

**REGULAR BOARD MEETING AGENDA**  
**Tuesday, April 23, 2024**  
**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 [marlene.leach@sd71.bc.ca](mailto: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](mailto: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.

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**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 April 23, 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 minutes from the March 12, 2024, Regular Public Board Meeting as presented.*

**4. Unfinished Business - None**

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

Page 5

- March 12, 2024 – Regular In-Camera Meeting
- April 09, 2024 – Closed Committee of the Whole Meeting

6. **Board Chair’s Written Report**

Page 6

7. **Presentations / Delegations – None**

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

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

TOPIC: 2025-25 Annual Operating Budget, Strategic Plan

DATE: May 14, 2024

TIME: 5:30 pm

LOCATION: SBO, Board Room

9. **Strategic Direction**

**A. Superintendent**

i. **Superintendent District Report** – Verbal Update

ii. **Strategic Plan** – Verbal Update, Dr. Jeremy Morrow, Superintendent

iii. **Lead and Water Report** – Briefing Note, Ian Heselgrave, Director of Operations

Pages 7-8

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Lead and Water report dated April 23, 2024, as presented.*

iv. **Gender-Based Violence Working Committee, Terms of Reference** – Briefing Note, Michelle Waite, Chair

Pages 9-10

**Motion:**

*THAT the Board of Education of School District 71 (Comox Valley) receive the Gender-Based Violence Working Committee Briefing Note;*

*And THAT the Board of Education of School District 71 (Comox Valley) accept the Gender-Based Violence Committee proposed Terms of Reference;*

*And THAT the Board of Education of School District 71 (Comox Valley) appoint Trustee Aldinger as the Gender-Based Violence Committee Chair.*

v. **3-Year District Calendar - Online Learning Schools** – Briefing Note, Dr. Jeremy Morrow, Superintendent

Pages 11-14

**Motion:**

*THAT the Board of Education of School District 71 (Comox Valley) approve the 2024-2025, 2025-2026, and the 2026-2027, online school calendar as presented.*

vi. **Restricting Device Usage** – Briefing Note, Jay Dixon, Associate Superintendent Pages 15-22

**B. Secretary-Treasurer**

i. **Capital Plan Bylaw 2024/25-CPSD71-01 Approval** – Briefing Note, Carrie McVeigh, Secretary-Treasurer Pages 23-49

The bylaw must be passed through three readings. Before said readings can be done, a motion must be carried unanimously, permitting all three readings to be conducted in the same meeting. Further each reading of the bylaw must be read in full, unless all those attending the meeting have a copy of the full bylaw. If copies of the bylaw are available, the bylaw may be cited, as noted below.

**Recommendation**

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) give all three readings of the Capital Bylaw No. 2024/25-CPSD71-01 in one meeting.*

**Motion (3 readings):**

*THAT the Board of Education of School District No. 71 (Comox Valley) adopt the 2024/2025 Capital Bylaw cited as School District No. 71 (Comox Valley) Capital Bylaw No. 2024/25-CPSD71-01, being a bylaw associated with the 2024/25 Capital Plan as identified in the Capital Plan Response letter, dated March 15, 2024, issued by the Capital Management Branch, Ministry of Education and Child Care.*

*Read for a first time this 23<sup>rd</sup> day of April, 2024*

*Read for a second time this 23<sup>rd</sup> day of April, 2024*

*Read for a third time this 23<sup>rd</sup> day of April, 2024 and adopted*

ii. **Capital Fund Update** – Attachment, Carrie McVeigh, Secretary-Treasurer / Ian Heselgrave, Director of Operations Page 50

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Capital Fund Update dated April 23, 2024, as presented.*

iii. **2024-25 Annual Facility Grant (AFG) Spending Plan** – Briefing Note, Ian Heselgrave, Director of Operations Pages 51-52

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2024-25 Annual Facility Grant (AFG) Spending Plan briefing note dated April 23, 2024, as information.*

- iv. Quarter 3 Finance Report** – Briefing Note, Carrie McVeigh, Secretary-Treasurer / Candice Hilton, Director of Finance Pages 53-55

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Quarter 3 Finance Report dated April 23, 2024, as presented.*

- v. Preliminary Operating Grant** – Briefing Note, Carrie McVeigh, Secretary-Treasurer / Jennifer Nelson, Assistant Secretary-Treasurer Pages 56-65

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Preliminary Operating Grant briefing note dated April 23, 2024, as presented.*

**10. Board Standing Committee Reports**

**A. Open Committee of the Whole**

- a) Open Committee of the Whole Board Report – April 09, 2024** Pages 66-67

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) receive the Open Committee of the Whole Board Report dated April 09, 2024, as presented.*

**11. Board Business - None**

- i. Trustee Written Report: Indigenous Education Committee (IEC)** – Susan Leslie, Trustee Page 68

**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, Mar 12, 2024**  
**7:00 pm**

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**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  
Carrie McVeigh, Secretary-Treasurer  
Jennifer Nelson, Assistant Secretary-Treasurer  
Sean Lamoureux, Associate Superintendent  
Craig Sorochan, Manager of Communications  
Jay Dixon, Associate Superintendent  
Dr. Vivian Collyer, Associate Superintendent

**Regrets:** None

**Recording Secretary:** Marlene Leach, Sr. Executive Assistant

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**1. Call to Order**

The Board Chair, Michelle Waite 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**

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the March 12, 2024 Board Meeting Agenda as amended.*

*[Leslie/May Sacht]*

**CARRIED**

**3. Board Meeting Minutes**

Pages 1-5

**Motion:**

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

*[Howe/Aldinger]*

**CARRIED**

**4. Unfinished Business – None**

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

Page 6

- February 27, 2024 – Regular In-Camera Meeting

6. **Board Chair’s Written Report**

Page 7

The Board Chair welcomed the new Secretary-Treasurer, Carrie McVeigh, to her first public board meeting, and reviewed the topics outlined in the report.

7. **Presentations / Delegations**

i. **Critical Incident Response – Briefing Note and PowerPoint**

Pages 8-12

Sean Lamoureux, Associate Superintendent and Tara Ryan, Vice Principal, Inclusive Education

**Motion:**

*THAT the Board of Education of School District No.71 (Comox Valley) receive the Critical Incidents briefing note as presented.*

*[Leslie/Howe]*

**CARRIED**

The presenters answered the Board’s questions. The Chair thanked the presenters for their hard and critical work.

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

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

TOPIC: Strategic Plan and Budget Process Overview  
DATE: April 09, 2024  
TIME: 7:00 pm  
LOCATION: SBO, Board Room

9. **Strategic Direction**

**A. Superintendent**

i. **Superintendent District Report – Verbal Update**

The Superintendent:

- thanked the Critical Incident Team for the work that they do to support staff, students, families, and the school community as a whole,
- expressed gratitude to the nearly 500 people who have completed the Strategic Plan Survey, and
- wished students and staff an awesome Spring Break!

**ii. Feeding Futures District Scan Recommendations – Briefing Note and Presentation**

Pages 13-36

The Superintendent acknowledged the great work done by Kyle Timms and Yolanda Lehton in the Feeding Futures Report and that there was a community meeting with internal partner groups that built off the food scan and resulted in recommendations. A PowerPoint presentation was provided that reviewed the five recommendations for the Board to consider and approve. The Superintendent answered the Board's questions.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve the Superintendent Recommendations contained herein.*

*[May Sacht/Aldinger]*

**CARRIED**

**iii. Three-Year District Calendar – Briefing Note and Presentation**

Pages 36-43

The Superintendent heard from parents who would like more advanced notice of the district calendars and made a commitment to do the next set of calendars in the 2025-2026 school year, one year prior to the expiration of the third year. A PowerPoint was presented to the Board and the Superintendent answered the Board's questions.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2024-2025, 2025-2026, and the 2026-2027 School Calendars as presented.*

*[McCannel-Keene/Leslie]*

**CARRIED**

**iv. Strategic Plan – Verbal Update**

The Superintendent welcomed Carrie McVeigh, the new Secretary-Treasurer. There will be an opportunity for the parents and community members to join in conversation on the following dates:

- April 03, 2024 – Cumberland Community School
- April 04, 2024 - Aspen Park Elementary
- April 08, 2024 – Lake Trail Community School and Zoom
- April 15, 2024 - for Indigenous families at K'ómoks Band Hall

These dialogues sessions will help shape a new vision and new future for Comox Valley Schools. Trustees worked on the beginning of a process to shape a new vision, a new mission and a deeply understood group of values statements. The Superintendent looks forward to sharing this information over the next few months. A number of Internal members of our community will look at raw data and work together to help Trustees with the writing of the new Strategic Plan.

**B. Secretary-Treasurer**

**i. 2024-25 Budget – Briefing Note**

Page 44

**a) Timeline and Engagement**

Page 45

The Secretary-Treasurer reviewed the briefing note and 2024-25 annual operating budget timelines and process with the Board.

**Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve the budget timeline as outlined.*

*[Howe/McCannel-Keene]*

**CARRIED**

**10. Board Standing Committee Reports**

**A. Open Committee of the Whole – No Meeting in February**

**11. Board Business - None**

**12. Board Correspondence - None**

**13. Public Question Period – max. 15 minutes**

The Chair directed the public questions to the Superintendent.

**14. Meeting Adjourned – 8:14 pm**

**MOTION:**

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

*[Leslie/May Sacht]*

**CARRIED**

**Board Approved on:**  
April 23, 2024

**Certified Correct:**

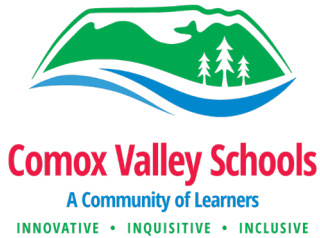
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Carrie McVeigh  
Secretary-Treasurer

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Michelle Waite  
Board Chair





# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## RECORD OF IN-CAMERA MEETINGS

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Office of the Secretary Treasurer  
**RE:** Record of In-Camera Meetings

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

Matters discussed and decisions reached at the Special and Regular In-Camera meetings, and Closed Committee of the Whole meetings held since the last such report:

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#### March 12, 2024 – Regular In-Camera Meeting

1. Receipt of and updated on seven other matters

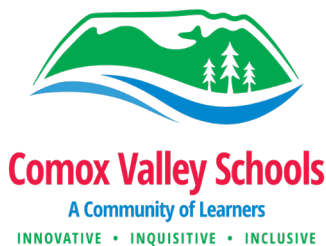
The meeting was called to order at 5:33 pm and adjourned at 6:58 pm.

