

REGULAR BOARD MEETING AGENDA
Tuesday, February 27, 2024
7:00 pm

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 marlene.leach@sd71.bc.ca

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

Question items regarding agenda items can be submitted to boardmeetings@sd71.bc.ca.
As per Board Procedural Bylaw, questions relating to any matter connected with the business of the current board agenda may be put to the chair. The chair may respond or redirect to another board member or executive officer of the board for response.

1. Call to Order

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

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the February 27, 2024 Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-4

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 30, 2023, Regular Public Board Meeting Minutes as presented.

4. Unfinished Business - None

5. Record of In-Camera Meeting Minutes

Page 5

- January 30, 2024 – Regular In-Camera Meeting
- February 13, 2024 – Closed Committee of the Whole Meeting
- February 20, 2024 – Special Closed Committee of the Whole Meeting

6. **Board Chair’s Report – Written Report**
7. **Presentations / Delegations – None**
8. **Open Committee of the Whole – For Information Only**

Page 6

Next Open Committee of the Whole Meeting:

TOPIC: TBD
DATE: April 09, 2024
TIME: 7:00 pm
LOCATION: SBO, Board Room

9. **Strategic Direction**

A. Superintendent

- i. **Superintendent District Report - Verbal**

B. Acting Secretary-Treasurer

- ii. **Finance - Amended 2023/24 Operating Budget Bylaw**

Pages 7-24

Motion 1:

THAT Amended Annual Budget and Bylaw 2023/24 be given first reading.

Motion 2:

THAT Amended Annual Budget and Bylaw 2023/24 be given second reading.

Motion 3:

THAT in accordance with Section 68 (4) of the School Act, all three readings of Amended Annual Budget and Bylaw 2023/24 be given at tonight’s meeting.

Motion 4:

THAT Amended Annual Budget and Bylaw 2023/24 be given third and final reading.

- iii. **Capital – Major Project Status Update – Briefing Note**

Pages 25-27

- iv. **Policy – Public Interest Disclosures Act – Verbal Update**

Pages 28-42

- a. Public Interest Disclosure Act: Policy Toolkit
- b. Policy 27 – Public Interest Disclosure (Whistle Blower Protection)

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the amendments to 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.

10. Board Standing Committee Reports

A. Open Committee of the Whole – No Meeting

11. Board Business

- i. Trustee Written Report: Indigenous Education Committee (IEC) – Susan Leslie Page 43

- ii. BCSTA Advocacy to Increase Capital Funding to Retrofit Existing Buildings and Reduce GHG Emissions - Shannon Aldinger Page 44-45

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve and submit the proposed motion, as presented in the attachment, at the BCSTA Annual General Meeting April 18-21, 2024.

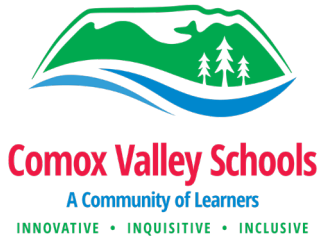
12. Board Correspondence – None

13. Public Question Period to the Board – max. 15 minutes

14. Adjournment

Motion:

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



REGULAR BOARD MEETING MINUTES
Tuesday, January 30, 2024
7:00pm

Attendance In Person:

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent of Schools
Dr. Russell Horswill, Acting Secretary-Treasurer
Sean Lamoureux, Associate Superintendent
Dr. Vivian Collyer, Associate Superintendent
Jay Dixon, Associate Superintendent
Craig Sorochan, Manager of Communications

Regrets: None

Recording Secretary: Marlene Leach, Sr. Executive Assistant

1. Call to Order

Board Chair, Michelle Waite called the meeting to order at 7:03 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

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 30, 2024 Regular Board Meeting Agenda as presented.

[Howe/Leslie]

CARRIED

3. Board Meeting Minutes

Pages 1-4

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the December 19, 2023, Regular Public Board Meeting Minutes as presented.

[May Sacht/Howe]

CARRIED

4. Unfinished Business – None

5. Record of In-Camera Meetings / Reports

Page 5

- December 19, 2023 – Regular In-Camera Meeting
- January 16, 2024 – Special In-Camera Meeting

6. Board Chair’s Report – Written Report

Page 6

The Board Chair welcomed everyone to the meeting. She recognized the District upcoming Professional Development Day and acknowledged all the hard work that is being done to make it a great day.

7. Presentations / Delegations

Pages 7-17

i. Kindergarten Registration Enrolment – Briefing Note, Lisa Petersen-Skene, District Principal, Early Learning and Child Care

Lisa Petersen-Skene answered the Board’s questions.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) accept the Kindergarten Registration Enrolment Briefing Note as presented.

