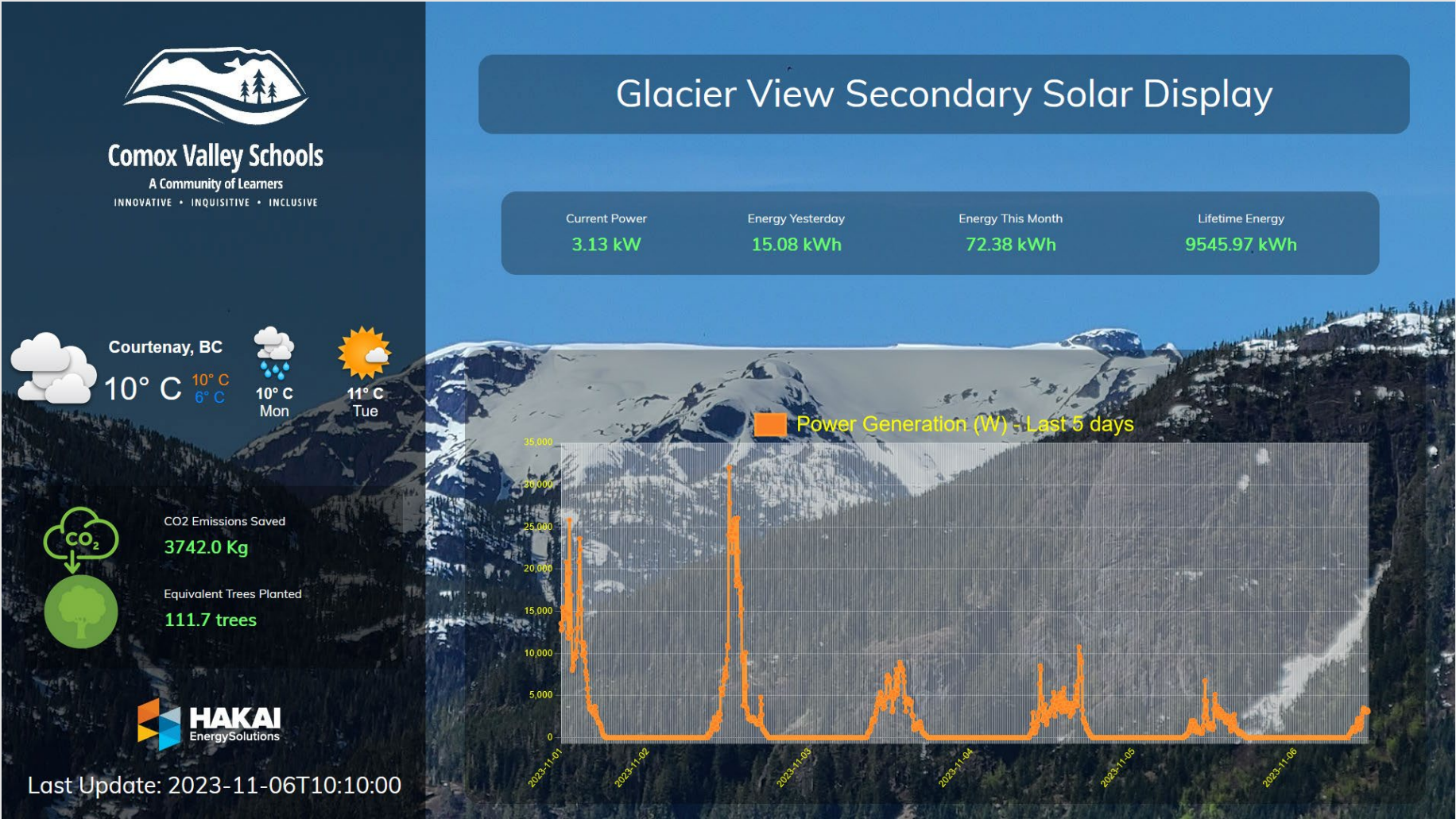


# Glacier View School





# Glacier View School



# RCx

Georges P Vanier Secondary
Brooklyn Elementary
Aspen Park Elementary
Huband Park Elementary
Secondaire Mark R. Isfeld Secondar
Queneesh Elementary
Lake Trail Community School
Courtenay Elementary
Ecole Puntledge Park Elementary
Valley View Elementary
North Island Distance Education
Highland Secondary
Ecole Robb Road
Cumberland Elem-Jr Sec - Beaufort
Royston Elementary
Airport Elementary
Glacier View Learning Centre
Arden Elementary
Miracle Beach Elementary

