

REGULAR BOARD MEETING AGENDA

Tuesday, August 26, 2025

7:00 pm

A copy of the Regular Board Meeting Agenda is available on the [School District website](#) at:

Public Board Meetings are recorded and live streamed on the [School District's YouTube channel](#).

Question items regarding agenda items can be submitted to boardmeeting@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 chairperson. The chairperson may respond or redirect to another board member or executive officer of the board for response.

1. Call to Order

2. Welcome and Land Acknowledgement

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.

Motion:

THAT Superintendent Dr. Jeremy Morrow be appointed as Acting Secretary-Treasurer for the Regular Board meeting on August 26, 2025.

3. Agenda Changes/Additions

4. Adoption of Agenda

Pages 1-4

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the August 26, 2025, Public Board Meeting Agenda as presented.

5. Adoption of Board Meeting Minutes

Pages 5-14

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the June 24, 2025, Regular Board Meeting Minutes as presented.

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

Vision Statement - Compassionate, connected and personalized learning for all.

Purpose Statement – To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

6. Record of In-Camera Meeting Minutes

Pages 15

- June 24, 2025 – In-Camera Meeting

7. Presentations / Delegations

A. Crisis-Response, Community-Led Program by AVI Health & Community Services

Pages 16-30

Robyn Dias, CRCL Manager

Amy Criss, Director of Culture and Community Services

8. Announcements

A. Board Chairperson Report

B. Superintendent Report

9. Standing Committee Reports

A. Open Committee of the Whole Board Report

- i. None

B. Ad Hoc Policy Committee Board Report

Chelsea McCannel-Keene, Trustee

- i. None

C. Gender-Based Violence Committee Board Report

Shannon Aldinger, Trustee

Next Gender-Based Violence Committee Meeting:

TOPIC: Continue Review of Research Findings and Final Report Preparation

DATE: September 26, 2025

TIME: 8:30 am

LOCATION: School Board Office: 2488 Idiens Way, Courtenay

10. Decision Items

A. Accumulated Operating Surplus and Reserve Allocation

Pages 31-33

Jennifer Nelson, Assistant Secretary-Treasurer

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

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Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the appropriation of the 2024-2025 operating surplus, as presented.

11. Information Items

A. Learning Services

- i. None

B. Business Services

i. Trustee Remuneration Report

Jennnifer Nelson, Assistant Secretary Treasurer

Pages 34

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Trustee Remuneration Report, dated August 26, 2025, as presented.

ii. 2025-2028 Multi-Year Financial Plan

Jennifer Nelson, Assistant Secretary-Treasurer

Pages 35-45

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025-2028 Multi-Year Financial Plan, dated August 26, 2025, as presented.

12. Board Business

A. Unfinished Business

- i. None

B. New Business

i. Approve the 2025-26 Committee of the Whole and Other Board Meetings

Michelle Waite, Board Chairperson

Pages 46

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Committee of the Whole Meetings and Other Board Meetings Schedule, as presented.

ii. 2025-26 Board Work Plan

Michelle Waite, Board Chairperson

Pages 47-62

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Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Board Work Plan, as presented.

13. Correspondence

A. CVRD Joint Request for Additional Safety and Security Resources

Pages 63-65

Michelle Waite, Board Chairperson

14. Public Question Period to the Board

15. Adjournment

Motion:

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

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

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REGULAR BOARD MEETING MINUTES
Tuesday, June 24, 2025
7:00 pm

Attendance In Person:

Trustees:

Michelle Waite, Board Chairperson
Susan Leslie, Vice Chairperson
Chelsea McCannel-Keene, 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
Dr. Vivian Collyer, Associate Superintendent
Joe Heslip, Associate Superintendent
Jay Dixon, Associate Superintendent
Sean Lamoureux, Associate Superintendent
Lelaina Jules, Acting VP of Indigenous Education
Candice Hilton, Director of Finance
Josh Porter, Director of Information Technology
Molly Proudfoot, Director of Operations
Craig Sorochoan, Manager of Communications

Regrets: Cristi May Sacht, Trustee

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

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.

The Board Chairperson called the meeting to order at 7:02 pm.

2. Adoption of Agenda

Pages 1-5

Motion: (RP-2025-06-24-01)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the June 24, 2025, Public Board Meeting Agenda as presented.

Howe/McCannel-Keene

CARRIED

3. Board Meeting Minutes

Pages 6-12

Motion: (RP-2025-06-24-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the May 27,

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

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2025, Regular Public Board Meeting Minutes as presented.
Leslie/Aldinger
CARRIED

4. Unfinished Business

- A. Follow up to the request at the last board meeting to thank some of the “Special Track Meet’ event sponsors. The district will be sending out ‘thank you’s’ to a list provided by the presenters.

5. Record of In-Camera Meetings

Pages 13

- May 27, 2025 – Regular In-Camera Meeting
- June 10, 2025 – Closed Committee of the Whole Meeting

6. Board Chairperson Report

Pages 14-15

The Board Chairperson provided their report and noted that the District brought the bentwood box to the Standing Committee presentation as a symbolic acknowledgement and representation of our students in the work we do.

7. Presentations / Delegations

B. Indigenous Education - Year in Review – Presentation

Pages 16-24

Joe Heslip, Associate Superintendent and
Lelaina Jules, Acting District Principal, Indigenous Education

The presentation highlighted the District’s goals, the meaningful and ongoing collaboration with K’ómoks First Nation, and empowerment of the Indigenous Education Council in decision making. It emphasized the importance of relationship-building, shared responsibility, and the development of new structures grounded in reciprocity and staff collaboration. The year was characterized as one of transition, reciprocity amongst staff, and building structures that support this important work. Full details are available in the meeting recording posted online.

Board Chairperson Waite passed the role of meeting chair over to Vice Chairperson Howe to briefly step away and resumed upon return.

8. Strategic Direction

A. Learning Services

i. Superintendent District Report – Verbal

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The Superintendent recapped some of the district's recent events:

- GP Vanier Graduation: marks the success of our students and the work of everyone who contributes to their success.
- Strategic Plan: Meaningful progress has been made while recognizing that important work remains. Expressed gratitude to trustees and all staff for their dedication in wrapping up the school year and preparing for the return of students in the fall.

ii. NIDES 2024/2025 External Program Review Summary – Briefing Note

Pages 25-28

Jay Dixon, Associate Superintendent

The Associate Superintendent provided an overview of the briefing note on the NIDES program review, initiated in October 2024 to inform future planning. The team will review and evaluate the recommendations over the coming year, ensuring alignment with the Strategic Plan with sustainable enrollment a key consideration in the analysis.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the attached May 5th, 2025, Navigate – NIDES Review Report Executive Summary and briefing note dated June 24th, 2025, as presented.

Howe/McCannel-Keene

CARRIED

iii. 2025-26 School Fees – Briefing Note

Pages 29-36

Dr. Jeremy Morrow, Superintendent

The Superintendent referenced the chart of student fees and noted an update to the associated administrative procedure. In response to a question regarding financial transparency in school sports, the Superintendent confirmed that supports are available for families experiencing financial hardship, and access is provided in a confidential and stigma-free manner.

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) approve the attached Fee Schedules for the 2025-26 school year.

Caton/Aldinger

CARRIED

B. Business Services

i. 4th Quarter Financial Update – Briefing Note

Pages 37-40

Jennifer Nelson, Assistant Secretary-Treasurer

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The Assistant Secretary-Treasurer presented a snapshot of current revenues, expenses and the projected surplus noting a significant portion of the surplus is committed, restricted, or carry forward. Although the report format provided aligns with the Ministry reporting requirements, a revised version of the surplus report clearly identifying the amounts available for Board decision-making was requested.