[Aldinger/May Sacht]

CARRIED

ii. Draft Feeding Futures Report to Superintendent – Kyle Timms, Principal and Yolanda Lehton, Vice Principal

Pages 18-43

Yolanda Lehton and Kyle Timms answered the Board’s questions.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Draft Feeding Futures Report as presented and refer the report to a Special Committee of the Whole meeting on February 20, 2024 for further discussion with internal partners and rights’ holders.

[Caton/Howe]

CARRIED

8. Open Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPICS: TBD
DATE: February 13, 2024
TIME: 7:00 pm
LOCATION: School Board Office, Board Room

9. Strategic Direction

A. Superintendent

i. Superintendent District Report - Verbal

- The Superintendent thanked the staff for their presentations.
- It is the first day of the second semester for high school students, particularly, the final semester for grade 12 students in our district; we wish these students a safe and successful semester.
- The Strategic Plan Working Group - Sr. Education staff and Trustees, had a two-day session earlier this month with consultant Lisa McCollough who will support the Board to develop the next Strategic Plan. Both sessions focused on learning. The process and timeline will be refined and there will be community input.
- The Provincial Government recently introduced legislation limiting the use of cell phones in classrooms. The province will be working with school districts over the next few months to ensure all schools have policies in place that will restrict cell phone use in the classroom.
- The Provincial Government has also committed to ensure more digital literacy education is available to students, to increase their tools and knowledge, to protect themselves and become good digital citizens with a healthy relationship with technology.
- The Superintendent thanked the Maintenance department staff for all their work and expertise, especially on snow days, ensuring all schools are safe by taking care with the clearing of ice and snow.

B. Secretary-Treasurer - None

10. Board Standing Committee Reports

A. Open Committee of the Whole – January 16, 2024

Pages 44-73

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the January 16, 2024 Open Committee of the Whole Report as presented.

[May Sacht/Howe]

CARRIED

11. Board Business

i. Trustee Written Report: Indigenous Education Committee (IEC) – Susan Leslie

Page 74

Trustee Leslie reviewed items in the report, including some changes to the *School Act* regarding Indigenous Education.

12. Board Correspondence - None

13. Public Question Period

An emailed query containing two questions involving the Feeding Futures Report was shared in the meeting. The Chair noted that they wouldn't be able to answer the questions until after the upcoming Special Committee of the Whole meeting on February 20, 2024 that includes rights' holders and stakeholder groups.

Guests attending the meeting had questions about the Feeding Futures Report and Kindergarten Registration. The questions were directed to and answered by the staff presenters.

14. Meeting Adjourned – 8:02 pm

MOTION:

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

[Caton/Howe]

CARRIED

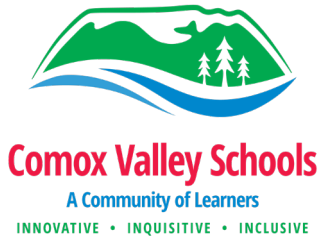
Board Approved on:

February 27, 2023

Certified Correct:

Dr. Russell Horswill, DBA
Acting Secretary-Treasurer

Michelle Waite
Board Chair



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** January 27, 2024
FROM: Office of the Acting Secretary Treasurer
RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

January 30, 2024 – Regular In-Camera Meeting

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

The meeting was called to order at 5:31 pm and adjourned at 7:48 pm.

February 13, 2024 – Closed Committee of the Whole Meeting

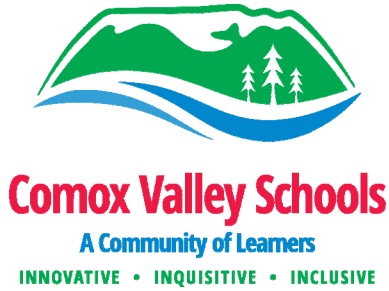
1. Receipt of one Presentation/Delegation
2. Receipt of and updates on five strategic direction matters
3. Receipt of and updates on five governance matters

The meeting was called to order at 4:35 pm and adjourned at 6:56 pm.

February 20, 2024 – Special Closed Committee of the Whole Meeting

1. Receipt of four Finance and Operations matter

The meeting was called to order at 4:36 pm and adjourned at 6:07 pm.



This week marked the launch of significant initial steps in developing our new Strategic Plan. Alongside in-depth focus groups, we're offering a chance for feedback through an online survey. There's an option for students, parents/guardians, staff, and the community—truly something for everyone. The survey aims to gather perspectives on various aspects of education in the district, including core competencies, values, vision, mission, and innovative strategies for powerful learning.