- 19 Sites
- Planned completion date of May 2024

## Potential Savings:

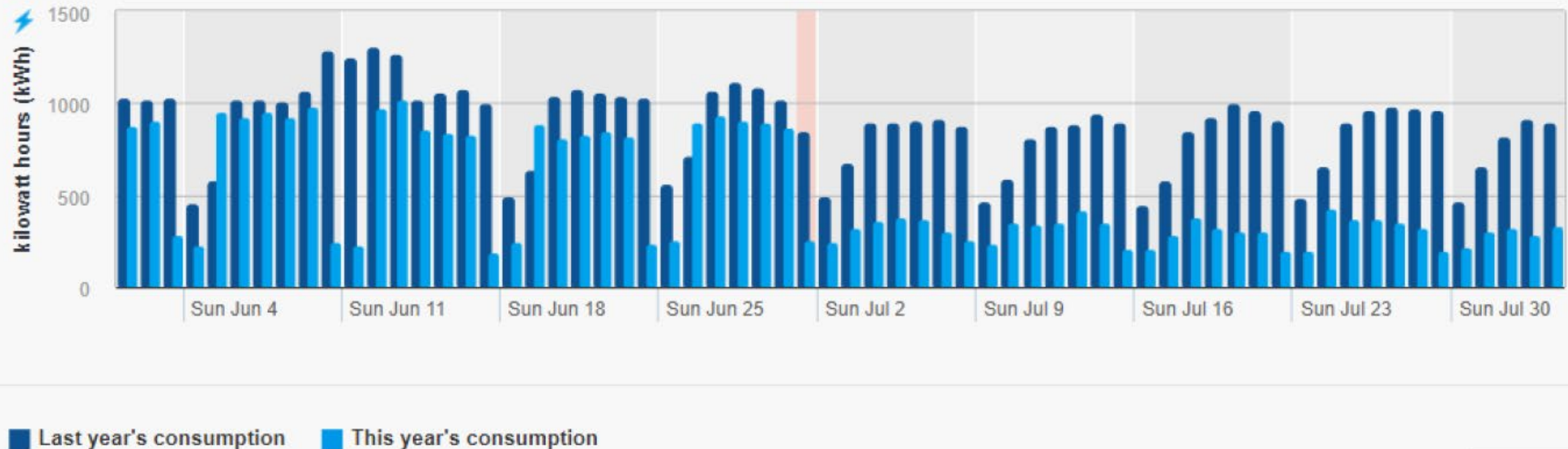
- Electricity 7%
- Fuel 12%
- **Up to 2.5M ekWh**

## Major Findings Categories:

- Scheduling
- Holiday Calendars
- Optimized Start Update
- Demand Based Ventilation

# Continuous Optimization - Queneesh

Daily consumption for Jun 1 – Aug 3, 2023



# Culture change

## Canada's emissions cut plan insufficient to meet targets, official report finds

**Auditor general says key measures to cut emissions by 40-45% to meet Paris accord commitment delayed or not prioritized**



Thick smoke from a wildfire fills the air in Scotch Creek, British Columbia, on 20 August. Wildfires released huge quantities of carbon into the atmosphere. Photograph: Darryl Dyck/AP

Canada's emissions reduction plan is insufficient to meet its target to cut emissions by 40% to 45% below the 2005 level by 2030, according to a new report released by the country's auditor general.

The audit found the government's plan insufficient because key measures needed to meet the 2030 target were delayed or not prioritized, according to a statement from the office of the auditor general on Tuesday.

Falling short of the minimum 40% target for 2030 would mean Canada missing its commitment under the United Nations' Paris agreement on climate change.