#### April 09, 2024 – Closed Committee of the Whole Meeting

1. Receipt of and updates on four finance/operations matters
2. Receipt of and updates on two personnel matters
3. Receipt of and updates on three strategic matters

The meeting was called to order at 4:33 pm and adjourned at 6:52 pm.

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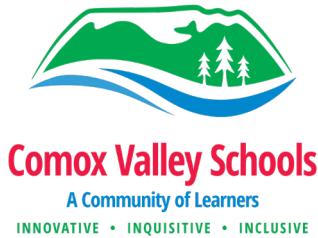


I am pleased to present our report for April, another month marked by significant contributions and engagement within our school district.

Our journey towards a brighter future for Comox Valley Schools continues and this month we held four Strategic Plan public consultation sessions. Thank you to everyone who participated in-person and virtually to share your stories, thoughts, and ideas to help form our next strategic plan. As shared over the past few months, this plan is our roadmap for the coming years, aiming to enhance educational experiences, support student well-being, and foster an environment of innovation and excellence. Later this month and into May, we are bringing together a team to review, analyze and synthesize all the data gathered from the surveys, in-person sessions, and conversations with our school communities regarding the areas of focus for the strategic plan.

We are now working on planning and budgeting for the next school year. We look forward to our budget consultation process as we continue to navigate the challenges of inflationary costs, and operational funds that need to be allocated to modular purchases for our growing district. While the majority of the district's budget is pre-allocated to operating and capital costs (i.e., school construction, additions, seismic upgrades, teachers, educational assistants, programs/services and supplies), there is some room to address priorities identified by the community. We look forward to hearing insights into how we best serve our students' needs.

**Gilakas'la**



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**TO:** SD 71 Board of Education **DATE:** April 23<sup>rd</sup> 2024  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** **Lead in Water Testing Update – April 2024**

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### **Purpose**

To update the Board of Education on the lead in the water testing protocols and the work completed by SD 71 Maintenance to mitigate lead in the water issues.

### **Background**

The quality of water in BC schools gained public attention in February 2016 when a report revealed elevated lead and copper levels in water at a Kitimat, B.C. school years ago.

In the Spring of 2016, all School Districts received a letter from the Ministry of Education asking us to ensure the quality of water in our schools. SD 71 was directed to work with our local health authorities to develop a plan to evaluate water quality, particularly in schools built prior to 1989 when there was a revision to the BC Plumbing Code limiting the use of lead solder in pipes. The Operations Department immediately began working on a plan and initiated testing in all sites through the Spring and Fall of 2016. Guided by advice from health authorities, we had an accredited, independent laboratory test water quality—specifically, lead content from all sites in the School District.

A national investigative report on the quality of the tap water of several schools across Canada revealed high concentration of lead.

### **Testing and Mitigation**

Since 2016, all School District 71 schools and facilities constructed prior to 1989 have been annually tested for lead in the water. The results are summarized on a Ministry of Education spreadsheet and submitted to the Capital Branch for review.

The school district uses the Random Daytime (RDT) sampling protocol recommended by Island Health Authority to capture typical exposures including potential exposure to particulate lead. Health Canada mandated in March 2019 that the Maximum Allowable Concentration (MAC) be lowered from the previous level of 10 ug/L to a new stringent standard of 5µg/L (5.0ppb). Water quality is tested at least once annually.

In November and December 2023 School District plumbers sampled 100 percent of the pre-1989 schools and facilities. The test results for the tap in the Perseverance building staff room showed lead levels beyond the maximum concentration during first flow of the day testing. A replacement filtered tap and signage was installed to remediate the area that was shown to exceed the MAC for lead. This ensures that drinking water quality meets the regulated health standards.

Mitigation efforts and ongoing rigorous testing will make certain that drinking water in all Comox Valley School facilities is safe. Annual testing for lead in the water will continue as a routine maintenance function for the Operations Department.

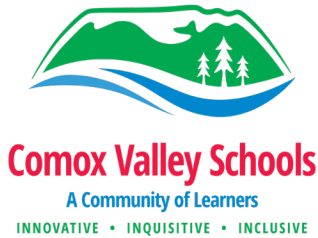
**Recommendation**

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



# Comox Valley Schools

School District No. 71

Board of Education

## BRIEFING NOTE

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Shannon Aldinger, Trustee, Board of Education  
**RE:** **Gender-Based Violence Working Committee, Proposed Terms of Reference**

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### **Background**

At its June 21, 2022, regular public board meeting, the Board of Education of School District No. 71 (Comox Valley) (SD71), unanimously passed the following motion:

*THAT the Board of Education for School District 71 (Comox Valley) establish a district wide committee to address the issues of gender-based violence among students.*

### **Terms of Reference**

To review district policies, administrative procedures and other practices that relate to gender-based violence (GBV), to identify gaps in our district's approach and response to GBV, to identify and develop resources and best practices, to consult with community-based subject-matter experts, and to make recommendations to the superintendent and board.

### **Membership**

Membership on the committee will consist of one representative of the following:

- Trustee (chair)
- Trustee (co-chair)
- Counselor
- P/VP
- Teacher
- Indigenous Education
- CUPE
- DPAC

SBO Liaison – Superintendent of Comox Valley Schools

Members will be selected by the Gender-Based Violence Working Group in consultation with our partner groups.

### **Meetings**

The intention is for the committee to meet twice before the end of the 2023/24 school year and continue its work into the 2024/25 school year.

Initial meetings (2023/24) will aim to include introductions among committee members, a review of the norms of collaboration, a review of proposed steps and timeframe of committee, establishing an agreed upon definition of gender-based violence, and identifying existing district policies and administrative procedures relevant to the issue of gender-based violence, with a view for feedback and inclusion of other ideas from committee members.

It is anticipated that later meetings/steps will include:

- a comprehensive review of our district’s policies, APs and any provincial materials on the issue, and an assessment of gaps;
- consideration of whether and to what extent to review other district policies on this issue;
- consideration of persons and groups to consult (within school district as well as community-based subject-matter experts), questions to be asked and timeframe for same;
- consideration of how to include student voice;
- consideration of other opportunities to provide feedback;
- engage in the consultation and interviews; and
- prepare report to superintendent and board of education (to include key themes and findings, identification of gaps and opportunities in the areas of policy, education, awareness and prevention, and response procedures and protocols).

**Recommendation**

*THAT the Board of Education of School District 71 (Comox Valley) receive the Gender-Based Violence Working Committee Briefing Note;*

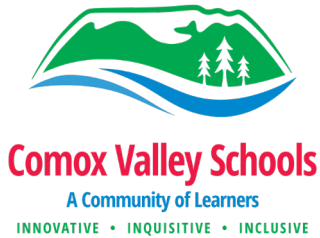
*And THAT the Board of Education of School District 71 (Comox Valley) accept the Gender-Based Violence Committee proposed Terms of Reference;*

*And THAT the Board of Education of School District 71 (Comox Valley) appoint Trustee Aldinger as the Gender-Based Violence Committee Chair.*

Respectfully submitted,

*Shannon Aldinger*

Shannon Aldinger, Trustee



**Comox Valley Schools**  
School District No. 71  
**Office of the Superintendent of Schools**

**MEMORANDUM**

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Jeremy Morrow, Superintendent  
**RE:** **District Calendar-Online Learning Schools**

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**Background**

The district online learning calendar requires a separate submission to the Ministry of Education and was missed in the previous calendar presentation and submission to the board. The online calendar essentially follows the same format as the regular school calendar but has notations specific to the provision of online programming.

**Recommendation**

THAT the Board of Education of the School District No. 71 (Comox Valley) approve the 2024-2025, 2025-2026, and the 2026-2027 online school calendar as presented.

Respectfully submitted,

*Jeremy Morrow*

Jeremy Morrow  
Superintendent of Schools

# Comox Valley School District ~ Online Learning School Calendar 2024 – 2025

July  1 Canada Day 2 OL Summer Prog starts	<b>JULY 2024</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				August  5 B.C. Day 23 OL Summer Prog ends 26 OL Regular Prog starts	<b>AUGUST 2024</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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Event	Dates
Opening/Closing Days (royal)	July 2/ Aug 23, 26 / Jan 6 / Mar 31 / Jun 26
Non-Instructional Days - Pro-D or Planning Day (yellow)	Sept 3 / Oct 11, 25 / Nov 8 / Dec 6 / Jan 24 / Feb 18 / May 16
School / Government / Statutory Holidays (green)	Sept 2 / Sept 30 / Oct 14 / Nov 11 / Dec 25 & 26 / Jan 1 / Feb 17 / Apr 18 & 21 / May 19
Winter / Spring Breaks (grey)	Dec 23 - Jan 5 / Mar 17 - 30
Administrative Day (no classes, teachers attend) (pink)	Jun 27



# Comox Valley School District ~ School Calendar 2025 – 2026

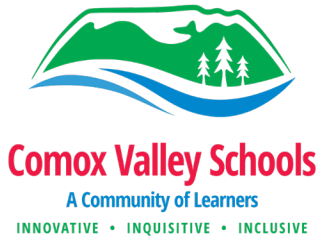
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Non-Instructional Days - Pro-D or Planning Day (yellow)	Sept 2 / Oct 10, 24 / Nov 10 / Dec 5 / Jan 23 / Feb 17 / May 15
School / Government / Statutory Holidays (green)	Sept 1 / Sept 30 / Oct 13 / Nov 11 / Dec 25 & 26 / Jan 1 / Feb 16 / Apr 3 & 6 / May 18
Winter / Spring Breaks (grey)	Dec 22 - Jan 4 / Mar 23 - Apr 6
Administrative Day (no classes, teachers attend) (pink)	Jun 26

# Comox Valley School District ~ School Calendar 2026 – 2027

July  1 Canada Day 2 OL Summer Prog starts	<b>JULY 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		August  3 B.C. Day 28 OL Summer Prog ends 31 OL Regular Prog starts							
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School / Government / Statutory Holidays (green)	Sept 7 / Sept 30 / Oct 12 / Nov 11 / Dec 25 & 26 / Jan 1 / Feb 15 / Mar 26 & 29 / May 24
Winter / Spring Breaks (grey)	Dec 21 - Jan 3 / Mar 15 - 29
Administrative Day (no classes, teachers attend) (pink)	Jun 30



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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Jay Dixon, Associate Superintendent  
**RE:** ***Provincial Standards for Codes of Conduct Order Update (Restricting Device Usage)***

---

**Background:**

The Ministry of Education and Child Care has amended the Provincial Standards for Codes of Conduct Order to promote provincial consistency and to support boards of education in ensuring their schools have appropriate policies in place to restrict student personal digital device use. The amended Order will come into effect on July 1, 2024.

**All boards of education are to include one or more statements restricting student use of personal digital devices at school.**

Review the [letter from the deputy minister](#) and [support guide](#) for details.