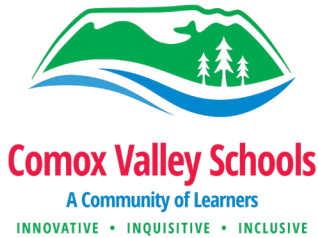
Your participation and feedback are crucial to the visioning process and will directly influence our support for deep, rigorous, and lifelong learning across our schools. We appreciate those who have already completed the survey. If you haven't yet, you can find the link here: www.comoxvalleyschools.ca/our-strategic-plan

Recently, the Board invited representatives from our Partner Groups and Rights' Holders to discuss our recent Feeding Futures District Scan. These discussions are invaluable for engaging in thoughtful, curious, and well-informed dialogue. Our focus is on providing stigma-free healthy food to students in need, acknowledging local food sources, and respecting the uniqueness of each school community. We look forward to using the outcomes of this session to guide future steps in this critical and meaningful endeavor.

As previously mentioned, our District Professional Development Day on February 16 was centered on 'Valuing Place, Diversity, Equity, and Inclusion.' This day was filled with a mix of in-person school-based and virtual events. Once again, our Professional Development Committee and everyone involved executed an amazing day of teaching and learning opportunities for our District teams.

We look forward to your attendance at our next Public Board Meeting on March 12.

Gilakas'la



BRIEFING NOTE

TO: Board of Education **DATE:** February 27, 2024
FROM: Russell Horswill, Acting Secretary-Treasurer
RE: **Amended 2023/24 Operating Budget Bylaw (Regular)**

Background:

In December of each year, the Ministry of Education and Child Care recalculates the grants provided to school districts for their annual budget based upon the actual September 30 enrolments and other funding formula data. As Trustees are aware, the preliminary ministry funding and the district's preliminary annual budget approved in June 2023 were predicated on enrolment and other funding estimates which now need to be adjusted to reflect actual funding and expenditure experience. The attached pro-forma Amended Annual Budget Bylaw in the amount of \$158,872,689 reflects the district's current updated annual budget for the 2023/2024 fiscal year.

Russell Horswill, Acting Secretary-Treasurer, will make a presentation on the 2023/2024 amended annual budget for board consideration and approval.

Recommendation:

Motion 1:

THAT Amended Annual Budget and Bylaw 2023/24 be given first reading.

Motion 2:

THAT Amended Annual Budget and Bylaw 2023/24 be given second reading.

Motion 3:

THAT in accordance with Section 68 (4) of the School Act, all three readings of Amended Annual Budget and Bylaw 2023/24 be given at tonight's meeting.

Motion 4:

THAT Amended Annual Budget and Bylaw 2023/24 be given third and final reading.

Respectfully submitted,

Russell Horswill

Russell Horswill
Acting Secretary-Treasurer

Amended Annual Budget

School District No. 71 (Comox Valley)

June 30, 2024

School District No. 71 (Comox Valley)

June 30, 2024

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$158,872,689 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 27th DAY OF FEBRUARY, 2024;

READ A SECOND TIME THE 27th DAY OF FEBRUARY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 27th DAY OF FEBRUARY, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the 27th DAY OF FEBRUARY, 2024.

Secretary Treasurer

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	10,638,500	10,435,500
Adult	31,500	30,750
Total Ministry Operating Grant Funded FTE's	10,670,000	10,466,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	134,564,821	132,101,874
Other	222,000	217,000
Tuition	2,970,250	2,872,750
Other Revenue	3,176,515	1,989,025
Rentals and Leases	150,000	130,000
Investment Income	1,142,576	994,900
Amortization of Deferred Capital Revenue	5,851,837	5,705,295
Total Revenue	148,077,999	144,010,844
Expenses		
Instruction	117,678,843	113,568,391
District Administration	5,122,711	4,804,056
Operations and Maintenance	23,057,170	22,670,217
Transportation and Housing	2,888,286	2,756,964
Total Expense	148,747,010	143,799,628
Net Revenue (Expense)	(669,011)	211,216
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,191,846	334,476
Budgeted Surplus (Deficit), for the year	3,522,835	545,692
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	3,522,835	545,692
Budgeted Surplus (Deficit), for the year	3,522,835	545,692

School District No. 71 (Comox Valley)

Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	120,262,887	117,391,577
Operating - Tangible Capital Assets Purchased	375,000	271,000
Special Purpose Funds - Total Expense	19,751,121	18,123,048
Capital Fund - Total Expense	8,733,002	8,285,003
Capital Fund - Tangible Capital Assets Purchased from Local Capital	9,750,679	3,018,000
Total Budget Bylaw Amount	158,872,689	147,088,628

Approved by the Board

Signature _____	DRAFT	Date _____
Signature _____		Date _____
Signature _____		Date _____

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(669,011)</u>	211,216
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(375,000)	(271,000)
From Local Capital	(9,750,679)	(3,018,000)
From Deferred Capital Revenue	(11,609,419)	(5,487,990)
Total Acquisition of Tangible Capital Assets	<u>(21,735,098)</u>	(8,776,990)
Amortization of Tangible Capital Assets	8,733,002	8,285,003
Total Effect of change in Tangible Capital Assets	<u>(13,002,096)</u>	(491,987)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	<u>(13,671,107)</u>	(280,771)