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Q4 Financial Update briefing note dated June 24, 2025, as presented.
McCannel-Keene/Howe

CARRIED

- ii. **Anticipated Accumulated Reserve for 2024-2025** – Briefing Note
Jennifer Nelson, Assistant Secretary-Treasurer

Pages 41-42

The Secretary-Treasurer noted that as part of the year-end process and audit, the surplus allocation list will be refined. While the Board will have an opportunity to make decisions, it was emphasized that many items on the list reflect existing obligations and commitments, rather than discretionary spending. The finalized list will be presented at the first public Board meeting in the new school year.

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Anticipated Accumulated Reserve for 2024-2025 briefing note dated June 24, 2025, as presented.
Howe/Aldinger

CARRIED

- iii. **2025-2026 Preliminary Operating Budget and Bylaw** – Briefing Note
Jennifer Nelson, Assistant Secretary Treasurer

Pages 43-60

The Assistant Secretary-Treasurer presented the 2025-2026 Operating Budget to the Board for approval.

Motion 1:

THAT the Board of Education of School District No.71 (Comox Valley) give all three readings of the School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2025/2026, in one meeting.
Caton/Howe

CARRIED UNANIMOUSLY

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

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Motion 2:

THAT the Board of Education of School District No. 71 (Comox Valley) adopt the Annual Budget Bylaw for fiscal year 2025/2026 cited as “School District No. 71 (Comox Valley) Annual Budget Bylaw for fiscal year 2025/2026”, being a bylaw associated with the annual budget showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$164,928,867, for the 2025/2026 fiscal year.

Read a first time this 24th day of June, 2025;

Leslie/Howe

CARRIED UNANIMOUSLY

Read a second time this 24th day of June, 2025;

Caton/McCannel-Keene

CARRIED UNANIMOUSLY

Read a third time, passed and adopted the 24th day of June, 2025.

Howe/McCannel-Keene

CARRIED UNANIMOUSLY

- iv. **2026/27 Capital Plan Summary**– Briefing Note
Molly Proudfoot, Director of Operations

Pages 61-63

A trustee asked whether the Food Infrastructure Plan supports the related program; staff confirmed it’s included in the fall Minor Capital Plan Summary. In the EXP – New Schools, Additions, Site Acquisitions category a change in priority between Vanier and Isfeld was noted, with growth at Vanier driving the shift. Speaking to the Union Bay Estates and school replacement timelines were addressed, with staff explaining the Ministry’s focus on areas with increasing student populations.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) in accordance with provisions under section 142 (4) of the *School Act*, approve the proposed Five-Year Capital Plan (Major Capital Programs) for 2026/27, as provided on the Five-Year Capital Plan Summary for 2026/27 submitted to the Ministry of Infrastructure.

Caton/ McCannel-Keene

CARRIED

- v. **Closed Caption Television (CCTV) Annual Report** – Briefing Note
Josh Porter, Director of Information Technology

Pages 64-66

The Director of IT reported that several CCTV systems across schools are being updated, with newer technology offering higher image quality and broader coverage using fewer cameras. The Superintendent acknowledged that

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Administrative Procedure 181 requires updates to align with the School Act, particularly regarding consultation with PACs on camera placement. This will be addressed moving forward.

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) receive the 2025 CCTV/Video Surveillance Annual Report dated June 24, 2025, as presented.

Howe/McCannel Keene

CARRIED

- vi. 2024 PSO Climate Change Accountability Report – Briefing Note**
Molly Proudfoot, Director of Operations

Pages 67-89

The Director of Operations confirmed this is an annual regulatory reporting requirement and noted the District is on track to meet its 2030 goals.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2024 PSO Climate Change Accountability Report (CCAR) dated June 24, 2025, as presented.

Howe/Aldinger

CARRIED

- vii. Safe and Active Schools Program – Briefing Note**
Molly Proudfoot, Director of Operations

Pages 90-93

The proposal originates from the City of Courtenay. Questions raised included the District's involvement in shaping the committee's outcomes and plans, the specific road safety improvements referenced in the proposal, avenues for advocacy, and whether the program carries any financial implications. It was noted that future discussions may involve potential pathways on school district property.

Motion:

THAT the Board of Education for School District No. 71 (Comox Valley), support the initial schools identified by The City of Courtenay in their briefing note, dated May 28, 2025, being École Puntledge Park Elementary School, Courtenay Elementary School, Valley View Elementary School, for the Safe and Active School Program and, for staff to work with the City of Courtenay in the development and implementation of the SAS program.

Howe/McCannel-Keene

CARRIED

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9. Board Standing Committee Reports

A. Open Committee of the Whole Board Report – June 10, 2025

Pages 94-96

Motion:

THAT The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated June 10, 2025, as presented.

McCannel-Keene/Howe

CARRIED

Next Open Committee of the Whole Meeting:

TOPIC: TBD

DATE: TBD

TIME: TBD

LOCATION: School Board Office: 2488 Idiens Way, Courtenay

B. Ad Hoc Policy Committee Board Report

Pages 97-99

Chelsea McCannel-Keene, Trustee

Trustee McCannel-Keene noted the review of policies and procedures, with future meeting dates to be determined. She added that the committee will be taking a new approach to the work.

Motion:

THAT The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated June 12, 2025, as presented.

McCannel-Keene/Howe

CARRIED

i. Next Ad Hoc Policy Committee Meeting:

To be determined

10. Board Business

A. Indigenous Education Council (IEC) – Trustee Report

Pages 100

Susan Leslie, Trustee

Trustee Leslie provided a summary of the previous meeting, noting the change in venue and the opportunity for meaningful engagement with students.

i. Next Indigenous Education Council (IEC) Meeting:

August, 2025

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

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B. 2025-2026 Board Meeting Dates – Briefing Note

Pages 101 - 102

An update was provided to the list of Board meeting dates, including an amendment to reflect the scheduling change.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the schedule of Regular Board meetings for the 2025–2026 school year, as amended.

Howe/Aldinger

CARRIED

C. Student Voice in Board Governance – Briefing Note

Pages 103-104

Janice Caton, Trustee

Discussion regarding the impetus and specificity of the request. The desire was to avoid pre-determining how the students' voice will be integrated into the Board's work, which would be determined in consultation. Proposed a possible amendment to the motion.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to work with the District Student Council and the Board to develop a process for meaningful involvement of student voice in the work of the Board.

Caton/McCannel-Keene

CARRIED

An amendment was proposed.

Amended Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) direct the Superintendent to work with the Board to develop a process for meaningful involvement of student voice in the work of the Board.

Leslie/Aldinger

DEFEATED

The main motion was adopted.

Motion:

To extend the meeting by up to 30 minutes.

Aldinger/Leslie

CARRIED

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

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11. Board Correspondence

A. None

12. Public Question Period to the Board

- A question whether the NIDES review and full report will be publicly available. It was noted that while findings will be shared with partner groups, the full report contains confidential information and will not be posted online.
- A question was raised about efforts to reduce paper usage. Staff noted that while printing contributes to the District's footprint, it is not currently a primary focus within CAAR, though all three target areas continue to be reviewed for improvement opportunities.
- There was inquiry about historical and current PAC involvement in approving and determining the placement of CCTV cameras. The Superintendent clarified the requirements under the School Act and committed to initiating conversations between principals and PACs regarding current camera placements. A related question raised concerns about ensuring student safety in areas under surveillance.
- A question was raised about how the District's conservative staffing approach impacts site-level experience. The Superintendent explained that staffing projections are based on conservative enrollment estimates. While this may lead to some students being underserved if enrollment exceeds projections, overestimating could result in a deficit of millions of dollars.
- A question was raised about SD71's transportation fees for student athletic events and the cost for families and whether the Board would review current practices to lessen the financial burden. The Board Chairperson responded that they would follow up with DPAC on the matter.
- A question was asked regarding whether the District has an administrative procedure for exterior lighting. The Superintendent confirmed that while there are APs for many areas, there is currently no specific procedure for exterior lighting.