Codes of Conduct are required to be updated by July 1, 2024, and submitted by August 15, 2024.

Intention: Codes of conduct restrict student personal digital device use at school to promote online safety and support focused learning environments.

**Implementation Plan:**

Updating a school district's code of conduct to include guidelines on personal device usage, particularly cell phones, requires careful planning. Here's a step-by-step plan:

**1. Drafting the Updated District Code of Conduct May – June 2024):**

- Review the existing code of conduct ([AP 350 District Student Code of Conduct & AP 145 Use of Personal Communication Devices](#)) to identify areas that need updating or clarification related to personal device usage.
- Research best practices and legal considerations (contacted Harris & Co. April 19, 2024) regarding cell phone usage in educational settings. All boards of education are to include one or more statements restricting student use of personal digital devices at school.
- Draft/adjust language that outlines the acceptable use of personal devices, including cell phones, within the school district as recommended in the [support guide](#).

**2. Updating Individual School Codes of Conduct (May – June 2024):**

- Provide guidance and support to individual schools within the district to update their codes of conduct in alignment with the district-wide administrative procedures and code of conduct (May 9<sup>th</sup>, 2024, P/VP Meeting).
- Encourage schools to tailor the language and implementation strategies to their specific needs and circumstances while maintaining consistency with district-level guidelines.

**3. Seek Feedback and Revision (May – June 2024):**

- Schools present the draft of the updated code of conduct to the broader school community for feedback. This can be done through staff meetings, student meetings, PAC meetings, online surveys, newsletters, websites, or feedback forms.
- Engage with Indigenous Education Council as part of the process of updating code of conduct.

**4. Review and Approval (June 2024):**

- Address any additional feedback or concerns raised during the review process, making necessary revisions to the document.
- Submit the revised code of conduct(s) to the school board or for review and approval.

**5. Communication and Training (September 2024 – December 2024):**

- Develop a communication plan to inform students, parents, teachers, and staff about the updated code of conduct, emphasizing the rationale behind the changes and how they will be implemented.
- Provide training sessions or workshops for teachers and staff on enforcing the new policies effectively and consistently.

**6. Implementation and Monitoring (September 2024 – June 2025):**

- Roll out the updated code of conduct at the beginning of 2024-2025 year.
- Monitor compliance and assess impact on student behavior, academic performance, and overall school climate.
- Adjust as needed based on ongoing feedback and evaluation.

By following this plan, the school district can effectively update its code of conduct to address the use of personal devices, including cell phones, and ensure a safe and conducive learning environment for all students.

Respectfully submitted,

Jay Dixon  
Associate Superintendent of Schools

## **DISTRICT STUDENT CODE OF CONDUCT**

### **Background**

The District endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility and self-control.

Students are to learn, practice and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further to respect diversity and refrain from demonstrating any form of discrimination as set out in the British Columbia Human Rights Code, including gender identity and gender expression. Students are to foster a sense of belonging amongst all students.

Within the aforementioned context, students are to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive and contributing members of society.

### **Procedures**

1. In displaying acceptable behaviour, students are to:
  - 1.1 Use their abilities and talents to gain maximum learning benefits from their school experiences;
  - 1.2 Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
  - 1.3 Co-operate fully with everyone authorized by the District to provide education programs and other services;
  - 1.4 Comply with all applicable federal, provincial and municipal laws, and the rules of the District and school;
  - 1.5 Account to their teachers for their conduct;
  - 1.6 Attend school regularly and punctually;
  - 1.7 Use non-violent means to resolve conflict;
  - 1.8 Treat all other students and staff with dignity, respect and fairness at all times;
  - 1.9 Contribute to a learning environment that is free from physical, emotional, and social abuse;
  - 1.10 Take appropriate measures to help those in need; and
  - 1.11 Demonstrate honesty and integrity.

2. Students are accountable for demonstrating respect for:
  - 2.1 Authority;
  - 2.2 Others and their property;
  - 2.3 School property, equipment and textbooks; and
  - 2.4 Differences in ethnicity, race, religion, sexual orientation, gender identity or expression.
3. Students are prohibited from engaging in unacceptable behaviour, whether it occurs within the school building, during the school day, during school related activities or by electronic means.

Examples of such behaviours include, but are not limited to:

- 3.1 Publication of any item that discriminates against a person or a group or class of persons because of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- 3.2 Denial of accommodation, service or facility customarily available to the public because of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- 3.3 Use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on District property, or in a vehicle on District property used by a student or occupied by a student as a passenger;
- 3.4 Threats;
- 3.5 Conduct which endangers others;
- 3.6 Encouraging conduct which endangers or may endanger others;
- 3.7 Encouraging unacceptable conduct;
- 3.8 Use or display of improper, obscene or abusive language;
- 3.9 Distribution or display of offensive messages or pictures;
- 3.10 Theft, including identity theft;
- 3.11 Assault;
- 3.12 Willful damage to school or others' property;
- 3.13 Use, possession of, distribution of, or active contact with, or collection of money for controlled drugs, alcohol, or inhalants in school, on Board property or in the context of any school-related activity;
- 3.14 Attending school or any school-related activity under the influence of controlled drugs, alcohol or inhalants;
- 3.15 Personal or sexual harassment;
- 3.16 Hazing, initiation activities; the formation or the operation of sororities, fraternities, gangs and secret organizations;

- 3.17 Extortion;
  - 3.18 Disruptive behaviour, willful disobedience or defiance of authority;
  - 3.19 Interfering with the orderly conduct of classes or the school;
  - 3.20 Tampering with fire alarms and safety equipment;
  - 3.21 Criminal activity;
  - 3.22 Contravention of the school's code of conduct;
  - 3.23 Workplace violence;
  - 3.24 Bullying, including cyber-bullying; and
  - 3.25 Inappropriate information technology use.
4. Unacceptable student behaviour:
- 4.1 may be grounds for disciplinary action; and
  - 4.2 provides an opportunity for critical learning in the areas of:
    - 4.2.1 Personal accountability and responsibility;
    - 4.2.2 The development of empathy;
    - 4.2.3 Conflict resolution;
    - 4.2.4 Communication; and
    - 4.2.5 Social skills development.
5. When responding to unacceptable student behaviour, the following are to be considered:
- 5.1 The effect of the student's behaviour upon other students, the staff, the school, and the community;
  - 5.2 The nature of the action or incident that calls for disciplinary or alternative measures;
  - 5.3 The student's previous conduct and previous interventions;
  - 5.4 The student's age, maturity and abilities;
  - 5.5 The impact of proposed action on the student's future behaviour;
  - 5.6 The student's learning needs; and
  - 5.7 Any other information considered appropriate or relevant.
6. The consequences of unacceptable behaviour may be:
- 6.1 Assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location;
  - 6.2 Short term removal of privileges;
  - 6.3 Detention;
  - 6.4 Alternative interventions such as community conferencing or other forms of restorative justice;

- 6.5 Corrective student transfer;
  - 6.6 Suspension; and
  - 6.7 Recommendation for expulsion.
7. Students will contribute, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth.

Legal Reference: Section 20, 22, 23, 65, 85 School Act  
Freedom of information and Protection of Privacy Act  
Human Rights Code  
Canadian Charter of Rights and Freedoms  
Canadian Human Rights Act  
Criminal Code of Canada

Adopted: June 25, 2019  
Revised:



## **USE OF PERSONAL COMMUNICATION DEVICES (PCDs)**

### **Background**

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal communication devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

### **Procedures**

1. Personal Communication Devices (PCDs) are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher.
  - 1.1 Normally, PCDs are to be stored in silent mode during instructional and school sponsored activities.
2. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
3. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
4. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents, in the photograph or video.
5. Students who bring PCDs to the school are expected to comply with all parts of Administrative Procedure 350 – District Student Code of Conduct. Students who consistently refuse to comply with the District's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedure 350.
  - 5.1 Principals will use progressive discipline reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct.
6. Principals, in consultation with staff and appropriate stakeholders (including the parents' advisory councils), are to formulate and implement specific procedures at each school site.
7. In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of PCDs in that emergency situation.

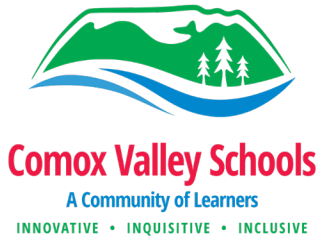
8. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.

8.1 PCDs which are taken temporarily from students by teachers or administrators must be securely stored.

Reference: Sections 6, 8, 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

Adopted: June 25, 2019

Revised:



# Comox Valley Schools

School District No. 71  
Office of the Secretary-Treasurer

## BRIEFING NOTE

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Carrie McVeigh, Secretary-Treasurer  
**RE:** **Capital Plan Approval and Bylaw No. 2024/25-CPSD71-01**

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### **Background**

As the Board is aware, a capital bylaw is required under the School Act (S. 143). It is non-financial in nature and, only one bylaw is required for all capital projects approved by the Ministry. The bylaw once adopted by the Board, authorizes the Secretary Treasurer to execute project and funding agreements related to the expenditures contemplated by the underlying capital plan.

The Capital Planning cycle consists of:

- The Capital Plan preparation process starts in the spring with major capital program submissions due June 30<sup>th</sup> and minor capital program submissions due September 30. During this period of time significant communication occurs between our Facilities department and Capital Branch staff at the Ministry of Education. The Ministry of Education and Child Care provided districts with a five-year Capital Plan intake spreadsheet and Capital Plan instructions in early spring.

- The Capital Plan intake/submission process considers the following:

#### **MINOR CAPITAL**

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)
- School Food Infrastructure Program (FIP)

#### **MAJOR CAPITAL**

- Seismic Mitigation Program (SMP)
  - School Expansion Program (EXP)
  - School Replacement Program (REP)
  - Rural Districts Program (RDP)
  - Seismic Mitigation Program (SMP)
- Other Programs include the Annual Facilities' Grant (AFG) and Building Envelope Program (BEP)
  - Before submitting the 5-year Capital Plan for approval, a Board must approve the proposed Capital Plan for its school district by resolution. This resolution must be provided to the Ministry as part of the submission process. At this stage, a bylaw is not required. The Board approved the 2024/2025 plan, and the Secretary-Treasurer signed the resolutions in September 2023.
  - Ministry staff spend the summer and fall reviewing all 60 school district submissions and they provide approval for school district plans in the spring, at around the same time as the new year in take process commences.

To date, the Board has:

- Approved the 2024/2025 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolutions.
- Received the Response letter dated March 15, 2024, approving funded projects by the Ministry.