School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	5,951,200		34,652,212	40,603,412
Changes for the year				
Net Revenue (Expense) for the year	2,088,154		(2,757,165)	(669,011)
Interfund Transfers				
Tangible Capital Assets Purchased	(375,000)		375,000	-
Local Capital	(5,905,000)		5,905,000	-
Net Changes for the year	(4,191,846)	-	3,522,835	(669,011)
Budgeted Accumulated Surplus (Deficit), end of year	1,759,354	-	38,175,047	39,934,401

School District No. 71 (Comox Valley)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	117,524,674	115,468,826
Other	222,000	217,000
Tuition	2,970,250	2,872,750
Other Revenue	509,117	514,525
Rentals and Leases	150,000	130,000
Investment Income	975,000	725,000
Total Revenue	122,351,041	119,928,101
Expenses		
Instruction	98,337,539	95,795,837
District Administration	5,122,711	4,804,056
Operations and Maintenance	13,973,674	14,034,720
Transportation and Housing	2,828,963	2,756,964
Total Expense	120,262,887	117,391,577
Net Revenue (Expense)	2,088,154	2,536,524
Budgeted Prior Year Surplus Appropriation	4,191,846	334,476
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(375,000)	(271,000)
Local Capital	(5,905,000)	(2,600,000)
Total Net Transfers	(6,280,000)	(2,871,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	114,400,601	112,141,798
ISC/LEA Recovery	(136,117)	(176,525)
Other Ministry of Education and Child Care Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	135,000	135,000
Student Transportation Fund	421,375	421,375
Support Staff Benefits Grant	114,269	114,269
FSA Scorer Grant	12,964	14,464
Early Learning Framework (ELF) Implementation	-	1,795
Labour Settlement Funding	1,931,944	1,931,944
Integrated Child and Youth (ICY) Teams	262,287	432,875
February Enrolment Count	(69,480)	-
Total Provincial Grants - Ministry of Education and Child Care	117,524,674	115,468,826
Provincial Grants - Other	222,000	217,000
Tuition		
International and Out of Province Students	2,970,250	2,872,750
Total Tuition	2,970,250	2,872,750
Other Revenues		
Funding from First Nations	136,117	176,525
Miscellaneous		
Instructional Cafeteria	135,000	120,000
Miscellaneous	238,000	218,000
Total Other Revenue	509,117	514,525
Rentals and Leases	150,000	130,000
Investment Income	975,000	725,000
Total Operating Revenue	122,351,041	119,928,101

School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	48,397,124	47,171,642
Principals and Vice Principals	6,613,341	6,569,409
Educational Assistants	8,083,663	8,004,050
Support Staff	11,150,964	11,119,574
Other Professionals	4,185,835	3,975,545
Substitutes	4,492,918	4,154,494
Total Salaries	82,923,845	80,994,714
Employee Benefits	20,215,855	19,880,939
Total Salaries and Benefits	103,139,700	100,875,653
Services and Supplies		
Services	4,233,576	3,900,583
Student Transportation	2,802,508	2,728,008
Professional Development and Travel	1,069,083	962,163
Rentals and Leases	237,239	235,894
Dues and Fees	106,400	103,444
Insurance	232,800	220,800
Supplies	6,003,221	5,941,672
Utilities	2,438,360	2,423,360
Total Services and Supplies	17,123,187	16,515,924
Total Operating Expense	120,262,887	117,391,577

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	38,678,804	1,356,191		50,000		3,238,652	43,323,647
1.03 Career Programs	749,514	51,707	44,044	206,689		17,500	1,069,454
1.07 Library Services	316,123			845,739		40,350	1,202,212
1.08 Counselling	2,172,631			102,149	210,904	15,000	2,500,684
1.10 Special Education	4,628,814	295,440	6,791,135	379,084	212,440	410,000	12,716,913
1.20 Early Learning and Child Care	71,846			36,211		35,416	143,473
1.30 English Language Learning	335,282		38,278				373,560
1.31 Indigenous Education	419,103	160,894	1,210,206	171,272	129,355	3,000	2,093,830
1.41 School Administration		4,572,733		2,248,434		438,000	7,259,167
1.62 International and Out of Province Students	1,025,007	161,156		169,770	241,679	45,000	1,642,612
1.64 Other				205,258			205,258
Total Function 1	48,397,124	6,598,121	8,083,663	4,414,606	794,378	4,242,918	72,530,810
4 District Administration							
4.11 Educational Administration					1,117,432		1,117,432
4.20 Early Learning and Child Care		15,220					15,220
4.40 School District Governance					260,190		260,190
4.41 Business Administration				530,281	1,206,808	5,000	1,742,089
Total Function 4	-	15,220	-	530,281	2,584,430	5,000	3,134,931
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					791,463		791,463
5.50 Maintenance Operations				5,641,676		245,000	5,886,676
5.52 Maintenance of Grounds				564,401			564,401
5.56 Utilities							-
Total Function 5	-	-	-	6,206,077	791,463	245,000	7,242,540
7 Transportation and Housing							
7.41 Transportation and Housing Administration					15,564		15,564
7.70 Student Transportation							-
Total Function 7	-	-	-	-	15,564	-	15,564
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	48,397,124	6,613,341	8,083,663	11,150,964	4,185,835	4,492,918	82,923,845