13. Meeting Adjourned – 9:18 pm

MOTION:

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

McCannel-Keene/Howe

CARRIED

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

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Board Approved on:
August 26, 2025

Certified Correct:

Jeremy Morrow
Superintendent

Michelle Waite
Board Chairperson

DRAFT

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

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RECORD OF IN-CAMERA MEETINGS

TO: Board of Education

DATE: August 26, 2025

FROM: Office of the Secretary Treasurer

RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 (3) OF THE SCHOOL ACT:

A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

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

June 24, 2025 – In-Camera Meeting

1. Receipt of and updates on governance matters, information for the Board
2. Receipt of and updates on personnel/legal matters, information for the Board
3. Receipt of and updates on land/property matters, information for the Board

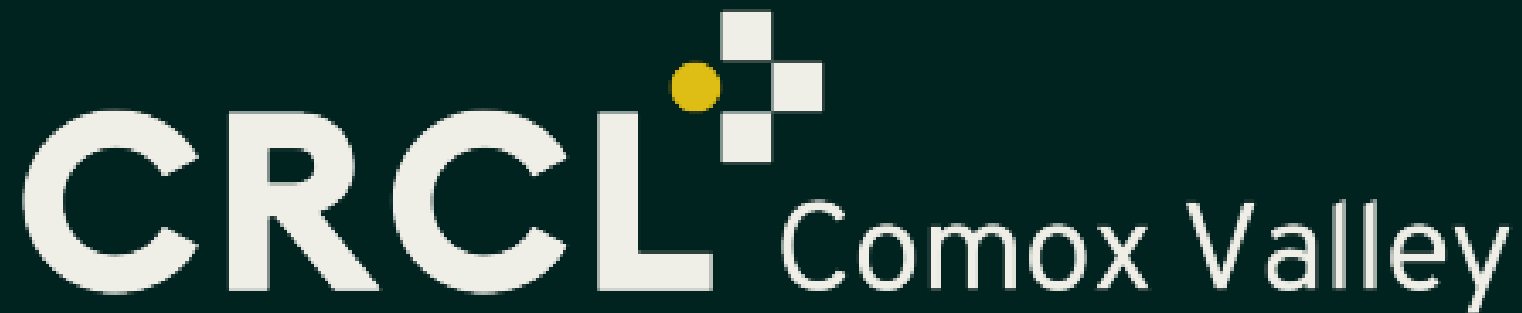
The meeting was called to order at 5:00 pm and adjourned at 6:48 pm.

Creating a circle of support

Crisis Response. Community Led.

PRESENTED BY AMY CRISS AND ROBYN DIAS

August 26, 2025



Land Acknowledgement

We respectfully acknowledge that the land we gather on is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.



Amy Criss

Director of Culture and Community
Services
(She/Her)



Robyn Dias

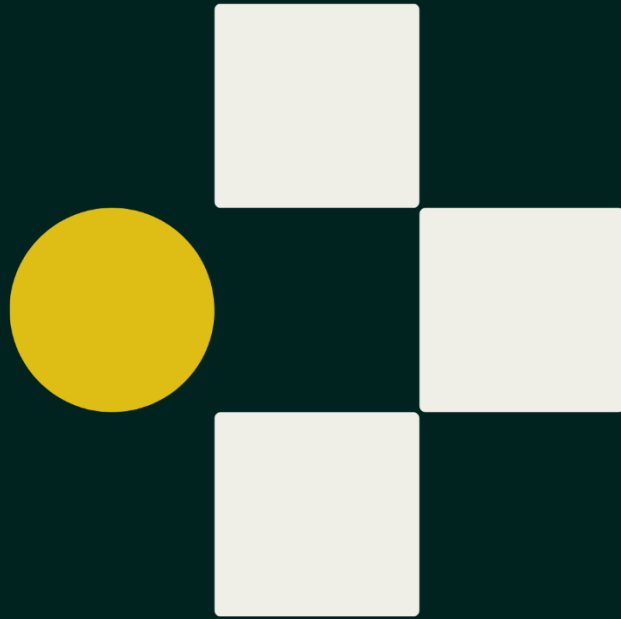
CRCL Manager (She/Her)

K'ómoks First Nation and CRCL Partnership

The people called K'ómoks today referred to themselves as Sahtloot, Sasitla, leeksun and Puntledge. The K'ómoks people, envision a prosperous and healthy Nation, in which they exercise their rights and title throughout their territory, honouring their people, lands, waters, cultures and languages.

In October 2023, AVI and Komox First Nations began working together to bring a community-led, crisis response initiative to the Comox Valley. We continue to work closely together to build trust, relationships and learn from the K'ómoks community.

CRISIS RESPONSE. COMMUNITY LED.



- CRCL stands for **Crisis Response, Community Led.**
- The service is a mobile, community-led service that provides mental health support to people 13 years and older who are experiencing a mental health crisis.
- CRCL can come to you, on your terms, to listen with understanding and compassion.

CRCL CRISIS RESPONDERS

- CRCL Crisis Responders may be experiential crisis responders, registered social workers, paramedics, nurses, or other staff with expertise and professional experience supporting people in crisis.
- In addition to the skills CRCL Crisis Responders bring to the job, they receive 100+ hours of instruction and training in trauma-informed crisis intervention and de-escalation.

CRCL CRISIS RESPONSE

CRCL crisis responders work to reduce distress, provide safety and support until:

- the crisis is resolved
- a crisis care plan is developed
- referral to another service is accomplished
- or the person in crisis no longer consents to service

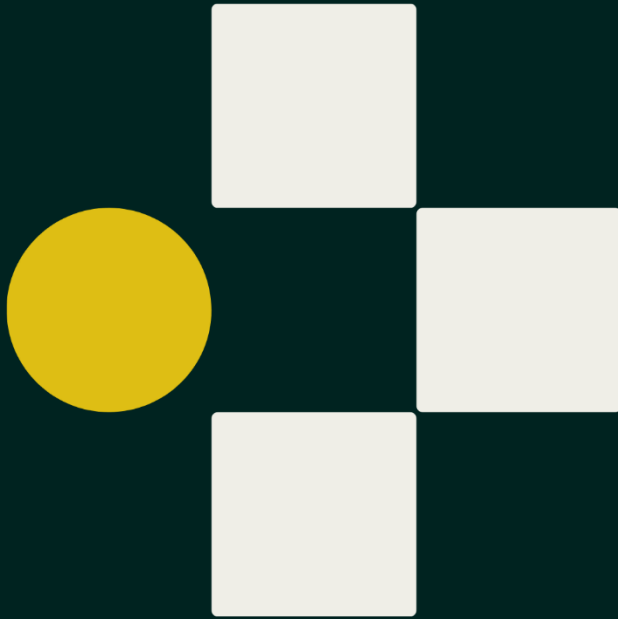
CRCL CALL TYPES

- Thoughts of suicide or self-harm
- Person in crisis
- Distressed or distressing behaviour
- Wellness check

CRCL SERVICES DELIVERED

- De-escalation
- Crisis intervention
- Mental health support
- Peer support
- Safety planning
- Service navigation
- Referrals
- Post-crisis care

ORIGINS OF THE SERVICE



- The service began as a pilot project on the North Shore, co-developed by CMHA BC and CMHA North & West Vancouver
- Developed in response to the need for a more appropriate, trauma-informed approach to supporting people in crisis
- Originally known as Peer Assisted Care Teams (PACT), the service has been built on the leadership and guidance of people with lived expertise

THE CRCL NETWORK

CRCL  Victoria

CRCL  Comox Valley

CRCL  North Shore

CRCL  Prince George

CRCL  New West

CRCL  Kamloops

STORIES OF IMPACT



At a community meeting a woman shared how CRCL changed the course of her family's life. When she had reached a point of despair—believing she had exhausted every possible resource—she was introduced to our services. We were able to connect her son with critical mental health support and, in doing so, helped her regain the strength and hope she thought she had lost. By identifying local resources that had previously gone unnoticed, we supported them not just as individuals, but as a family. The impact has been profound, and their heartfelt gratitude reminds us why this work matters.”