The adoption of the bylaw allows the Secretary-Treasurer to sign the funding agreement which will release funding from the Ministry to the school district for the approved capital items/projects. In essence, the adoption of the bylaw approves the 5-year capital plan as approved by the Ministry of Education and Child Care and permits the Secretary-Treasurer to operationalize the projects approved.

### **Recommendation**

#### **Motion:**

***THAT the Board of Education of School District No.71 (Comox Valley) give all three readings of the Capital Bylaw No. 2024/25-CPSD71-01 in one meeting.***

#### **Motion (3 readings):**

***THAT the Board of Education of School District No. 71 (Comox Valley) adopt the 2024/2025 Capital Bylaw cited as School District No. 71 (Comox Valley) Capital Bylaw No. 2024/25-CPSD71-01, being a bylaw associated with the 2024/25 Capital Plan as identified in the Capital Plan Response letter, dated March 15, 2024, issued by the Capital Management Branch, Ministry of Education and Child Care.***

***Read for a first time this 23<sup>rd</sup> day of April, 2024***

***Read for a second time this 23<sup>rd</sup> day of April, 2024***

***Read for a third time this 23<sup>rd</sup> day of April, 2024***

#### **Appendices:**

Appendix A: 2024/25 Capital Plan Response Letter dated March 15, 2024

Appendix B: 2024/25 Annual Programs Funding Agreement

Appendix C: 2024/25 Capital Bylaw No. 2024/25-CPSD71-01

Appendix D:2024/25 Capital Plan Resolutions (Minor Capital, Building Envelope, School Food Infrastructure), September 26, 2023

Appendix E: Briefing Note, Director of Operations Heselgrave, June 27, 2023, Capital Plan Submissions Summary

Appendix F: Briefing Note, Director of Operations Heselgrave, February 20, 2024, Capital Plan projects Update

Respectfully submitted,

*Carrie McVeigh*

Carrie McVeigh  
Secretary-Treasurer



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent  
School District No. 71 (Comox Valley)

**Capital Plan Bylaw No. 2024/25-CPSD71-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District’s 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts’ Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

**Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
159216 / 154925	Cumberland Community School	Addition / Seismic	Final business case (PDR) is with Ministry for funding approval.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

**MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

**New projects for SEP, FIP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Tsolum Elementary	SEP - Exterior Wall Systems Upgrades	\$755,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Denman Island Community School	CNCP - Energy Upgrades	\$290,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Valley View Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Airport Elementary, Arden Elementary, Aspen Park Elementary, Courtenay Elementary, Ecole Puntledge Park Elementary, Ecole Robb Road, Georges P Vanier Secondary, Highland Secondary, Huband Park Elementary, Mark R. Isfeld Senior Secondary, Valley View Elementary	FIP - Kitchen Equipment and Upgrade	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
  - Major Capital Programs (BEP)
- **September 30, 2024**
  - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
  - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines. Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



**Damien Crowell, Executive Director  
Capital Management Branch**

**pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital  
Management Branch**



## **ANNUAL PROGRAMS FUNDING AGREEMENT**

This Annual Programs Funding Agreement dated for reference the 15th day of March 2024, is in effect for the 2024/25 fiscal year period of April 1, 2024 to March 31, 2025.

**BETWEEN: His Majesty the King in Right of the Province of British Columbia,** represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 71 (Comox Valley)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

### **1. DEFINITIONS**

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

**2024/25 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)**

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

**2. SCHEDULES**

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

**3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS**

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Tsolum Elementary	SEP - Exterior Wall Systems Upgrades	\$755,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Denman Island Community School	CNCP - Energy Upgrades	\$290,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Valley View Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Airport Elementary, Arden Elementary, Aspen Park Elementary, Courtenay Elementary, Ecole Puntledge Park Elementary, Ecole Robb Road, Georges P Vanier Secondary, Highland Secondary, Huband Park Elementary, Mark R. Isfeld Senior	FIP - Kitchen Equipment and Upgrade	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

2024/25 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)

Secondary, Valley View Elementary			
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- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
  - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
  - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
  - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

**4. BOARD OBLIGATIONS**

- 4.01 The Board will:
- a) carry out the Project in a manner that ensures:
    - i) delivery within budget;
    - ii) completion by March 31, 2025;
    - iii) scope details are fully met upon completion;
    - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the

school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.

- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
  - c) procure the Project in accordance with the Capital Asset Management Framework;
  - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
  - e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

## **5. EVENT OF FORCE MAJEURE**

### **5.01 In the Event of Force Majeure:**

- a) the Board will immediately notify the Ministry, in writing, describing the Event of

Force Majeure.

- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

**6. PUBLIC ANNOUNCEMENTS**

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts” (provided as Schedule A).

**7. NOTICE**

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 71 (Comox Valley)  
607 Cumberland Rd, Campbell River, BC, V9W 3P2  
Attention: Russell Horswill, Secretary-Treasurer  
Email: secretary.treasurer@sd71.bc.ca

- b) if to the Ministry:

Ministry of Education and Child Care  
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1  
Attention: Capital Management Branch (Minor Capital Unit)  
Email: CMB@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a

responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
  - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
  - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

*2024/25 Annual Programs Funding Agreement for School District No. 71 (Comox Valley)*

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King )  
in Right of the Province of British Columbia )  
by a duly authorized designate of the )  
Minister of Education and Child Care )

\_\_\_\_\_  
Authorized Signatory (For the Minister of Education and  
Child Care)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (Month/Day/Year)

SIGNED on behalf of the **Board** )  
**of Education of School District** )  
**No. 71 (Comox Valley)** by its duly )  
authorized signatories )

\_\_\_\_\_  
Signatory (Secretary Treasurer)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date Signed (Month/Day/Year)

**SCHEDULE A**

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS  
BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL  
DISTRICTS**

**News Release**

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

**Signage**

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

**If requested**, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

**Official Ceremonies**

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

**Plaques**

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.





**CAPITAL BYLAW NO. 2024/25-CPSD71-01**  
**CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated April 23, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 71 (Comox Valley) Capital Bylaw No. 2024/25-CPSD71-01.

READ A FIRST TIME THE 23<sup>rd</sup> DAY OF April 2024;  
READ A SECOND TIME THE 23<sup>rd</sup> DAY OF April 2024;  
READ A THIRD TIME, PASSED THE 23<sup>rd</sup> DAY OF April 2024.

APPLY CORPORATE SEAL

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 71 (Comox Valley) Capital Bylaw No. 2024/25-CPSD71-01 adopted by the Board the 23<sup>rd</sup> day of April 2024.

\_\_\_\_\_  
Secretary-Treasurer



**School District No. 71 (Comox Valley)**  
Office of the Board of Education

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

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25 adopted by the Board of Education, on the 26<sup>th</sup> day of September 2023.

Secretary-Treasurer Signature

Russell Horswill

Secretary-Treasurer Name




**School District No. 71 (Comox Valley)**  
Office of the Board of Education

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

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Building Envelope Program) for 2024/25 adopted by the Board of Education, on the 26<sup>th</sup> day of September 2023.



Secretary-Treasurer Signature

Russell Horswill

Secretary-Treasurer Name




**School District No. 71 (Comox Valley)**  
Office of the Board of Education

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

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) hereby approves the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024/25 adopted by the Board of Education, on the 26<sup>th</sup> day of September 2023.



Secretary-Treasurer Signature

Russell Horswill

Secretary-Treasurer Name

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** June 27<sup>th</sup>, 2023  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** **2024-25 Capital Plan Submission summary**

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**Purpose**

To update the Board of Education on the April 2023 Ministry of Education Capital Plan Program announcement and the SD 71 proposed submission.

**Background**

Annual Five-Year Capital Plan submissions from Boards of Education are used by the Ministry to determine which priority capital projects may be included in the Ministry’s Capital Plan for the following fiscal year. The capital plan submissions also provide the Ministry with important insight into future year capital priorities, which can be used for longer term government planning and the determination of potential future capital funding requirements for the public education system.

The Ministry of Education has developed a new web-based Capital Asset Planning System (CAPS) which school districts will use for their annual Five-Year Capital Plan Submissions on a go-forward basis. The CAPS effectively replaces the Capital Plan Intake Spreadsheets that school districts have used for the past many years.

The CAPS enables the Ministry to issue a “Call for Submissions” for school districts’ Five-Year Capital Plans separately for Major capital projects and Minor capital projects, with different submission deadlines. With that in mind, submission deadlines for 2024/25 will be:

1. **Major Capital Programs (SMP, EXP, REP, RDP) – June 30, 2023**
2. **Minor Capital Programs (FIP) – June 30, 2023**
3. **Building Envelope Program (BEP) – June 30, 2023**
4. **Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP\*) – September 30, 2023**

Board approval is required. The Ministry seeks capital project requests under the following capital programs:

Major Capital Funding Programs:

- SMP - Seismic Mitigation Program
- EXP - New Schools, Additions, Site Acquisition
- REP - School Replacement

- RDP – Rural District Program

Minor Capital Funding Programs:

- SEP - School Enhancement Program
- CNCP – Carbon Neutral Capital Program
- BUS - Bus Replacement & Inventory
- PEP – Playground Equipment Program
- FIP – School Food Infrastructure Program

Other Programs:

- BEP - Building Envelope
- AFG – Annual Facility Grant

The Ministry will provide each school district with a written response to their Five Year Capital Plan submission once the assessment of all submissions is complete and funding for fiscal year 2024/25 is announced.

### **Annual Submission Process**

The Capital Branch changed to an annual June submission to align with the Provincial fiscal year. The submission and approval cycle for the Capital Plan is:

- **April 2023**- Ministry releases Capital Plan Instructions.
- **May – September 2023** - SD's prepare annual 5-year Major and Minor Capital Plans (proposed year 1, 2, 3, 4, 5 capital projects).
- **June 30<sup>th</sup> 2023** - SD's submit Major Capital Program Plans plus Building Envelope Program Plans and School Food Infrastructure Program submission for spending in FY 24/25.
- **September 30<sup>th</sup> 2023** - SD's submit Minor Capital Program Plans.
- **August 2023 – December 2023** - MEd reviews/prioritizes 5-year Capital Plans, determines budget for total 2024/25 capital expenditures, and provides recommendations to Minister of Education for consideration.
- **January to March 2024** – Ministry develops and approves recommended project list for inclusion in the Ministry Capital Plan. Government approval for Capital Plan. MEd sends Capital Plan Response Letters to SD's on or before March 15<sup>th</sup> 2024 identifying what capital projects they are approved to proceed with in 2024/25.