# School Energy Report Cards (Learning Summaries??)

School District No. 71  
(Comox Valley)

Energy & Carbon  
INFORMATION FOR CLASSROOMS

**Rede** BUILDING  
ENERGY  
EFFICIENCY

## GLOSSARY

### BEPI

Building Energy Performance Index - A calculation of annual energy consumption by unit of floor area. The BEPI can be used to easily compare buildings of different sizes. These results are used to focus efforts on poorly performing buildings. BEPI is measured in ekWh/m<sup>2</sup>.

### L12M - Last 12 Months

The key metric of BEPI is reported on an annual basis. The "Last 12 Months" measure is used to display mid-year results. This rolling 12-month calculation steps 2 months back in time (when we typically have complete utility data), and then provides a summary of the previous 12 months' performance.

### ekWh

Equivalent kilowatt hour - A standardized unit of measure that allows multiple energy sources, such as electricity [kWh], natural gas [GJ], and propane [L] to be added together.

### Weather Normalization

To accurately compare utility data from year to year, the data must be normalized for weather. This removes the impact of variations in weather, enabling comparison of utility data from year to year to determine if overall energy use has gone down.

### GHG (tCO<sub>2</sub>e)

Greenhouse gas emissions, as measured in tonnes of equivalent carbon.

## OPPORTUNITIES FOR IMPROVING ENERGY PERFORMANCE

### Power Consumption

- Turn off lights when leaving a room, or on a sunny day when lights aren't needed.
- Power down devices when not in use.
- Limit the use of discretionary appliances such as personal fridges, microwaves, kettles and heaters.
- Assign one student in the classroom each week to be the energy-efficiency steward.

### Heating & Ventilation

- Close exterior doors and windows during cold weather, when the building's heating system is running.
- Establish a green team to review energy performance data. Identify and troubleshoot problem areas.
- Notify your facilities team if ventilation and heating systems appear to be running when the building is unoccupied.

## OPPORTUNITIES FOR REDUCING GREENHOUSE GAS EMISSIONS

### Fuel Efficiency

- Reduce consumption through the measures listed above
- Replace old equipment, such as boilers, with newer, more efficient models.

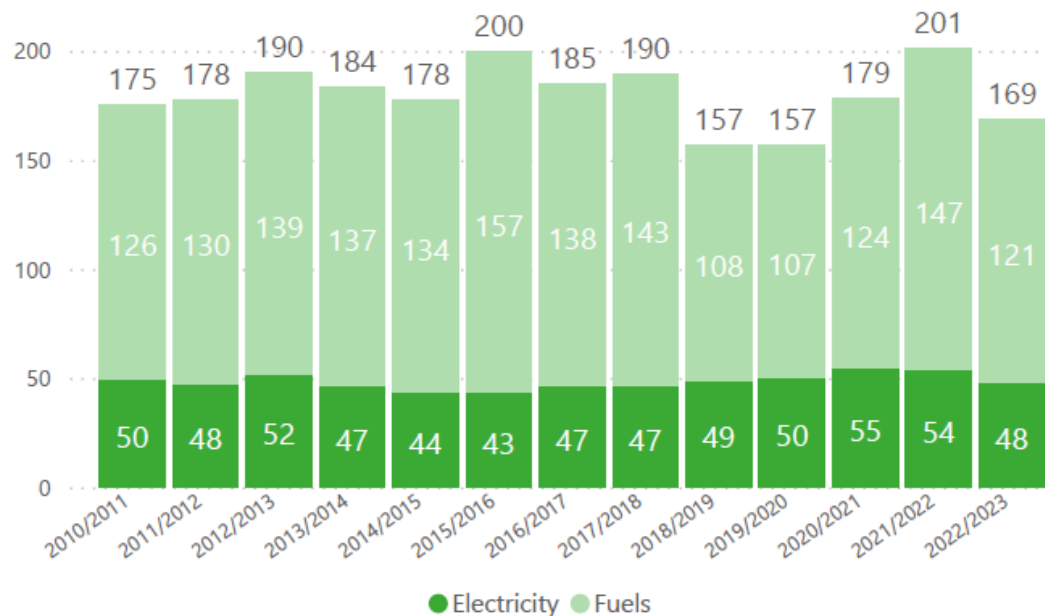
### Fuel Switching

- Replace fossil fuel-burning equipment (those that use natural gas, propane or diesel) with equipment that runs on electricity, such as a heat pump.