QUESTIONS?



For more information, please visit **CRCCL.ca**

For follow-up questions, please contact **Robyn Dias at robyn.dias@avi.org**

Thank you!

BRIEFING NOTE

TO: The Board of Education **DATE:** August 26, 2025
FROM: Jennifer Nelson, Assistant Secretary-Treasurer
RE: **2024/25 Accumulated Operating Surplus (Contingency Reserve) and Internally Restricted Funds**

Purpose

The Board of Education is responsible for ensuring the District is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. A key strategy in the Board's fiduciary duty is maintaining an accumulated operating surplus (Contingency Reserve) which shall be used to mitigate any negative impact on students.

Background

The Board Policy Handbook, Policy 18 Accumulated Operating Surplus and Internally Restricted Funds states that the amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3% of actual Operating Expenses in the fiscal year. The Unrestricted Operating Surplus is also known as the accumulated operating surplus (reserve) built up in the School District's Operating fund that has not been designated for specific uses.

The annual operating surplus is the amount by which a fiscal year's operating revenue exceeds the same fiscal year's operating expenses and interfund transfers. The actual results will differ from the budgeted results.

The policy describes the three categories under which the Board may motion to designate internally restricted funds:

1. Restricted Due to the Nature of Constraints on the Funds – i.e. special purpose, contractual obligations or targeted funds
2. Restricted for Anticipated Unusual Expenses Identified by the Board – i.e. staffing needs, specific projects, emerging events or strategic initiatives
3. Restricted for Operations Spanning Multiple School Years – i.e. future year operations (for a defined timeline), school and department surplus/carryforwards, projects (both operating and capital), technology, educational initiatives that span multiple years, and PO commitments.

Analysis

The draft 2024-25 financial statements have now been drafted and the District has ended the year in an operating surplus position of \$9,163,090, which includes an unrestricted operating surplus (Contingency Reserve) balance of \$3,843,180. The remaining \$5,319,910 is recommended to be internally restricted.

The following allocations are in alignment with what was previously communicated at the June 24, 2025, Board Meeting and based on current Ministry, Board, annual budget and strategic directions while allowing for an increase of \$657,433 to the Contingency Reserve which will bring the balance up to the maximum 3% of annual operating expenses in compliance with Board Policy 18.

| Recommended Surplus Restrictions 24/25 | Amount |
|---|---------------------|
| Restricted/targeted funds carried forward to next year: | |
| Integrated Child & Youth Teams (ICY Funding) | 227,098 |
| Indigenous Education Surplus | 476,886 |
| Indigenous Education Council | 25,057 |
| Indigenous Focused Grad Requirement | 12,700 |
| Targeted/Restricted Funds | \$ 741,741 |
| Net School Surpluses | 76,922 |
| Net School Grants Carry Forward | 55,834 |
| Purchase Order Commitment Carry Forward | 79,628 |
| Carry forward projects 24/25 Surplus Restrictions (Board Office, LRFP, Recruitment, Contracted Services, Tribune Bay, Strategic Priorities) | 407,027 |
| Prior Year PO's & Project Funds | \$ 619,411 |
| Accessibility Initiatives – Initiate annual reserve transfer (Local Capital) | 25,000 |
| Miscellaneous equipment – Not funded by Local Capital | 30,000 |
| Contingency – other Government pending liabilities (Local Capital - asset remediation/renewal) | 650,000 |
| Local Capital | \$ 705,000 |
| Additional Teacher staffing – Online Learning NIDES (carry forward of additional February and May enrolment revenue to support 2025/26 instruction) | 1,430,000 |
| Additional Educational Assistants (EA) (carry forward portion of additional Ministry revenue to fund temporary positions in 2025/26) | 374,264 |
| Creation of EA Mentor position and transfer of 2 EA's from LIF to Operating | 140,349 |
| Staffing Commitments for 2025-26 School Year Instruction | \$ 1,944,613 |
| Hornby Island School 7/8/9 Pilot Project – Year 2 (Committed) | 25,000 |
| Primary Learning Community Demonstration Program (Committed) | 42,450 |
| Physical Literacy Position - 1 day per week plus supplies (2 days covered by grants) | 23,000 |
| Results for Young Children & Strengthening Early Years to Kindergarten - Ministry funding complete (Committed) | 30,250 |
| Other Contractual Obligations – Transition, Capacity Building, Succession Planning (Committed) | 200,000 |
| Strategic Planning Initiatives – Professional Learning | 250,477 |
| Classroom Literacy Instruction K-3 Implementation (Year 1 funded by grant. Year 2 & 3 funded by surplus restriction) | 260,000 |
| Additional programs and infrastructure to support student safety | 407,968 |
| Long Range Facility Planning - Additional Funds | 35,000 |
| Tribune Bay - Additional Funds Caretaker/Maintenance Period Extended | 35,000 |
| Additional Funds - District Program Initiatives | \$ 1,309,145 |
| Total Estimated 24/25 Surplus Restrictions as at August 26, 2025 | \$ 5,319,910 |

The Audit and financial statements will be finalized and presented to the Audit Committee on September 16th and to the Board on September 23, 2025, for approval.

Strategic Alignment

All the above items recommended to be considered for surplus restrictions are in alignment with the strategic plan and support the ongoing work to embed the values and design principles in all that we do.

Respectfully submitted,

Jennifer Nelson

Jennifer Nelson, CPA, CGA
Assistant Secretary-Treasurer

BRIEFING NOTE

TO: Board of Education **DATE:** August 26, 2025
FROM: Jennifer Nelson, Assistant Secretary Treasurer
RE: Trustee Remuneration

Background

At a meeting of the Board, held on October 24, 2023, the Board passed the following motion:

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

At a meeting of the Board, held on June 25, 2024, Staff advised that per the motion noted above, Trustee Remuneration would be adjusted by the May-to-May BC Consumer Price Index, once known.

Information

The CPI (May to May average – all items), was made available in July 2025, and is 2.4%. Trustee Remuneration was adjusted by this percentage amount.