### **Preliminary Capital Projects for this Submission**

The recommended projects for the SD 71 Capital Plan submission are:

**SMP – SEISMIC MITIGATION**

Priority	School	Seismic Risk	Comments
1	Courtenay Elementary	H1 – P3	Project Request Fact Sheet prepared
2	Airport Elementary	H1 – P3	Changes to National Building Code (SRG 3) resulted in Med and Low seismic risk schools becoming High risk
3	NIDES	H1 – P3	Changes to National Building Code (SRG 3) resulted in Med and Low seismic risk schools becoming High risk

**EXP – NEW SCHOOLS, ADDITIONS & SITE DEVELOPMENT**

Priority	School	Project Details
1	Valley View Elementary	Expand school building to address over capacity
2	Aspen Park Elementary	Expand school building to address over capacity
3	Mark Isfeld Secondary	Build new wing to address over capacity

**REPL – REPLACEMENTS**

Priority	School	Project Details
1	École Puntledge Park	Build a replacement elementary school with 80 K/600 student capacity
2	Union Bay School	Build a replacement K to 9 Community School with 60K/600 student capacity

The Puntledge and Union Bay School Replacement projects have no supporting documents attached and is included as a placeholder to indicate that it is a priority SD 71 project and is in the LRFP.

**SEP – SCHOOL ENHANCEMENT**

The program range is \$100,000 to \$2,000,000. A maximum of five projects per year may be submitted.

The SEP projects proposed for 2024/25:

Priority	School	Project Details
1	Queneesh Elementary	Mechanical Upgrade - electrification project
2	NIDES	Window replacement and gym cladding
3	GP Vanier	Mechanical Upgrade - electrification project
4	Aspen, Brooklyn, Queneesh	Flooring replacements
5	Miracle Beach	Roof replacement



### CNCP – CARBON NEUTRAL

Priority	School	Project Details
1	Denman Island Elementary	Mechanical upgrade phase two
2	Various	Convert classroom and hallway lighting to LED
3	Airport Elementary	Building controls upgrade

### BUS – INVENTORY & REPLACEMENT

First Student provides bus transportation for all SD 71 student; therefore, SD#71 does not require a submission under this program.

### PEP – PLAYGROUND EQUIPMENT PROGRAM

The program is significantly better funded with \$165,000 per playground allocated. A maximum of three projects per year may be submitted.

The PEP projects proposed for 2024/25:

Priority	School	Project Details
1	Valley View Elementary	Replace playground structure approaching end of life
2	Ecole Robb Road	Replace playground structure approaching end of life

The Puntledge and Union Bay School Replacement projects have no supporting documents attached and is included as a placeholder to indicate that it is a priority SD 71 project and is in the LRFP.

### FIP – SCHOOL FOOD INFRASTRUCTURE PROGRAM

Priority	School	Project Details
1	Various schools	Funding for the school food preparation appliances purchased in FY 22/23
2	Various schools	The purchase and installation of new kitchen equipment plus space and functionality improvements in existing kitchens.

### BEP – BUILDING ENVELOPE

Cumberland Community School (Beaufort building) is the only project on the Ministry list from 1989. The BEP project for Cumberland Community School remains on the submission for 2024/25.

## **Recommendation**

The SD 71 submission is due in two phases this year: June 30<sup>th</sup> for major capital, school food infrastructure program and the building envelope program and September 30<sup>th</sup> for minor capital. In accordance with section 142 (4) of the *School Act*, boards of education must provide a Board Resolution in support of its annual Five-Year Capital Plan submission to the Ministry. Boards are to provide a separate Board Resolution for Major Capital program submissions and one for Minor Capital program submissions. The Building Envelope Program also requires a separate Board Resolution as it is a dedicated Call for Submission from the other Programs. The prioritization and preparation of projects for the Capital Plan submission is in progress.

It is recommended that the Board of Education approve the 2024/25 Major Capital Plan, Minor Capital Plan and Building Envelope Program submission as described.

Respectfully submitted,

*Ian Heselgrave*

Ian Heselgrave  
Director of Operations

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** Feb 27<sup>th</sup>, 2024  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** **Capital Projects Update – February 2024**

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**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 m<sup>2</sup> 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 520m<sup>2</sup> 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 750m<sup>2</sup> renovation of the existing building and the construction of the 652m<sup>2</sup> two-storey addition. The contractor began work in May 2023 and is on schedule and budget to complete by June 30<sup>th</sup>, 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 1<sup>st</sup> 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,

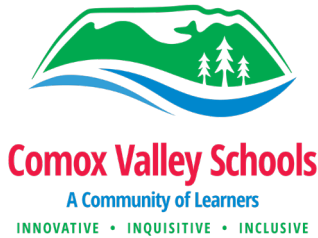
*Ian Heselgrave*

Ian Heselgrave  
Director of Operations

<b>CAPITAL FUND</b>		<b>BUDGET</b>	<b>EXPENDITURES to Mar 31</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Capital Assets</b>	<b>Local Capital</b>	<b>\$ 12,135,133</b>	<b>\$ 7,559,427</b>	<b>\$ 4,575,706</b>	<b>38%</b>

<b>LOCAL CAPITAL</b>	<b>BUDGET</b>	<b>EXPENDITURES to Mar 31</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Modulars	2,403,549	544,389	1,859,160	77%	Ongoing
Vehicle/Fleet Replacement	230,000	217,169	12,831	6%	Ongoing
Photocopier Fleet Replacement	50,000	53,388 -	3,388	-7%	Ongoing
Printer Fleet Replacement	56,719	21,948	34,771	61%	Ongoing
Trades Equipment	30,000	15,967	14,033	47%	Ongoing
Custodial Equipment	15,000	4,981	10,019	67%	Ongoing
Classroom Renovations	72,017	59,789	12,228	17%	Ongoing
Furniture & Equipment	200,000	69,921	130,079	65%	Ongoing
Assistive Technology	50,000	-	50,000	100%	Ongoing
Future Information Technology	1,011,480	784,999	226,481	22%	Ongoing
ST Contingency Reserve	10,888	60,287 -	49,399	-454%	Reserve
<b>Other Local Capital remaining</b>	<b>4,129,653</b>	<b>1,832,838</b>	<b>2,296,815</b>		
<b>Allocated within Local Capital to Board Office Project</b>					
Board Office Technology	150,000	61,278	88,722	59%	Reserve allocated to SBO Project
Board Office Furniture and Equipment	294,401	7,591	286,810	97%	Reserve allocated to SBO Project
Board Office Construction/Renovation	7,561,079	5,657,720	1,903,359	25%	Reserve allocated to SBO Project
<b>Sub-total for Board Office project remaining</b>	<b>8,005,480</b>	<b>5,726,590</b>	<b>2,278,890</b>		
<b>TOTALS</b>	<b>\$ 12,135,133</b>	<b>\$ 7,559,427</b>	<b>\$ 4,575,706</b>		

<b>BYLAW CAPITAL PROJECTS</b>	<b>BUDGET</b>	<b>EXPENDITURES to Mar 31</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Notes</b>
Annual Facilities Grant	1,843,448	1,843,448	-	0%	Ongoing
Denman Playground	195,000	192,026	2,974	2%	23/24 Annual Capital Program - PEP
Denman HVAC	489,000	314,951	174,049	36%	23/24 Annual Capital Program - CNCP
Highland Electrical	440,000	29,172	410,828	93%	23/24 Annual Capital Program - SEP
GP Vanier Interior Construction	249,500	26,302	223,198	89%	23/24 Annual Capital Program - SEP
Glacier View HVAC Upgrades	310,000	259,868	50,132	16%	23/24 Annual Capital Program - SEP
Cumberland Childcare Centre	4,160,520	4,160,520	-	0%	Childcare BC New Spaces Fund
Arden Childcare Centre	3,892,906	2,775,751	1,117,155	29%	Childcare BC New Spaces Fund
Glacier View Childcare Centre	4,047,934	2,983,563	1,064,371	26%	Childcare BC New Spaces Fund
<b>TOTALS</b>	<b>\$ 15,628,308</b>	<b>\$ 12,585,601</b>	<b>\$ 3,042,707</b>		



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**TO:** SD 71 Board of Education **DATE:** Apr 23<sup>rd</sup> 2024  
**FROM:** Ian Heselgrave, Director of Operations  
**RE:** **FY 24-25 Annual Facility Grant (AFG) Spending plan**

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**Purpose**

To provide an overview of the proposed FY 24-25 AFG spending plan to the Board of Education.

**Background**

The Ministry provided AFG funding for FY 24-25 has increased to \$2,210,348.00.

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

**Analysis**

Planned projects – The Ministry of Education developed a new web-based Capital Asset Planning System (CAPS) which school districts use for their annual Five-Year Capital Plan and Annual Facility Grant Submissions on a go-forward basis. The CAPS system effectively replaces the Annual Facility Grant Spreadsheets that school districts have used for the past many years. The AFG entries to the Ministry of Education CAPS system is ongoing and all projects will be uploaded prior to May 17<sup>th</sup> 2024. Projects that are more significant include:

- Roof replacement work at Lake Trail, and Highland Secondary.
- Mechanical upgrade (rooftop unit replacements) at GP Vanier.
- Repair rooftop AC Unit at Mark Isfeld.
- VFD and exhaust fan replacements at several schools.
- Bathroom upgrades at GP Vanier Secondary.
- Boiler replacement at Comox Elementary.
- Septic pump replacement at Royston Elementary.
- Fire panel replacement at Aspen Park Elementary.
- Emergency stop/start button replacement program at district wood and metal shops.
- New phone system at Arden Elementary School.
- New clock system at Cumberland Community School.
- Partial LED lighting upgrade at Highland Secondary School.
- Environmental remediation and improvements at Huband and Courtenay Elementary.

- Replacement windows at Cumberland (Beaufort) and the main IT building.
- Cladding replacement of the Arden exterior bulkheads and the Valley View sensory room.
- Reconfigure two classrooms at Courtenay Elementary to support diverse learning needs.
- Rebuild the ramps to portables at various schools.
- Exterior repaint at several school sites.
- Interior repaint at several elementary schools.
- Gym floors refinishing at Royston, Vanier, NIDES, and Lake Trail Community School.
- Convert an additional room at Highland Secondary School to support Indigenous Education programming.
- Play field amendments at Ecole Robb Road, Isfeld and Courtenay Elementary.
- Install swings at Arden Elementary School.
- Paving work at GP Vanier Secondary, Glacier View and Arden Elementary.
- Perimeter drain repair at GP Vanier Secondary and Airport Elementary.

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

### **Recommendation**

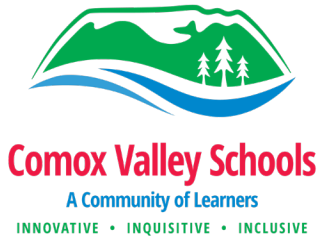
The Board of Education accept the FY 24-25 AFG spending plan as information.