### Transportation

- Switch from gasoline vehicles to electric or hybrid vehicles.
- Use active transportation options such as walking, cycling, or public transportation.

### Building Energy Performance Index (ekWh/m2)



These values are weather normalized.

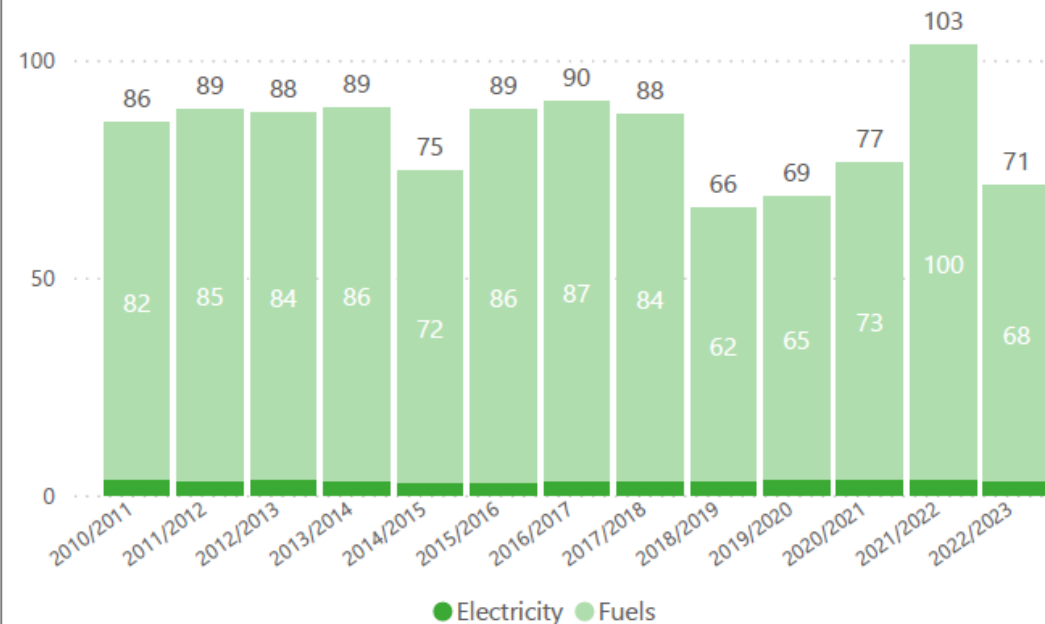
#### Last 12 Months Average

49	122	171
Electricity	Fuels	Total

#### 2030 BEPI Target

50	40	90
Electricity	Fuels	Total

### GHG Emissions (tCO2e)



These values are not weather normalized.