The former and new Trustee Remuneration is as follows:

| Former Trustee Remuneration (Annual) | | New Trustee Remuneration (Annual) July 1, 2025 | |
|--------------------------------------|----------|--|----------|
| Chair | \$25,516 | Chair | \$26,128 |
| Vice-Chair | \$23,570 | Vice-Chair | \$24,136 |
| Trustee | \$22,190 | Trustee | \$22,723 |

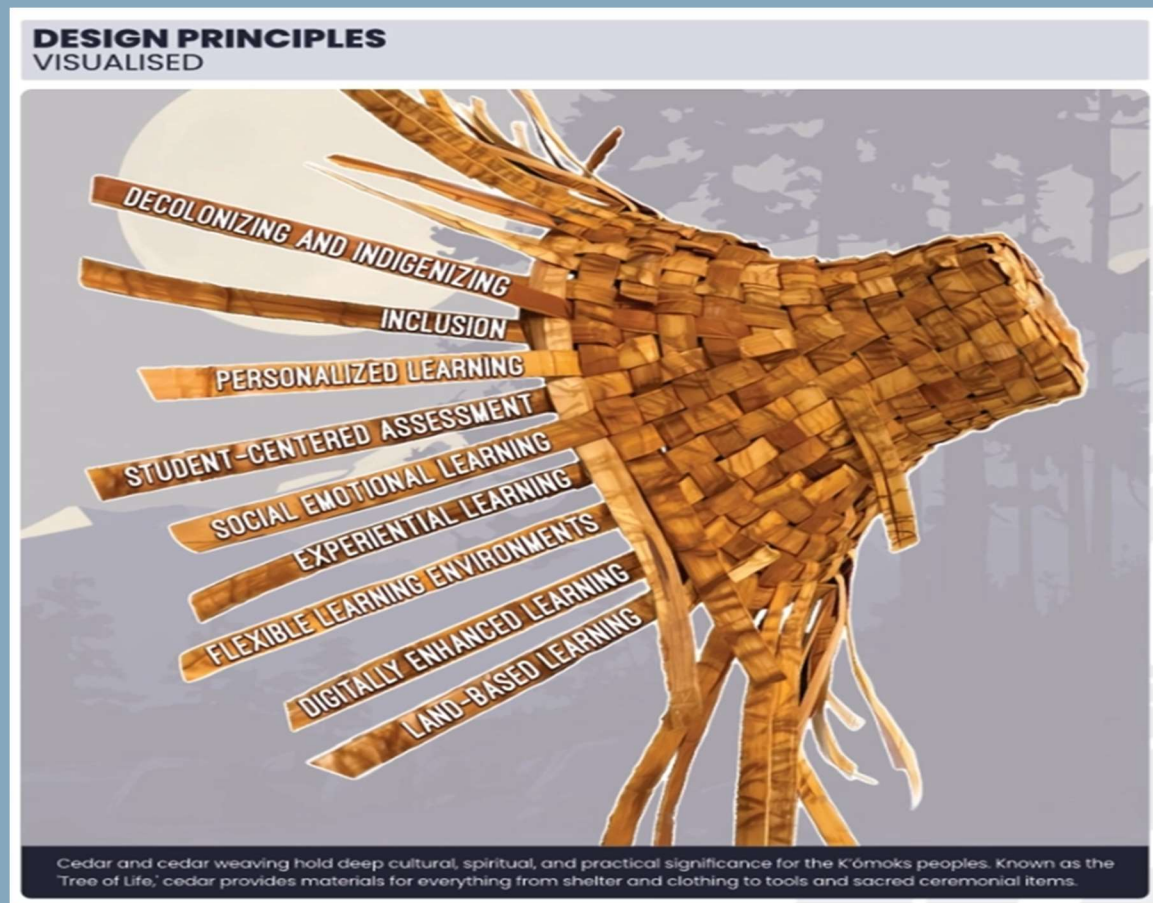
Respectfully submitted,

Jennifer Nelson

Jennifer Nelson, CPA, CGA
Assistant Secretary-Treasurer

COMOX VALLEY SCHOOLS MULTI-YEAR FINANCIAL PLAN

2025-2028



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.

We thank you for your continued
support in our efforts to improve the
educational experiences for all of our
students.

Purpose

The purpose of the 2025-2028 Multi-Year Financial Plan is to assist partners of the Comox Valley School District to better understand its financial processes while providing a summary of the information utilized to make financial decisions that support the Board's Strategic Priorities. It provides an outline of how the Board prepares, reviews, and approves the annual budget (financial plan).

The Financial Plan

The School District's budget is a financial plan that helps the Board prepare and support all lifelong learners in the Comox Valley School District. The Board does this by allocating funding that aligns with the strategic plan and reflects priorities within that plan. The financial plan also communicates how the District utilizes its financial resources and allows for the monitoring of the ongoing financial health of the organization.

Annual Budget Process

The Board has established a comprehensive budget process than ensures:

- Compliance with the School Act, collective agreements, and other regulatory requirements and Board policy
- A transparent process that includes partner and public input through communication and consultation
- Decisions are reported back to the public and partner groups
- The priorities of the Strategic plan are incorporated into the financial plan
- An appropriate contingency balance is maintained

Annual Budget Timelines

| | |
|----------|---|
| October | <ul style="list-style-type: none">◆ Establish Budget Timelines and Engagement |
| November | <ul style="list-style-type: none">◆ Departmental reviews of operational budgets commence◆ Budget Process Overview |
| December | <ul style="list-style-type: none">◆ Departmental reviews of operational budgets continue◆ Staff collaborate on enrolment projections and space requirements |
| January | <ul style="list-style-type: none">◆ Departments continue to review operational budgets to find efficiencies and realign existing budgets to ensure Strategic Priorities are supported |
| February | <ul style="list-style-type: none">◆ Prepare next years' enrolment estimate◆ Staffing requirements established◆ Budget survey issued to the public and partners |
| March | <ul style="list-style-type: none">◆ Receive the grant announcement estimate for the next year from Ministry of Education and Child Care◆ Budget survey feedback provided to the Board |
| April | <ul style="list-style-type: none">◆ Draft of Year-End Surplus Estimate◆ Review of the grant announcement with comparison to prior year◆ Analysis of the changes in the funding formula |
| May | <ul style="list-style-type: none">◆ Presentation of the opening budget position after all cost and revenue adjustments are applied◆ Budget options presented and considered◆ Engagement meetings held with partners |
| June | <ul style="list-style-type: none">◆ A balanced budget is recommended to the Board◆ Adoption of the Budget by the Board◆ Final Draft of Year-End Surplus Estimate |

Budget Fund Types

The District's Budget is comprised of three separate funds: Operating Fund, Special Purpose Fund, and Capital Fund.

| Operating Fund | Special Purpose Fund | Capital Fund |
|--|---|--|
| Revenue <ul style="list-style-type: none">• Operating Grant Revenue• International Revenue• Other Revenue Expenditures <ul style="list-style-type: none">• Instruction• District Administration• Operations & Maintenance• Transportation | <ul style="list-style-type: none">• Classroom Enhancement Fund (CEF)• Annual Facilities Grant (AFG)• School Food Programs• Community Link• Learning Improvement Fund• School Generated Funds | <ul style="list-style-type: none">• New Schools/Expansions• School Enhancement Programs (HVAC, Roofing Upgrades)• Seismic Mitigation Projects• Playgrounds• Land Purchases |

Strategic Priorities

The Board underwent a significant consultation process and adopted the following Strategic Priorities:

Vision

Compassionate, connected and personalized learning for all

Purpose Statement

To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

Truth And Reconciliation Commitment

We are deeply committed to learning, unlearning, and relearning and taking action for lasting Truth and Reconciliation.

Values

Shared values establish the foundation for our interactions as we pursue common goals. They help us demonstrate consistent and fair leadership, guiding our collaborative and productive efforts to achieve our vision.

Learning – Centering learning in all we do.

Equity – Leading with diversity as a strength and inclusion as a right.

Relationships – Connection, compassion, and respect in all that we do.

Safety – Learning communities where all feel safe and belong.

Integrity – High ethical standards through transparency, honesty and accountability.

LEARNING GOAL STATEMENT

Comox Valley Schools is committed to creating inclusive, wholistic, and personalized learning environments in order to enhance each student's development of the core competencies over time.