Respectfully submitted,

*Ian Heselgrave*

Ian Heselgrave  
Director of Operations





# Comox Valley Schools

School District No. 71  
Office of the Secretary Treasurer

## BRIEFING NOTE

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Carrie McVeigh, Secretary Treasurer  
**RE:** **Quarter 3 Financial Update – 2023-24 Amended Annual Budget**

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### Introduction

At the February Regular Board Meeting, the Board approved the 2023-24 Amended Annual Budget which was prepared in accordance with the Ministry of Education and Child Care (MECC) instructions. This includes budgets for the operating fund, special purpose funds and the capital fund. The Amended Annual Budget projected a \$387,089 operating budget deficit covered by prior years' unrestricted operating surplus. The third quarter projections are expected to add \$1.906M of surplus compared to the Amended Annual Budget.

### Background

This financial report provides an update of the projected changes to operating revenue and operating expenditure estimates included in the 2023-24 Amended Annual Budget. The projections are based on actual expenditures to March 31, 2024, known funding and expenditure information and anticipated changes as of April 19, 2024. Considerations and details are described in Appendix A.

Funds budgeted in certain accounts that are unspent at the end of the year carry forward to future budget years. During the Annual and Amended Budget Process, the Board will consider the availability of accumulated operating surplus funds and the allocation of those funds between internally restricted surplus and unrestricted surplus (including contingency funds) as described and outlined in Policy 18.

### Recommendation

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Quarter 3 Financial Update – 2023/24 Amended Annual Budget, dated April 23, 2024, as information.*

Respectfully submitted,

*Carrie McVeigh*

Carrie McVeigh  
Secretary Treasurer

**APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**OPERATING FUND - YEAR END PROJECTION**  
As at March 31, 2024

	<b>2023-24 AMENDED ANNUAL BUDGET</b>	<b>2023-24 ACTUAL Revenues &amp; Expenditures to Mar 31st</b>	<b>2023-24 PROJECTED Revenues &amp; Expenditures to June 30th</b>	<b>2023-24 PROJECTED Revenues &amp; Expenditures for the year</b>	<b>VARIANCE from Amended Annual budget</b>	
<b>OPERATING FUND</b>						
<b>REVENUE</b>						
Provincial Grants						
Ministry of Education	117,524,674	81,950,454	36,363,668	118,314,122	(789,448)	1
Other	222,000	93,300	133,200	226,500	(4,500)	
Tuition	2,970,250	3,499,725	(516,000)	2,983,725	(13,475)	
Other Revenue	509,117	498,347	111,000	609,347	(100,230)	2
Rentals and Leases	150,000	96,703	41,444	138,147	11,853	3
Investment Income	975,000	866,065	131,187	997,253	(22,253)	
<b>TOTAL OPERATING REVENUE</b>	<b>122,351,041</b>	<b>87,004,595</b>	<b>36,264,500</b>	<b>123,269,094</b>	<b>(918,053)</b>	
<b>EXPENSES</b>						
<b>Salaries</b>						
Teachers	48,397,124	34,230,463	14,542,585	48,773,048	(375,924)	
Principals/Vice-Principals	6,613,341	4,810,442	1,640,664	6,451,106	162,235	
Educational Assistants	8,083,663	5,187,336	1,885,995	7,073,330	1,010,333	4
Support Staff	11,150,964	7,816,940	2,872,788	10,689,728	461,236	
Other Professionals	4,185,835	3,027,334	1,009,111	4,036,445	149,390	
Substitutes	4,492,918	2,762,720	1,366,023	4,128,743	364,175	5
<b>Total Salaries</b>	<b>82,923,845</b>	<b>57,835,234</b>	<b>23,317,166</b>	<b>81,152,401</b>	<b>1,771,444</b>	
<b>Employee Benefits</b>	<b>20,215,855</b>	<b>14,701,629</b>	<b>6,300,698</b>	<b>21,002,328</b>	<b>(786,473)</b>	
<b>Total Salaries and Benefits</b>	<b>103,139,700</b>	<b>72,536,864</b>	<b>29,617,865</b>	<b>102,154,728</b>	<b>984,972</b>	
<b>Services and Supplies</b>						
Services	4,233,576	3,405,938	969,688	4,375,626	(142,050)	
Student Transportation	2,802,508	1,699,968	1,082,407	2,782,375	20,133	
ProD and Travel	1,069,083	697,467	346,094	1,043,561	25,522	
Rentals & Leases	237,239	144,103	81,758	225,861	11,378	
Dues and Fees	106,400	67,169	36,596	103,765	2,635	
Insurance	232,800	219,626	4,000	223,626	9,174	
Supplies	6,003,221	3,665,281	2,095,835	5,761,116	242,105	
Utilities	2,438,360	1,523,470	693,323	2,216,793	221,567	6
<b>Total Services and Supplies</b>	<b>17,123,187</b>	<b>11,423,022</b>	<b>5,309,701</b>	<b>16,732,723</b>	<b>390,464</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>120,262,887</b>	<b>83,959,886</b>	<b>34,927,566</b>	<b>118,887,451</b>	<b>1,375,436</b>	
Surplus Appropriation	4,191,846	-	3,804,757	3,804,757	(387,089)	7
Transfer to Local Capital	(5,905,000)	(5,905,000)	-	(5,905,000)	-	
Tangible Capital Assets Purchased	(375,000)	-	(375,000)	(375,000)	-	
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>(2,860,291)</b>	<b>4,766,691</b>	<b>1,906,400</b>	<b>1,906,400</b>	8

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

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

**APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**  
**OPERATING FUND - YEAR END PROJECTION**  
**As at March 31, 2024**

- 1** Ministry of Education February Online Learning Enrolment Count increase, and adjustments to February Inclusive Education Enrolment.
- 2** Other Revenues are exceeding the value in the amended budget. This is mainly due to the course delivery recoveries from providing services to Nisga'a (SD#92) students.
- 3** Rentals and leases are projected to be slightly less than budgeted due to the timing of prior year summer rentals received.
- 4** Education Assistants salaries are under budget due to employees on leave and the number of daily unfilled EA positions.
- 5** Substitutes budgets are projected to be slightly less due to the amount of unused release time.
- 6** Utilities budgets are projected to be slightly less due to anticipated energy savings resulting from the continuous optimization project.
- 7** At this time we are projecting to allocate only the year-end surplus appropriations as the current expenses can be covered by the current year increased revenues and reduced spending.
- 8** Estimated annual operating surplus at Mar 31, 2024 is approximately \$1,906,400. It is anticipated that the District will be able to maintain the Board's contingency reserve as described in Policy 18.

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** April 23, 2024  
**FROM:** Carrie McVeigh, Secretary-Treasurer  
**RE:** **2024-25 Annual Budget – Preliminary Operating Grant Announcement**

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**Introduction**

The Board of Education of School District No. 71 (Comox Valley) is accountable for the public funds that support the school district. One of the Board’s responsibilities is the adoption of the District’s budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District’s goals.

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

- Setting priorities for the delivery of student learning
- Projecting student enrolment
- Projecting the costs of providing the existing services into the next year (salaries, benefits, utilities, inflation, etc.)
- Determining which costs will change
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board’s strategic priorities
- Finalizing decisions

Boards of Education operate on a fiscal year of July 1<sup>st</sup> to June 30<sup>th</sup>. For 2024-2025, Section 113 of the *School Act* requires Boards to prepare an annual budget and have it adopted by bylaw and submitted to the Ministry of Education by June 30, 2024.

**Background**

The Board approved the annual 2024-25 budget schedule at the March 12, 2024 board meeting. The Ministry of Education and Child Care announced the preliminary operating grant for 2024-25 on March 14<sup>th</sup>. This report provides a summary of the impacts on the Districts’ revenue with respect to the announcement. Staff are currently reviewing staffing levels and operational budgets across the organization and identifying cost pressures and efficiencies. The

full impact of all revenues and expenses will be communicated at the Committee of the Whole meeting on May 14, 2024 with an opportunity for feedback from our educational partners.

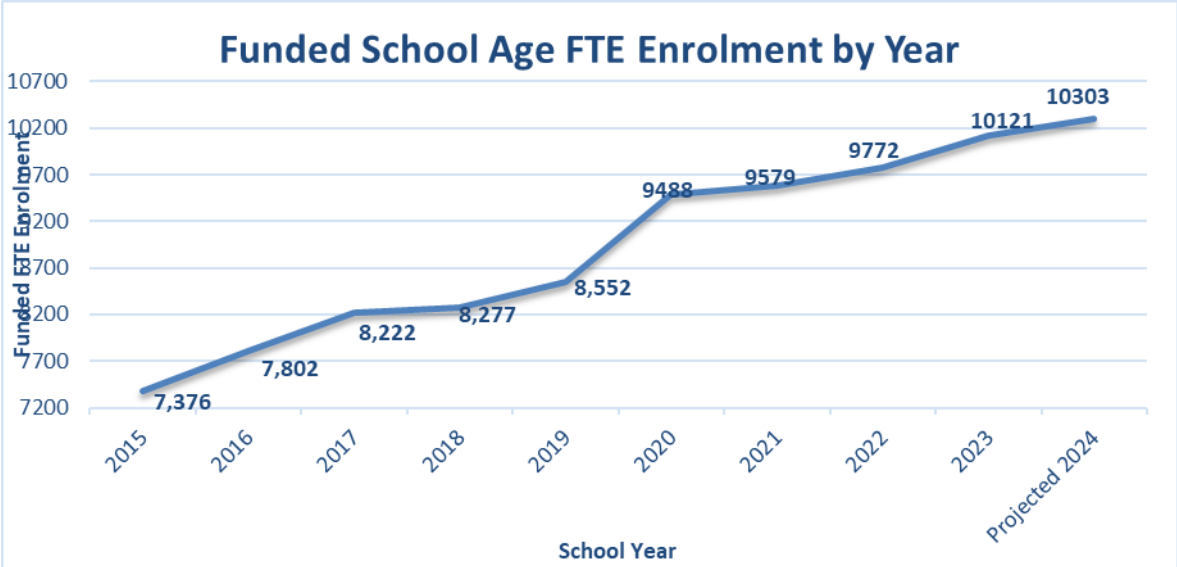
**Student Enrolment**

Student enrolment is the primary factor determining how much operating grant funding the District receives from the Ministry of Education and Child Care, the number of staff to employ and the number of classrooms and schools that are required.

Given that student enrolment is the primary driver in the operating grant revenue formula, all budget planning begins with the projected enrolments for the next school year.