School District No. 71 (Comox Valley)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	43,323,647	10,634,749	53,958,396	3,668,236	57,626,632	56,895,685
1.03 Career Programs	1,069,454	250,211	1,319,665	333,800	1,653,465	1,619,965
1.07 Library Services	1,202,212	292,146	1,494,358	379,907	1,874,265	1,794,562
1.08 Counselling	2,500,684	632,284	3,132,968	99,596	3,232,564	2,736,505
1.10 Special Education	12,716,913	3,096,173	15,813,086	1,253,696	17,066,782	16,246,581
1.20 Early Learning and Child Care	143,473	32,502	175,975	16,395	192,370	221,874
1.30 English Language Learning	373,560	95,066	468,626		468,626	462,411
1.31 Indigenous Education	2,093,830	499,804	2,593,634	426,517	3,020,151	2,992,500
1.41 School Administration	7,259,167	1,704,815	8,963,982	1,069,601	10,033,583	9,782,025
1.62 International and Out of Province Students	1,642,612	404,528	2,047,140	677,125	2,724,265	2,629,229
1.64 Other	205,258	51,315	256,573	188,263	444,836	414,500
Total Function 1	72,530,810	17,693,593	90,224,403	8,113,136	98,337,539	95,795,837
4 District Administration						
4.11 Educational Administration	1,117,432	279,360	1,396,792	172,800	1,569,592	1,445,956
4.20 Early Learning and Child Care	15,220	3,805	19,025	12,000	31,025	12,000
4.40 School District Governance	260,190	65,047	325,237	156,790	482,027	491,681
4.41 Business Administration	1,742,089	432,773	2,174,862	865,205	3,040,067	2,854,419
Total Function 4	3,134,931	780,985	3,915,916	1,206,795	5,122,711	4,804,056
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	791,463	197,867	989,330	546,888	1,536,218	1,511,143
5.50 Maintenance Operations	5,886,676	1,411,419	7,298,095	1,738,500	9,036,595	9,192,635
5.52 Maintenance of Grounds	564,401	128,100	692,501	270,000	962,501	907,582
5.56 Utilities	-	-	-	2,438,360	2,438,360	2,423,360
Total Function 5	7,242,540	1,737,386	8,979,926	4,993,748	13,973,674	14,034,720
7 Transportation and Housing						
7.41 Transportation and Housing Administration	15,564	3,891	19,455	7,000	26,455	28,956
7.70 Student Transportation	-	-	-	2,802,508	2,802,508	2,728,008
Total Function 7	15,564	3,891	19,455	2,809,508	2,828,963	2,756,964
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	82,923,845	20,215,855	103,139,700	17,123,187	120,262,887	117,391,577