DESIGN PRINCIPLES

Decolonizing and Indigenizing

Inclusion

Personalized Learning

Student-Centered Assessment

Social Emotional Learning (SEL)

Experiential Learning

Flexible Learning Environments

Digitally Enhanced Learning

Land-Based Learning

The Multi-Year Financial Plan

The multi-year financial plan is not a budget, it is intended to provide an estimated summary financial forecast based on the latest approved annual budget. This forecast considers the projected enrolment and related effects on staffing and expenditures. Future years wage increases for unionized employees are not included in this financial plan. Bargaining is currently in progress and any negotiated wage increases are normally funded by the Ministry through a special grant once contracts are ratified. Unfunded increases for exempt staff are also unknown at this time, however a reasonable amount has been incorporated into future year projections to ensure there are funds available if necessary. An overall service and supply inflation rate of 2% and 5% for transportation specifically have been incorporated into this financial plan.

The Districts' multi-year financial plan includes the Operating Fund only, it does not include multi-year planning for Special Purpose or Capital Funds as funding year-to-year in these categories is more difficult to estimate in advance. As well, this type of funding is not always consistent or continuing in nature.

It's important to note that this financial plan is only a forecast and projections become less certain the further into the future due to the uncertainty in funding and inflationary increases. Therefore the plan will be constantly reviewed and updated annually to reflect the latest information.

The multi-year financial plan is a recent reporting requirement of the Ministry of Education and Child Care. The District prepared their first multi-year financial plan last year and will continue to refine and expand on the reporting in future years.

The following financial forecast does not rely on unrestricted surplus to balance operations and maintains contingency reserve of \$3.84 M.

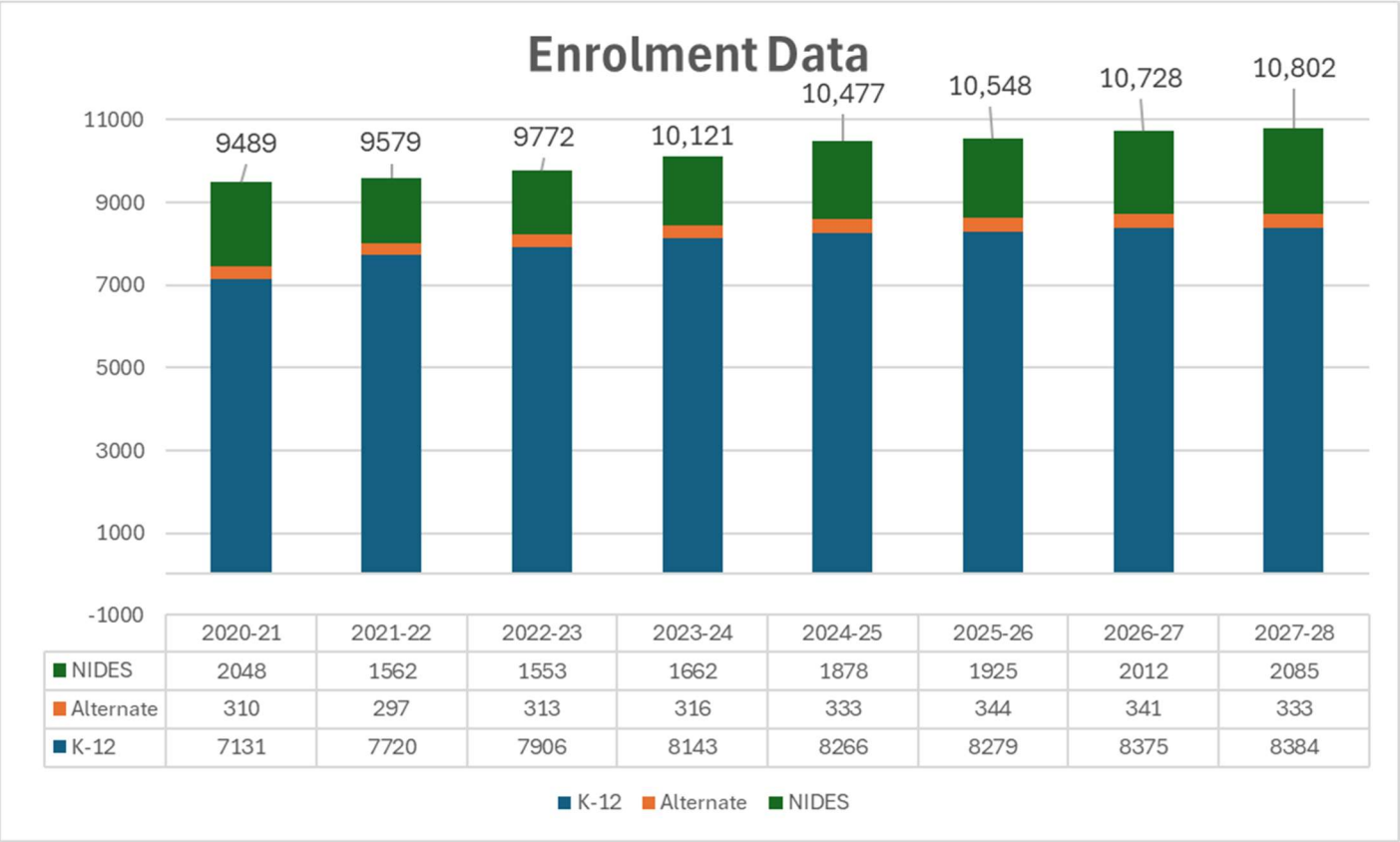


| | Preliminary 2025/2026 | Projected 2026/2027 | Projected 2027/2028 |
|--|----------------------------------|--------------------------------|--------------------------------|
| Revenue | | | |
| MECC Operating Grant | \$ 128,669,494 | \$ 131,676,844 | \$ 133,983,188 |
| Other Provincial Grants | \$ 197,600 | \$ 197,600 | \$ 197,600 |
| Tuition | \$ 3,326,500 | \$ 2,617,830 | \$ 2,670,187 |
| Other Revenue | \$ 571,117 | \$ 571,117 | \$ 571,117 |
| Rentals and Leases | \$ 170,000 | \$ 173,400 | \$ 176,868 |
| Investment Income | \$ 600,000 | \$ 540,000 | \$ 486,000 |
| | 133,534,711 | 135,776,791 | 138,084,960 |
| Expenditures | | | |
| Instruction | 107,289,777 | 108,326,974 | 110,150,427 |
| District Administration | 6,319,974 | 6,424,449 | 6,553,127 |
| Operations and Maintenance | 15,101,902 | 15,235,773 | 15,425,162 |
| Transportation and Housing | 3,185,871 | 3,344,595 | 3,511,244 |
| | 131,897,524 | 133,331,791 | 135,639,960 |
| Net Revenue (Expense) for the Year | 1,637,187 | 2,445,000 | 2,445,000 |
| Local Capital | (1,470,000) | (2,070,000) | (2,070,000) |
| Tangible Capital Assets Purchased | (375,000) | (375,000) | (375,000) |
| Use of restricted surplus - to balance | 207,813 | - | - |
| Use of unrestricted surplus - to balance | - | - | - |
| Surplus / (Deficit) | \$ - | \$ (0) | \$ 0 |
| Three Year Fund Balance | | | |
| | Preliminary 2025/2026 | Projected 2026/2027 | Projected 2027/2028 |
| Opening Surplus (Contingency Reserve) | \$ 3,843,180 | \$ 3,843,180 | \$ 3,843,180 |
| Use of Surplus - Current Year Operations | - | - | - |
| | - | - | - |
| Closing Surplus (Contingency Reserve) | \$ 3,843,180 | \$ 3,843,180 | \$ 3,843,180 |
| % of previous year estimated operating expenses | 3.00% | 2.91% | 2.88% |

Assumptions

Enrolment

The Ministry of Education and Child Care requires that Districts submit annual enrolment projections for the next three years every February. This multi-year plan has been prepared based on the latest projections submitted to the Ministry in February, 2025. Enrolment growth is anticipated to plateau and level off in future years. The following Chart illustrates historical actual enrolment with the projected enrolment to 2028:



Revenue

- Grant revenues have been forecasted based on enrolment projections and assuming an increase to the per pupil rate of 1% per year in 2026/27 & 2027/28.
- International tuitions are based on a reduction of 50 FTE to 145 FTE in 2026/27 (195 FTE 2025/26) with annual inflationary fee increases of 2%.
- Investment Income is forecasted to decline moderately as interest rates are projected to decrease.
- Other revenues have remained conservatively consistent in the financial plan.