Projected September enrolment for the 2024-25 school year is 10,303 FTE.

The chart below illustrates the growth in enrolment over the last ten years.



Enrolment in September is projected to be 10,303 FTE, which is an increase of 182 FTE students over the prior year. The number of school-age students attending School District No. 71 (Comox Valley) schools is continuing to grow.

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

Budgets and staffing are typically conservative in the annual budget to reflect the risk of actual enrolment being lower than projected. As funding is determined and finalized on actual enrolments in September, budgets and staffing are then adjusted in the amended annual budget.

## **Ministry of Education and Child Care Operating Grant**

Approximately 96% of the Districts' revenue comes from the Ministry of Education and Child Care through the Funding Allocation System (FAS). The FAS contains a number of formulae and is based primarily on student enrolment. There are additional allocations for differences in teacher salary costs, geographic factors, and unique student needs such as special needs, Indigenous students, and English Language Learners.

The Ministry announced the preliminary operating grant for 2024-25 on March 14, 2024. The Ministry has provided additional funds for enrolment growth and increased the per pupil FTE rates to offset the costs of negotiated salary and benefit increases for teachers and CUPE support staff excluding the cost of living adjustment (COLA). No additional funding has been added for other cost pressures including general inflation. A special grant for the cost of living adjustment (COLA) is expected to be announced in April. At the time this report was drafted this announcement had not been communicated by the Ministry.

Based on the 2024-25 preliminary operating grant announcement, the district is projected to receive approximately \$4.7million in additional Ministry revenue in 2024-25 as reflected in Attachment #3. It should be noted that these additional funds will be used to fund the cost pressures related to increased enrolment and contractual obligations; as well as other operational cost pressures related to inflation and growth. At this time staff do not anticipate there being any remaining funds that could be directed towards new initiatives without reducing existing service levels.

### **Next Steps**

The Board is required to approve an Annual Budget on or before June 30, 2024 for the 2024-25 school year.

The budget development process and timelines have been structured to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget in May; and allow for implementation of the budget for the 2024-25 school year. The process allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

District staff are currently working on identifying estimated cost pressures and efficiencies and will be providing a projected financial position to the Board on May 14, 2024.

Stakeholders and the public are invited to attend the public meetings and will be provided with opportunities to provide input and suggestions to the Board and to provide feedback on the information presented. In addition, our budget webpage will be launched in late April and all reports and presentations will be posted as they become available. There will also be an opportunity to provide feedback electronically.

Staff will summarize and bring all feedback to the Board throughout the process.

If required, a special Board Committee of the Whole meeting will be held on May 21, 2024 for further budget review and consultation.

The 2024-25 Annual Budget and Bylaw will be prepared in the required format and will be tentatively presented for adoption at the Board Meeting on May 28, 2024.

Respectfully submitted,

*Carrie McVeigh*

Carrie McVeigh  
Secretary-Treasurer

Attachment #1 – Preliminary 2024/25 Operating Grant Summary

Attachment #2 – Estimated Operating Grants Overview – 2024/25 School Year

Attachment #3 – Ministry of Education Operating Grant Estimated Revenue Impact 2024-25

## Preliminary 2024/25 Operating Grants

### Summary of 2024/25 Preliminary Operating Grant Announcement

The operating grant block is projected to grow by \$344 million to over \$7.0 billion in 2024/25. The increase is the result of the addition of \$219 million to fully fund wage increases for teachers, support staff and non-educator exempt positions plus estimated enrolment growth totalling \$125 million.

Per student funding rates have increased by an average of 3.4% as detailed in the table below.

Supplement	2024/25 Rates	2023/24 Rates	\$ Change	% Change
Basic Allocation (Standard, Continuing Education and Alternate schools)	<b>\$8,915</b>	\$8,625	\$290	3.4%
Basic Allocation (Online Learning)	<b>\$7,200</b>	\$6,960	\$240	3.4%
Inclusive Education – Level 1	<b>\$50,730</b>	\$49,070	\$1,660	3.4%
Inclusive Education – Level 2	<b>\$24,070</b>	\$23,280	\$790	3.4%
Inclusive Education – Level 3	<b>\$12,160</b>	\$11,760	\$400	3.4%
English/French Language Learning	<b>\$1,795</b>	\$1,735	\$60	3.5%
Indigenous Education	<b>\$1,770</b>	\$1,710	\$60	3.5%
Adult Education	<b>\$5,690</b>	\$5,505	\$185	3.4%
Summer Learning (Grades 1-9)	<b>\$255</b>	\$245	\$10	4.1%
Summer Learning (Grades 10-12)	<b>\$505</b>	\$490	\$15	3.1%

Supplements that are provided based on a formula have also increased:

Supplement	2024/25	2023/24	\$ Change	% Change
Equity of Opportunity Supplement	<b>\$27.5M</b>	\$26.5M	\$1.0M	3.8%
Small Community Supplement	<b>\$103.0M</b>	\$100.4M	\$2.5M	2.5%
Low Enrolment Factor	<b>\$63.9M</b>	\$63.7M	\$0.2M	0.4%
Student Location Factor	<b>\$104.8M</b>	\$103.7M	\$1.1M	1.0%

### Approved Labour Settlement Funding

The 2024/25 school year will be the third and final year of the 2022 Shared Recovery Mandate. Labour settlement funding that has been confirmed by the Public Sector Employers' Council Secretariat (PSEC-S) prior to March 2024 has been allocated through the operating grant rates. This includes wage increases for teachers, support staff and non-educator exempt positions, and support staff local table allocations. Portions have also been allocated to the Classroom Enhancement Fund, CommunityLINK, and Provincial Resource Programs.

The \$114.1 million in labour settlement funding that was allocated as a special grant in 2023/24 and published in the May 2023 Summary of Grants tables, including the Cost-of-Living Adjustment (COLA) for teachers and support staff, has also been rolled into the 2024/25 operating grant rates.



**Future Labour Settlement Funding**

- **COLA for Teachers and Support Staff**

Labour settlement funding related to the 2024/25 COLA will be allocated as a special grant following confirmation of this funding, which is expected in April 2024.

To ensure that districts budget for COLA appropriately, the Ministry will provide the estimated breakdown of this funding between the Operating fund and CEF. These estimates will be adjusted based on actual CEF costs submitted by districts in Fall 2024. Any CEF portion not required to cover actuals will be put back into the Operating portion of the COLA funding in the 2024/25 recalculated operating grants announced in December 2024.

- **Salary Increases for Exempt Positions**

Bargaining mandates and exempt compensation are coordinated by PSEC-S and the Ministry can only announce funding as it is provided by Treasury Board on the direction of PSEC-S. Irrespective of the funding provided, 2024 salary increases for exempt staff must be approved by BCPSEA.

Exempt positions include the following employee groups:

- **Administrators in leadership roles:** These positions are coded as EN in the Employment Data and Analysis System (EDAS) (see table below). This group includes staff reported in the Principal and Vice-Principal Salaries expense category. Funding for salary increases (if approved by Treasury Board) will be allocated as a special grant pending direction from PSEC-S.
- **Non-educator exempt:** This group includes exempt staff reported in the Other Professionals Salaries expense category and are coded as EX in EDAS. Funding for these salary increases has been allocated through the operating grant rates.

Sample of positions that are coded as EN in EDAS Administrators in Leadership Roles	Sample of positions that are coded as EX in EDAS Non-educator Exempt
Director of Instruction Supervisor of Instruction Principal Vice-Principal Assistant Superintendent Assistant Superintendent - Education Programs Assistant Superintendent - Human Resources Assistant Superintendent - Student Support Services Associate Superintendent Associate Superintendent, Human Resources Deputy Superintendent Superintendent of Schools District Vice-Principal District Principal	Human Resources Payroll Finance (all except Secretary Treasurer) Secretary Treasurer Information Technology Occupational Health and Safety Transportation Custodian Facilities/Maintenance Executive Assistant Education Support Counsellors Education Support Physiotherapist Education Support Psychologists Education Support Language (oral or sign) Education Other School Support (Program Administrator, Continuing Ed, other School programs) Education Support Board Office (Communications, Corporate Service, International Education, etc)

### Enrolment Changes

School districts are estimating they will enrol 589,067 school-age FTE in September 2024, an increase of more than 7,500 FTE (or 1.3%) over the September 2023 total. Thirty-six (36) districts are estimating they will have increased enrolment in September 2024.

School districts are also estimating there will be substantial enrolment growth across the Unique Student Needs funding categories, including increases of 1,080 Level 2 and 269 Level 3 students, as well as an additional 4,574 ELL/FLL students. There is only a slight increase of 27 Indigenous Education students.

### Operating Grant Changes

All 60 districts are estimated to have increases to their operating grants for the upcoming school year. The per student average, including all special grants, is an estimated \$13,229 for 2024/25, a 40.3% increase from 2016/17.

Funding for students with L1, L2 & L3 disabilities and diverse abilities is projected to grow by \$58.3 million, or 6.7%, from \$873 million to \$932 million, as enrolment continues to grow and labour settlement funding is added.

Funding will be recalculated when actual enrolment is known in the September 2024 enrolment count.

### Funding Protection/Enrolment Decline

A total of seven districts are receiving an estimated total of \$5.6 million in Funding Protection; this is an increase of \$1.9 million or 54% more compared to 2023/24.

In 2024/25 it is estimated that 11 districts will receive \$2.2 million from the Supplement for Enrolment Decline, up from 9 districts and \$0.9 million in 2023/24.

### Special Grants

In addition to the operating grant block, the following amounts are being provided for school district operations:

- Preliminary Classroom Enhancement Fund: \$676.5 million
- Learning Improvement Fund: \$25.0 million, unchanged
- CommunityLINK: \$60.0 million, a \$0.8 million increase from 2023/24
- Pay Equity: \$50.9 million, unchanged
- Student Transportation Fund: \$15.4 million, unchanged
- Feeding Futures Fund: \$71.5 million, unchanged

### **Classroom Enhancement Fund (CEF)**

The Ministry is announcing CEF staffing funding at 100% of the amounts for the current school year plus additional labour settlement funding for the 2% general wage increase for teachers to facilitate budgeting and planning for the next school year. The same methodology has been used to determine the overhead allocations for 2024/25.

Thus, the preliminary Classroom Enhancement Fund is set at \$676.5 million:

- \$630.7 million for CEF staffing
- \$45.8 million for CEF overhead

As in previous years, the Ministry is not announcing CEF remedy funding at this time. CEF remedies will be allocated based on school district reporting of actual remedies incurred in October 2024.

The process for applying for any additional funding for the 2024/25 CEF staffing allocations will be the same as this year.