School District No. 71 (Comox Valley)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	17,040,147	16,633,048
Other Revenue	2,667,398	1,474,500
Investment Income	43,576	15,500
Total Revenue	<u>19,751,121</u>	<u>18,123,048</u>
Expenses		
Instruction	19,341,304	17,772,554
Operations and Maintenance	350,494	350,494
Transportation and Housing	59,323	
Total Expense	<u>19,751,121</u>	<u>18,123,048</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year		52,774	771,917	816,763				118,311		
Add: Restricted Grants										
Provincial Grants - Ministry of Education and Child Care	350,494	424,472			160,000	39,200	460,967	624,031	1,610,723	11,160,833
Other			49,600	2,500,000						
Investment Income			41,576							
	350,494	424,472	91,176	2,500,000	160,000	39,200	460,967	624,031	1,610,723	11,160,833
Less: Allocated to Revenue	350,494	477,246	75,974	2,500,000	160,000	39,200	460,967	742,342	1,610,723	11,160,833
Deferred Revenue, end of year	-	-	787,119	816,763	-	-	-	-	-	-
Revenues										
Provincial Grants - Ministry of Education and Child Care	350,494	477,246			160,000	39,200	460,967	742,342	1,610,723	11,160,833
Other Revenue			34,398	2,500,000						
Investment Income			41,576							
	350,494	477,246	75,974	2,500,000	160,000	39,200	460,967	742,342	1,610,723	11,160,833
Expenses										
Salaries										
Teachers							71,781			8,928,666
Principals and Vice Principals							50,832	292,834		
Educational Assistants		381,797					75,090	596,812		
Support Staff	256,532				128,000	31,360		169,502		
Substitutes							17,190	239,035		
	256,532	381,797	-	-	128,000	31,360	214,893	453,530	1,298,183	8,928,666
Employee Benefits	64,133	95,449			32,000	7,840	48,031	113,383	312,540	2,232,167
Services and Supplies	29,829		75,974	2,500,000			198,043	175,429		
	350,494	477,246	75,974	2,500,000	160,000	39,200	460,967	742,342	1,610,723	11,160,833
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Professional Development
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		674	34,202	9,219	35,191	182,170				128,821
Add: Restricted Grants										
Provincial Grants - Ministry of Education and Child Care	254,916	58,649	51,000	11,250	51,000		19,000	175,000	1,141,262	
Other										105,945
Investment Income										
	254,916	58,649	51,000	11,250	51,000	-	19,000	175,000	1,141,262	105,945
Less: Allocated to Revenue	254,916	59,323	85,202	20,469	51,000	182,170	19,000	175,000	1,141,262	100,000
Deferred Revenue, end of year	-	-	-	-	35,191	-	-	-	-	134,766
Revenues										
Provincial Grants - Ministry of Education and Child Care	254,916	59,323	85,202	20,469	51,000	182,170	19,000	175,000	1,141,262	
Other Revenue										100,000
Investment Income										
	254,916	59,323	85,202	20,469	51,000	182,170	19,000	175,000	1,141,262	100,000
Expenses										
Salaries										
Teachers										
Principals and Vice Principals								131,250		
Educational Assistants										
Support Staff										22,919
Substitutes	156,582			12,679	6,000		11,475			15,000
	156,582	-	-	12,679	6,000	-	11,475	131,250	37,919	-
Employee Benefits	52,194			2,790	2,000		2,525	43,750	9,480	
Services and Supplies	46,140	59,323	85,202	5,000	43,000	182,170	5,000		1,093,863	100,000
	254,916	59,323	85,202	20,469	51,000	182,170	19,000	175,000	1,141,262	100,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	CVCF	Health Dual	
	Student Travel	Credit Program	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	28,231		2,178,273
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care		50,000	16,642,797
Other	4,769		2,660,314
Investment Income	2,000		43,576
	6,769	50,000	19,346,687
Less: Allocated to Revenue	35,000	50,000	19,751,121
Deferred Revenue, end of year	-	-	1,773,839
Revenues			
Provincial Grants - Ministry of Education and Child Care		50,000	17,040,147
Other Revenue	33,000		2,667,398
Investment Income	2,000		43,576
	35,000	50,000	19,751,121
Expenses			
Salaries			
Teachers			9,000,447
Principals and Vice Principals			474,916
Educational Assistants			1,053,699
Support Staff		6,000	1,073,843
Substitutes			451,961
	-	6,000	12,054,866
Employee Benefits		2,000	3,020,282
Services and Supplies	35,000	42,000	4,675,973
	35,000	50,000	19,751,121
Net Revenue (Expense)	-	-	-

School District No. 71 (Comox Valley)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2024

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		124,000	124,000	254,400
Amortization of Deferred Capital Revenue	5,851,837		5,851,837	5,705,295
Total Revenue	5,851,837	124,000	5,975,837	5,959,695
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,733,002		8,733,002	8,285,003
Total Expense	8,733,002	-	8,733,002	8,285,003
Net Revenue (Expense)	(2,881,165)	124,000	(2,757,165)	(2,325,308)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	375,000		375,000	271,000
Local Capital		5,905,000	5,905,000	2,600,000
Total Net Transfers	375,000	5,905,000	6,280,000	2,871,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	9,750,679	(9,750,679)	-	
Total Other Adjustments to Fund Balances	9,750,679	(9,750,679)	-	
Budgeted Surplus (Deficit), for the year	7,244,514	(3,721,679)	3,522,835	545,692

BRIEFING NOTE

TO: Board of Education
FROM: Ian Heselgrave, Director of Operations
RE: **Capital Projects Update – February 2024**

DATE: Feb 27th, 2024

Purpose

To update the Board of Education on capital projects as of February 2024.