Expenses

- Unnegotiated salary increases for unionized employee groups have not been factored in as bargaining is in progress.
- Assume once negotiated contracts have been ratified existing Teachers and Support staff increases will be funded by a special grant provided by the Ministry.
- Assume transportation costs increase 5% each year.
- International Student Program costs have been reduced to reflect the reduction in FTE in 2026/27.
- Assume service and supply budgets remain consistent with the 2025-26 budget with only minor inflationary increases.
- Local Capital transfers that were reduced by \$1M in 2024-25 and held in 2025-26 are estimated to be partially reinstated in 2026-27.
- Assumes increased staffing costs associated with enrolment growth only.

Staffing FTE Summary

Table 1 provides a summary of Full Time Equivalent (FTE) staffing changes represented in the 2025/26 Annual Budget compared to the 2024/25 Amended Budget.

Table 1:

| FTE Changes - 2025/26 Preliminary Annual Budget versus the 2024/25 Amended Budget | | | | | | | | | |
|---|-----------------------|----------------|----------------|------------------------|----------------|-----------------|---------------|--------------|---------------|
| Staffing Category | 2025/26 Annual Budget | | | 2024/25 Amended Budget | | | Change | | |
| | Operating | SPF | Total | Operating | SPF | Total | Operating | SPF | Total |
| Teachers | 539.982 | 90.71 | 630.692 | 530.689 | 90.71 | 621.399 | 9.293 | 0 | 9.293 |
| Principals & Vice-Principals | 36.263 | 3.387 | 39.65 | 35.842 | 3.408 | 39.25 | 0.421 | -0.021 | 0.4 |
| Education Assistants | 190.5 | 23.07 | 213.57 | 190.5 | 23.07 | 213.57 | 0 | 0 | 0 |
| *Support Staff | 229.9 | 30.66 | 260.56 | 228.2 | 27.86 | 256.06 | 1.7 | 2.8 | 4.5 |
| Other Professionals | 45.6 | 1 | 46.6 | 44.6 | 1 | 45.6 | 1 | 0 | 1 |
| Total FTE | 1042.245 | 148.827 | 1191.07 | 1029.831 | 146.048 | 1175.879 | 12.414 | 2.779 | 15.193 |

Table 2 provides a multi-year projection of Full Time Equivalent (FTE) staffing changes in the operating fund only. Staffing is revisited annually and adjusted accordingly based on actual and up to date enrolment projections. These are strictly for financial forecasting purposes only at the time of this report.

Table 2:

| FTE Projections - 2025-2028 Operating Fund Forecast | | | | | | |
|---|-----------------|-----------------|----------------|---------------|------------|-------------|
| Staffing Category | | | | Change | | |
| | 2025/26 | 2026/27 | 2027/28 | 2025/26 | 2026/27 | 2027/28 |
| Teachers | 539.982 | 543.582 | 545.992 | 9.293 | 3.6 | 2.41 |
| Principals & Vice-Principals | 36.263 | 36.263 | 36.263 | 0.421 | 0 | 0 |
| Education Assistants | 190.5 | 193.5 | 196.5 | 0 | 3 | 3 |
| *Support Staff | 229.9 | 229.9 | 229.9 | 1.7 | 0 | 0 |
| Other Professionals | 45.6 | 45.6 | 45.6 | 1 | 0 | 0 |
| Total FTE | 1042.245 | 1048.845 | 1054.26 | 12.414 | 6.6 | 5.41 |

**Budgeted Support Staff FTE represents various types of position classifications across the organization with varying contractual hours per day.*

Summary

The District is projected to be able to maintain current service levels over the next two years utilizing annual operating revenues and no reliance on the contingency reserve to balance the budget. Districts continue to face inflationary cost pressures that are unfunded, therefore staff will continue to review operations, including service levels, departments and programs, and will strive to implement efficiencies and realign funds to support the strategic priorities wherever possible.

The plan will be updated each year to reflect any changes in financial position and the latest estimates of both revenue and expenses. Any adjustments to operating expenses needed to balance future financial plans would go through a transparent process during the annual budget process with the appropriate engagement.



2025 2026 - Committee of the Whole and other Board Meeting Schedule

Legend

| | | |
|------------------------|------------------------|----------------------------|
| Board Meeting | Board Learning Session | Partner Engagement Session |
| Committee of the Whole | Board Working Session | Public Engagement Session |

| BOARD MEETING SCHEDULE 2025-2026 | | | | | |
|----------------------------------|---------------|------|---------------------------------|---|---------------------|
| Month | Date | Time | Meeting | Meeting Chair | Venue |
| August | August 26 | 5:30 | In-Camera Meeting | Sara Jane Howe | School Board Office |
| | | 7:00 | Regular Board Meeting | Michelle Waite | School Board Office |
| September | September 16 | 5:30 | Committee of the Whole - Closed | Audit Committee | School Board Office |
| | September 16 | 6:30 | Board Working Session | Michelle Waite | School Board Office |
| | September 23 | 5:30 | In-Camera Meeting | Secretary Treasurer and Elected Board Chairperson | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| October | October 07 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | October 07 | 6:30 | Board Learning Session | Facilitator (TBD) | School Board Office |
| | October 28 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| November | November 4 | 5:30 | Board Learning Session | Superintendent and Secretary | School Board Office |
| | November 18 | 6:00 | Public Engagement Session | Finance and Operations | School Board Office |
| | November 25 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| December | December 9 | 5:30 | Board Learning Session | Facilitator (TBD) | School Board Office |
| | December 16 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| January | January 13 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | | 7:00 | Committee of the Whole - Open | | School Board Office |
| | January 27 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| February | February 10 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | February 10 | 6:00 | Partner Engagement Session | Facilitator (TBD) | School Board Office |
| | February 24 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| March | March 10 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | March 10 | 6:00 | Public Engagement Session | Finance | School Board Office |
| | March 17 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| April | April 14 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | April 14 | 6:00 | Partner Engagement Session | Consultant or Operations | School Board Office |
| | April 28 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| May | May 12, 2026 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | | 7:00 | Committee of the Whole - Open | | School Board Office |
| | May 19, 2026 | 5:30 | Board Working Session | Board Vice-Chairperson | School Board Office |
| | May 26, 2026 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| | | 7:00 | Regular Board Meeting | Board Chairperson | School Board Office |
| June | June 2, 2026 | 5:30 | Board Working Session | Board Chairperson | School Board Office |
| | June 9, 2026 | 5:30 | Committee of the Whole - Closed | Trustee on Rotation | School Board Office |
| | | 7:00 | Committee of the Whole - Open | | School Board Office |
| | June 23, 2026 | 5:30 | In-Camera Meeting | Board Vice-chair | School Board Office |
| August | August 25 | 5:30 | In-Camera Meeting | Sara Jane Howe | School Board Office |
| | | 7:00 | Regular Board Meeting | Michelle Waite | School Board Office |