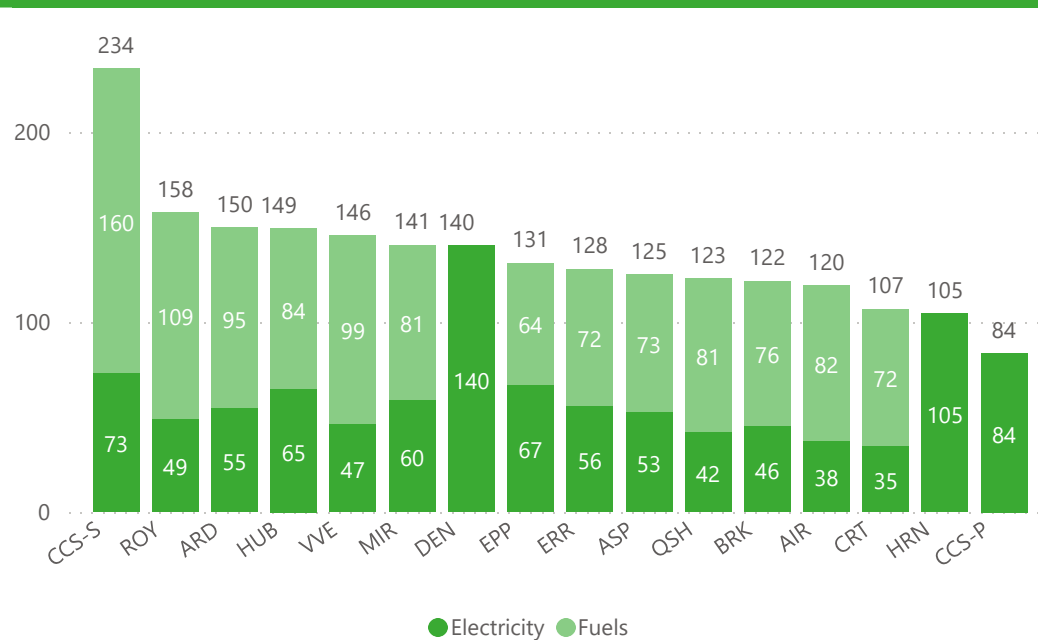
#### Last 12 Months Total

72
GHG Tonnes L12M

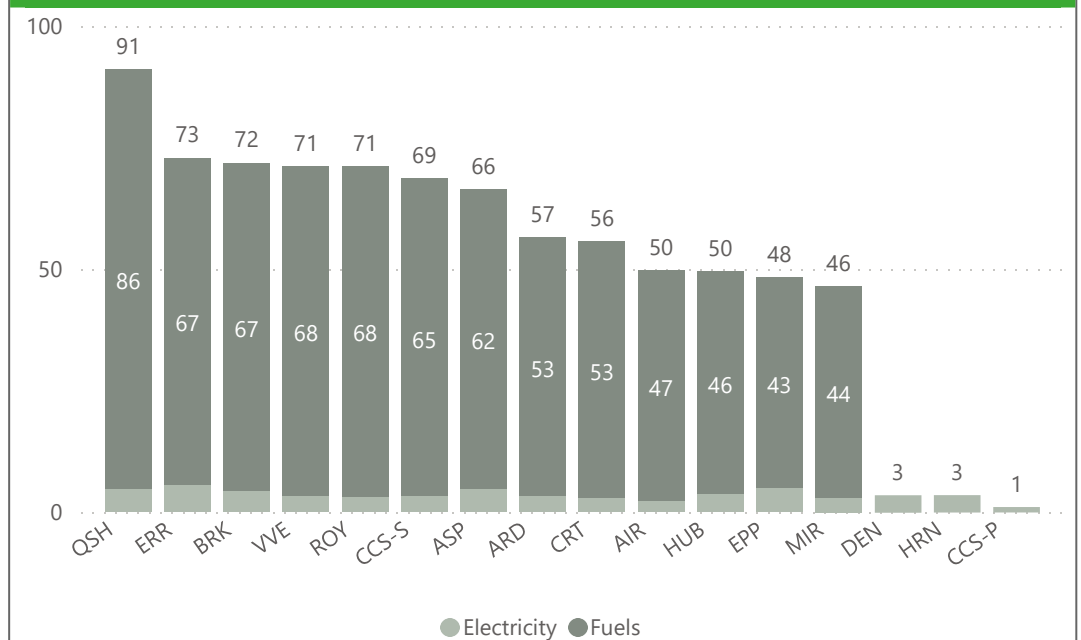
#### 2030 GHG Target

59 - 64%
Reduction from 2010

Building Energy Performance Index (ekWh/m2)



GHG Emissions (tCO2e)



These values are not weather normalized.