Update on Capital Projects

Arden Elementary School – New Childcare Centre

The Construction Management firm for this build is Heatherbrae Builders Ltd. The District trimmed cost and maximized construction efficiency by creating a design package based off the recently completed Cumberland Childcare Centre that could be used for this build as well as the upcoming Glacier View Childcare Centre. Funded through the ‘Childcare BC New Spaces Fund’ the centre will provide 75 new childcare spaces to the Comox Valley. Comprised of Infant Toddler/Preschool/and Before & After on School Grounds this single-storey 520 m² facility began construction in July 2023 and is on track and budget for completion in April 2024. The District publicly tendered the ‘Request for Proposal’ for childcare operator and the ‘Boys and Girls Clubs of Central Vancouver Island (BGCCVI)’ was the successful proponent. The Operator is set to open the facility in May 2024.



Glacier View Secondary Centre – New Childcare Centre

The Construction Management firm for this build is Heatherbrae Builders Ltd. The District trimmed cost and maximized construction efficiency by creating a design package based off the recently completed Cumberland Childcare Centre that could be used for this build as well as the upcoming Arden Elementary Childcare Centre. Funded through the ‘Childcare BC New Spaces Fund’ the centre will provide 75 new childcare spaces to the Comox Valley. Comprised of Infant Toddler/Preschool/and Before & After on School Grounds this single-storey 520m² facility began construction in July 2023 and is on track and budget for completion in April 2024. The District publicly tendered the ‘Request for Proposal’ for childcare operator and the ‘Boys and Girls Clubs of Central Vancouver Island (BGCCVI)’ was the successful proponent. The Operator is set to open the facility in May 2024.



Idiens Way School Board Office

The Construction Management firm for this build is AFC Construction Ltd. The build consists of a 750m² renovation of the existing building and the construction of the 652m² two-storey addition. The contractor began work in May 2023 and is on schedule and budget to complete by June 30th, 2024. District staff are scheduled to move into the new facility in mid-July 2024. This will facilitate the transition of the Indigenous Education and Inclusive Education departments into their new spaces at the 607 Cumberland Road offices in time for August start-up.



Other Projects:

Highland Cooling Tower – This project is nearing completion. The last phase of the work is to insulate the walls in the cooling tower enclosure and to complete the commissioning of the system. The new cooling tower will be functional when the warm weather arrives this spring.

Highland Main Electrical Service – Replacement of the main electrical service plus feeder panels and disconnects. The main electrical distribution equipment is original to the 1978 construction of the school and is 'beyond useful life'. A sizeable portion of this work will take place over school breaks, including the upcoming Spring Break.

Aspen Park Elementary modular classroom – to meet unexpected late summer enrollment growth a modular classroom was procured for Aspen Park Elementary. The classroom will be installed during spring break. The intent was to install the classroom over winter break but Building Permit delays prevented the start of site works. The project is on budget.

Airport Elementary Building Controls replacement - DDC systems are used to control a building's various systems from one central point. Replacing the DDC system at Airport Elementary will improve ventilation for staff and students and assist in meeting the Board's strategic goal of Environmental Stewardship. This work will be complete by May 1st 2024.

Airport Elementary LED Lighting Upgrade – As an element of the SD 71 GHG reduction plan and energy efficiency program the School District is upgrading the existing fluorescent lighting systems in schools to highly efficient LED lighting systems. Importantly, these lighting upgrades also improve the learning environment through the ability to control the colour, temperature and illumination levels allowing the educator to create an optimal classroom environment.

Recommendation

It is recommended that this briefing note be received by the Board of Education as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

Policy 27

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~~ Employees 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 BEHAVIOUR 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 **an Employee Personnel** because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; **and**

~~“**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 **the School District 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.

DRAFT

ADMINISTRATIVE PROCEDURES 403 – WHISTLE BLOWER 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 the School District 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 when there is a** reasonably **belief** 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 **or was discovered** 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.~~
2. **Complaints or** Reports received from members of the public, **school trustees**, or from Employees **or Trustees** who were not **engaged employed** by the School District at the time that Wrongdoing occurred or **was discovered 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 ~~or Trustee~~ 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 ~~or Trustee~~ decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee ~~or Trustee~~ 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 Trustee~~ or any other Employee 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, then the Disclosure or Referral should be referred to Office of the Ombudsperson;
 - 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, then the Disclosure or Referral should be referred to Office of the Ombudsperson;

- 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 **Employee 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~~ this 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 **for the purposes of investigating the Disclosure** 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~~ **Employee** 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~~ **person** who engages in any Reprisals shall be subject to disciplinary action up to and including **for an Employee**, dismissal **for cause**.

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

[INSTRUCTIONS: The red printed instructions in this document should be deleted from the final report.] Section 38 of the *Public Interest Disclosure Act* (“PIDA”) requires that the Superintendent issue an annual report of the disclosures, investigations, findings and recommendations made or received under the PIDA within the prior year. This document sets out minimum recommended reporting requirements under s. 38 of the PIDA. However, it is open to a School District to include more explanatory information, provided that the additional information does not breach the School District’s privacy obligations, such as by disclosing information that would allow a discloser or respondent to be identified.]