### **Indigenous Education Councils**

New to the operating grants for 2024/25 is funding to support the implementation of Indigenous Education Councils (IECs). The funding envelope as provided by Treasury Board has been allocated to each district based on:

- A \$50,000 base grant per district
- \$9,250 per First Nation located (estimated) within the district's boundaries
- A Rural Factor adjustment (see Table 6c for the Rural Index)

The principles of the funding allocation are:

- Each district will require a base level of funding;
- The complexity of the operations of an IEC may be affected by the number of First Nations a school district is interacting with; and
- Travel to provincial meetings, if necessary, will be more costly for rural districts.

IEC allocations are detailed in Table 14 of the [2024/25 Estimated Operating Grants](#).

Estimated Operating Grants Overview - 2024/25 School Year

School District 71 (Comox Valley)

September 2024 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	8,441.0000	\$8,915	\$75,251,515	
Continuing Education	11.3750	\$8,915	\$101,408	
Alternate Schools	171.0000	\$8,915	\$1,524,465	
Online Learning	1,680.0000	\$7,200	\$12,096,000	
Home Schooling	43	\$250	\$10,750	
Course Challenges	4	\$279	\$1,116	
<b>Total Enrolment-Based Funding (September)</b>	<b>10,303.3750</b>			<b>\$88,985,254</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	182.3750	\$4,458	\$0	
4%+ Enrolment Decline		\$6,686	\$0	
Significant Cumulative Decline (7%+)	541.5625	\$4,458	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	3	\$50,730	\$152,190	
Level 2 Special Needs	515	\$24,070	\$12,396,050	
Level 3 Special Needs	80	\$12,160	\$972,800	
English Language Learning	200	\$1,795	\$359,000	
Indigenous Education	1,750	\$1,770	\$3,097,500	
Adult Education	18.5000	\$5,690	\$105,265	
Equity of Opportunity Supplement			\$435,454	
<b>Supplement for Unique Student Needs</b>				<b>\$17,518,259</b>
		Funding		Total Supplement
Variance from Provincial Average	\$1,587			
Estimated Number of Educators	573.438		\$910,046	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	10,321.8750	\$180.33	\$1,861,344	
<b>Supplement for Salary Differential</b>				<b>\$2,771,390</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$7,147,853</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Curriculum and Learning Support Fund</b>				<b>\$91,089</b>
<b>September 2024 Enrolment Count, Total</b>				<b>\$116,513,845</b>

July 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$255	\$0	
Summer Learning Grade 8-9	0	\$255	\$0	
Summer Learning Grade 10-12	0	\$505	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	100	\$505	\$50,500	
<b>Summer Learning, Total</b>				<b>\$50,500</b>
February 2025 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,915	\$0	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	90.0000	\$3,600	\$324,000	
Gr 10-12 School-Age FTE - Online Learning	300.0000	\$7,200	\$2,160,000	
Adult FTE - Online Learning	8.0000	\$5,690	\$45,520	
Level 1 Special Needs Enrolment Growth	0	\$25,365	\$0	
Level 2 Special Needs Enrolment Growth	25	\$12,035	\$300,875	
Level 3 Special Needs Enrolment Growth	0	\$6,080	\$0	
Newcomer Refugees	10.0000	\$4,458	\$44,580	
ELL Supplement - Newcomer Refugees	0	\$898	\$0	
<b>February 2025 Enrolment Count, Total</b>				<b>\$2,874,975</b>
May 2025 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,915	\$0	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	15.0000	\$2,400	\$36,000	
Gr 10-12 School-Age FTE - Online Learning	200.0000	\$7,200	\$1,440,000	
Adult FTE - Online Learning	5.0000	\$5,690	\$28,450	
<b>May 2025 Enrolment Count, Total</b>				<b>\$1,504,450</b>
<b>Indigenous Education Councils</b>				<b>\$69,614</b>
<b>2024/25 Full-Year Estimated Total</b>				<b>\$121,013,384</b>
Estimated 2024/25 Operating Grant from Indigenous Services Canada				\$123,579
Estimated 2024/25 Operating Grant from Ministry of Education and Child Care				\$120,889,805

**SCHOOL DISTRICT NO. 71 (Comox Valley)**  
**Ministry of Education Operating Grant - ESTIMATED - for the 2024-25 Year**

	2023-24 Actual Amended Annual Budget (based on actual Sept enrolment)			2024-25 ESTIMATED Annual Budget (based on projected Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
<b>Enrolment Based Funding</b>						
Standard (Regular) schools	8,272.06	8,625	71,346,535	8,441.00	8,915	75,251,515
Continuing education	11.38	8,625	98,109	11.38	8,915	101,408
Alternate schools	176.00	8,625	1,518,000	171.00	8,915	1,524,465
Online Learning	1,661.56	6,960	11,564,478	1,680.00	7,200	12,096,000
	<u>10,121.00</u>			<u>10,303.38</u>		
Home Schooling	43.00	250	10,750	43.00	250	10,750
Course Challenges	4.00	270	1,080	4.00	279	1,116
<b>Total September Enrolment Based Funding</b>			<b>\$ 84,538,953</b>			<b>\$ 88,985,254</b>
<b>Unique Student Needs</b>						
English as a second language	196.00	1,735	340,060	200.00	1,795	359,000
Indigenous Education	1,713.00	1,710	2,929,230	1,750.00	1,770	3,097,500
Level 1 Special Needs	3.00	49,070	147,210	3.00	50,730	152,190
Level 2 Special Needs	513.00	23,280	11,942,640	515.00	24,070	12,396,050
Level 3 Special Needs	74.00	11,760	870,240	80.00	12,160	972,800
Adult Education (Non Graduated)	18.50	5,505	101,843	18.50	5,690	105,265
<b>Equity of Opportunity Supplement</b>			<u>462,154</u>			<u>435,454</u>
<b>Total September Enrolment Based Funding</b>			<b>16,793,377</b>			<b>17,518,259</b>
<b>Salary differential</b>			<b>2,705,523</b>			<b>2,771,390</b>
<b>Unique geographic factors</b>			<b>6,780,984</b>			<b>7,147,853</b>
<b>Transportation</b>			0			0
<b>Holdback allocation</b>			0			0
<b>Formula transition</b>			0			1
<b>Funding protection</b>			<u>0</u>			<u>0</u>
<b>Subtotal September Operating Grant</b>			<b>110,818,837</b>			<b>116,422,757</b>
<b>Curriculum and Learning Support Fund</b>			<u>87,949</u>			<u>91,089</u>
<b>Total September Operating Grant</b>			<b>\$ 110,906,786</b>			<b>\$ 116,513,846</b>
<b>Summer learning</b>			<b>49,000</b>			<b>50,500</b>
<b>Estimated enrolment based funding - February</b>			<b>2,338,610</b>			<b>2,874,975</b>
<b>Estimated enrolment based funding - May</b>			<b>1,036,725</b>			<b>1,504,450</b>
<b>Indigenous Education Councils - NEW 2024-25</b>						<b>69,614</b>
<b>Total Aggregate Funding Announced</b>			<u><b>\$ 114,331,121</b></u>			<u><b>\$ 121,013,385</b></u>
						<u><b>\$ 6,682,264</b></u>
Labour Settlement Funding in the Amended Budget Tables that has now been rolled into the Operating Block Above (24/25)						<u><u>-\$ 1,931,944</u></u>
<b>Revised Aggregate Funding Announced - Budget Impact</b>						<u><b>\$ 4,750,320</b></u>

**Open Committee of the Whole Meeting  
Report to the Board  
April 09, 2024**

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**In Attendance at Meeting:**

**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  
Carrie McVeigh, Secretary Treasurer  
Jennifer Nelson, Assistant Secretary Treasurer  
Jay Dixon, Associate Superintendent

**Regrets:** None

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

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**1. Welcome**

**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. Call to Order**

Trustee Caton called the meeting to order at 7:03 pm.

**3. Adoption of Agenda**

*THAT the agenda be approved as presented.*

[Waite/Howe]

**CARRIED**

**4. Information Items**

**a. Strategic Plan – Verbal Update**

The Superintendent reported that over 195 surveys have been submitted and 3 of the 4 strategic planning public engagement sessions have taken place. All feedback is being collated for Trustees and the writing team. Approximately 40 people will be on the writing team (selection process details were provided). The 2024-2029 strategic plan will be presented at the June public Board meeting for approval.

**b. Budget Process Overview – PowerPoint Presentation**

Pages

The Secretary-Treasurer introduced Jennifer Nelson, Assistant Secretary-Treasurer to provide the Budget Process Overview PowerPoint presentation. The Assistant Secretary-Treasurer and Secretary-Treasurer answered Trustee questions.

**5. Presentations/Delegations**

**1. SD71 Career Programs**

Pages

Jay Dixon, Associate Superintendent - Zale Darnel, Principal and Sherrie Martens, Vice Principal

Associate Superintendent, Jay Dixon introduced the Career Program District Leads, Zale Darnel, Principal and Sherrie Martens, Vice Principal.

Presenters and Career staff, Steve Claassen (District Careers Support Teacher), Dawn Anderson (District Career Support Teacher - Dual Credit & Jr Applied Design, Skills, and Technologies (ADST) and Tammy Williamson (District Youth Work In Trades Teacher) each provided information via PowerPoint about SD71 Careers Programs, presented tangible examples of student projects, and answered Trustee questions.

<https://www.comoxvalleyschools.ca/career-programs/>

**6. Adjournment – 8:47 pm**

*THAT the meeting be adjourned.*

[May Sacht/Howe]

**CARRIED**



**Comox Valley Schools**

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

**Comox Valley Schools**

School District No. 71

**INDIGENOUS EDUCATION COUNCIL TRUSTEE REPORT  
APRIL 2024**

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The IEC met On April 11 at Airport Elementary School in the Indigenous Education room. We were hosted by Andrea Nauta, the Indigenous Support Worker and the Principal, Tracey Croonen.

A highlight was listening to three students who shared why the space, activities and relationships in the Indigenous Education room were so important to them.

Much appreciation was shared for the students' words and for the valuable and crucial work that Andrea does daily in her role!

Important Dates:

- Strategic Plan writing team has the opportunity for 4 IEC voting members to attend the writing process on April 24, April 26, May 8, and May 22
- Jointly Convened Annual Meeting (JCAM) on May 9 for Superintendents and District Chairs of the Indigenous Education Council (IEC)
- Annual IEC Capacity Building Days on May 15 and 16, hosted at the School Board Office
- Interview process for the Associate Superintendent position begins on Monday April 22
- 2024-25 Draft Indigenous Education Budget Committee have met three times

Respectfully,

Susan Leslie,  
IEC Liaison  
Vice Chair Comox Valley Schools