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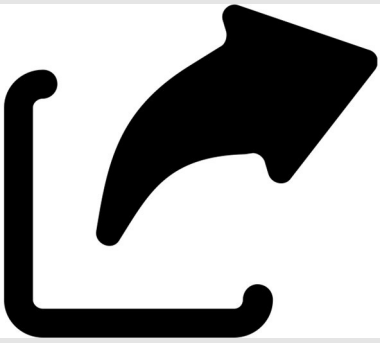
2022-23 Average		
55	79	135
Electricity	Fuels	Total

2030 BEPI Target		
50	40	90
Electricity	Fuels	Total

2022-23 Total
827
GHG Tonnes

2030 GHG Target
59 - 64%
Reduction from 2010





## Next Steps

1. Continue work on strategic energy management plan.
2. Request projects to meet the SD 71 specific GHG reduction targets.
3. Implementation of Fleet Decarbonization plan.
4. Continuous optimization work.
5. Annual reporting to Board.







**AD HOC POLICY COMMITTEE**  
**Report to the Board**  
**Monday, November 20, 2023**  
**4:30 pm**

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**Attendance In Person:**

**Trustees:**

Chelsea McCannel-Keene, Trustee  
Shannon Aldinger, Trustee  
Michelle Waite - Board Chair

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools  
Dr. Russell Horswill, Acting Secretary-Treasurer

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**1. Call to Order**

The Policy Committee Meeting was called to order at 4:32 pm.

**2. Adoption of Agenda**

The meeting agenda was approved as presented.

**3. Policy Committee Terms of Reference**

The Policy Committee reviewed the Terms of Reference approved by the Board.

**4. Public Interest Disclosure Act (Draft Policy)**

Dr. Russell Horswill, Acting Secretary-Treasurer presented information to the Ad Hoc Policy Committee pertaining to the new *Public Interest Disclosure Act* policy requirements. Information provided by the BC Public School Employers' Association was reviewed, which included a template Public Interest Disclosure Policy and Administrative Procedure. The Policy Committee reviewed and discussed and suggested modifications to the template policy, which will be incorporated into the final version.

The Board has requested that a draft policy be presented at the November 28, 2023 Regular Board Meeting for consideration and approval.

**5. Policy Review Strategy (Board Annual Policy Work Plan)**

The Ad Hoc Policy Committee reviewed a summary report prepared by Trustee Aldinger on the annual review requirements currently contained in the Board Policy Manual. The committee discussed the practicability of completing the annual requirements as currently stipulated. Further review will occur to align policy annual requirements with the Board Work Plan.

The committee agreed that the primary focus for the 2023/24 term will be on policies pertaining to Board Operations. However, other policies may be reviewed during the term if warranted.

**6. Other Items**

a) Policy #1 – Foundational Statements.

Dr. Jeremy Morrow, Superintendent highlighted the need to update this policy as discussed by the Board at a previous working session. The Committee reviewed the policy and agreed that changes would be recommended to the Board at the January Regular Meeting.

b) Policy #24 – Equity and Non-Discrimination

The Committee identified that Policy #24 – Equity and Non-Discrimination requires updating, and will be considered by the committee at a future meeting

**7. Future Meeting Date**

The next meeting of the Ad Hoc Policy Committee is scheduled for December 18, 2023, at 3:00 pm.

**8. Meeting Adjournment – 5:43 pm**

## **INDIGENOUS EDUCATION COUNCIL TRUSTEE REPORT NOVEMBER 2023**

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The Indigenous Education Council met on November 9, 2023. Highlights from the meeting include:

- The IEC expressed gratitude for the open dialogue and leading a new path in a good way.
- The IEC was presented with the final Targeted Funding budget for the 2023-24 school year. Much discussion was had on allocations and services provided.
- Superintendent Morrow shared information regarding the hiring of a new Assistant Superintendent of Indigenous Education. The IEC expressed interest in offering input on the posting, qualifications and hiring process.
- Discussion was had regarding a designated Indigenous Education Councillor for Indigenous students and staff.
- Discussion was had regarding wage equity for Indigenous Support Workers.
- Discussion ensued on the Community Consultation process regarding the upcoming strategic Plan. The IEC stated the importance of ensuring families feel safe and welcome to share their thoughts.
- Bruce Carlos gave updates on new legislation regarding IEC's involvement (review, advise and approve), in all things Indigenous.
- Important upcoming dates:  
Dec. 14, 2023 next IEC lunch meeting with School District staff  
Dec. 20, 2023 Winter Gathering Lunch

Susan Leslie

Trustee