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:** _____

(including referrals from the Ombudsperson of British Columbia and other government bodies)

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

(Disclosures not “acted on” include those disclosures the School District declined to investigate, for example where the allegations are outside the scope of PIDA or do not meeting the definition of “wrongdoing” or where they are investigated under another policy or process.)

No. of Disclosures Acted on: _____

No. of Disclosures Not Acted on: _____

Basis for not acting on a Disclosure:

(This section is not mandatory, but a School District may wish to include a description of the basis for not acting on a disclosure or referral. If a description is included it is important that privacy interests are considered. For a list of circumstances where a public body may refuse to investigate see section 22 of the PIDA and the Regulations under the PIDA).

3. **Number of Disclosures Investigated by the School District:** _____

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

5. Description of Any Findings of Wrongdoing and Related Recommendations

A description of any findings of wrongdoing resulting from an investigation by the School District or the Ombudsperson must be included together with a summary of any recommendations and action taken or not taken by the School District. The School District is prohibited from disclosing information in this section that would unreasonably invade a person's privacy, identify a discloser or reveal the identity of a person who was the subject of an investigation). A table is included below as one means of setting out this information but the School District may instead elect to provide a narrative description.

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.

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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

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Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

Comox Valley Schools

School District No. 71

**INDIGENOUS EDUCATION COUNCIL TRUSTEE REPORT
FEBRUARY 2024**

The Indigenous Education Council met on February 08, 2024. The following highlights were presented and discussed:

- On March 02, 2024, the Indigenous Education Council and the Comox Valley School Board are gathering for a generative discussion on Co-Governance facilitated by Ted Cadwallader
- Student Voice – Strategizing on creating pathways for student voice, leadership, and empowerment
- Restorative Justice – Much discussion regarding responses to student misconduct, “Are we pushing out or pulling in?” Is our system punitive or restorative? Restorative circles and practices were discussed as a positive way to support Indigenous and non-Indigenous students
- Roaming IEC representatives – formalizing a process for school visits, the first one planned is on April 11, 2024, at Airport Elementary
- IEC elections – Chair, Vice Chair and Second Chair
- Annual Indigenous Education Recognition Ceremony – Committee was created

Respectfully,

Susan Leslie,
IEC Liaison
Vice Chair Comox Valley Schools

Title: Advocacy to Increase Capital Funding to Retrofit Existing Buildings & Reduce GHG emissions

Proposed Motion:

That BCSTA advocate for the Province of British Columbia to increase capital funding for retrofitting of existing buildings, including electrifying schools and switching to heat pumps, in order to enable school districts to meet their 2030 GHG emission targets as required by BC's Climate Change Accountability Act.

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education and Child Care, Ministry of Finance, etc.)

Ministry of Finance; Ministry of Education and Child Care; Ministry of Energy, Mines and Low Carbon Innovation

Rationale:

Provide a **succinct** description of why this motion is needed, plus any relevant background information.

Addressing climate change is far more than a policy choice for boards of education in British Columbia. Under the province's *Climate Change Accountability Act*, addressing climate change is both a legislative requirement well as an economic reality that requires budgetary consideration for all school boards.

BC's *Climate Change Accountability Act*, [SBC 2007] chap. 42, requires all public institutions, including school districts, to reduce their GHG emissions by 40% by 2030 and to become net-zero by 2050. That law also requires each school district to report its GHG emissions in an annual report to the province and then purchase carbon credits to offset its GHG emissions.

As an example, our district (Comox Valley Schools) paid \$53,500 in off-sets in 2022, and this amount will increase to over \$330,000 per year in 2030 if no further reductions are made before the 40% requirement takes effect that year. That's a lot of operating funds diverted from improving student achievement.

The 2022 Climate Change Accountability Report for *all 60* school districts in BC showed that 80% of the GHG emissions are from school buildings, 16% are from the fuels used in transportation, and 4% from paper usage. Replacing boilers with heat pumps or condensing boilers and replacing lighting systems with LED lighting are the most common practices to reduce GHG emissions at public schools. School districts need more targeted funding from the province for these measures to retrofit existing buildings and achieve the legislated GHG reduction targets.

Optional References:

Provide links to additional background material (e.g., legislation, websites, etc.)

BC's Climate Change Accountability Act , [SBC 2007] chap. 42:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/07042_01

Comox Valley 2022 Climate Change Accountability Report:
https://www2.gov.bc.ca/assets/gov/environment/climate-change/cnar/2022/sd/sd71_2022_ccar.pdf

Wong, Christopher & Yuen, Rebecca, "Reducing emissions in BC Public Schools" for British Columbia School Trustees Association (UBC, November 30, 2022)

NOTE: Motion Deadline: February 16, 2024