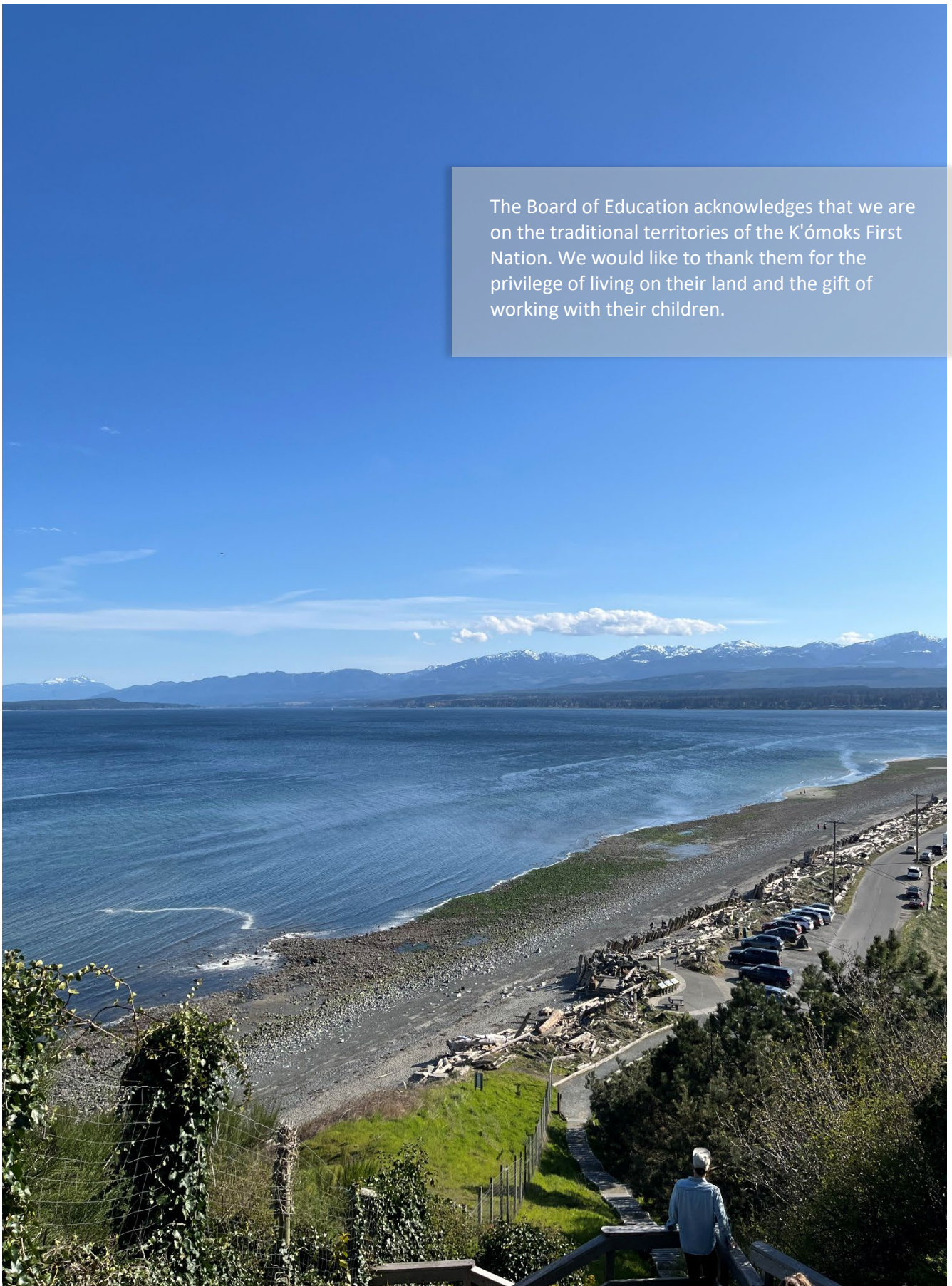


BOARD ANNUAL WORKPLAN 2025-2026



Comox Valley Schools
A Community of Learners

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.





Back Row: Chelsea McCannel-Keene, Susan Leslie, and Shannon Aldinger
Front Row: Michelle Waite, Cristi May Sacht, and Sarah Jane Howe

Vision

Compassionate, connected and personalized learning for all.

Purpose Statement

To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

Learning Goal Statement

Comox Valley Schools is committed to creating inclusive, wholistic, and personalized learning environments in order to enhance each student's development of the core competencies over time.

Truth And Reconciliation Commitment

We are deeply committed to learning, unlearning, and relearning and taking action for lasting Truth and Reconciliation.

Values

| | |
|---------------|---|
| Learning | Centering learning in all we do. |
| Equity | Leading with diversity as a strength and inclusion as a right. |
| Relationships | Connection, compassion, and respect in all that we do. |
| Safety | Learning communities where all feel safe and belong. |
| Integrity | High ethical standards through transparency, honesty, and accountability. |

Design Principles

| | |
|-------------------------------|--------------------------------|
| Decolonizing and Indigenizing | Flexible Learning Environments |
| Personalized Learning | Experiential Learning |
| Inclusion | Land-Based Learning |
| Social Emotional Learning | Digitally Enhanced Learning |
| Student-Centered Assessment | |

Meeting Dates

The Board Work Plan is a guiding framework for fulfilling the Board’s responsibilities and advancing strategic priorities. It is a living document with items subject to addition, removal, or rescheduling to reflect emerging needs, legislative requirements, or shifts in strategic direction.

| | | | | |
|-----------|----|------|---------------------------------|---------------------|
| August | 26 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| September | 16 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 6:30 | Board Working Session | School Board Office |
| | 23 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| October | 7 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 6:30 | Board Learning Session | School Board Office |
| | 28 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| November | 4 | 5:30 | Board Learning Session | School Board Office |
| | 18 | 6:00 | Public Engagement Session | School Board Office |
| | 25 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| December | 9 | 5:30 | Board Learning Session | School Board Office |
| | 16 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| January | 13 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 7:00 | Committee of the Whole - Open | School Board Office |
| | 27 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| February | 10 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 6:00 | Partner Engagement Session | School Board Office |
| | 24 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |

| | | | | |
|-------|----|------|---------------------------------|---------------------|
| March | 10 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 6:00 | Public Engagement Session | School Board Office |
| | 17 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| April | 14 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 6:00 | Partner Engagement Session | School Board Office |
| | 28 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| May | 12 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 7:00 | Committee of the Whole - Open | School Board Office |
| | 19 | 5:30 | Board Working Session | School Board Office |
| | 26 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |
| June | 2 | 5:30 | Board Working Session | School Board Office |
| | 9 | 5:30 | Committee of the Whole - Closed | School Board Office |
| | | 7:00 | Committee of the Whole - Open | School Board Office |
| | 23 | 5:30 | In-Camera Meeting | School Board Office |
| | | 7:00 | Regular Board Meeting | School Board Office |

Ongoing Engagement and Advocacy

- Engage with First Nations members, the Indigenous Education Council, and meet with provincial/federal/municipal local municipal government to garner support for district priorities
- Representation on Board committees, external committees, councils, societies, and liaison groups
- Engage with school communities and liaison groups
- Representation at BCSTA events and Provincial Council meetings
- Representation at BCPSEA annual general meeting
- Engage with Student Voice
- Ongoing Trustee professional development
- Attend district and school events
- Attend employee recognition events
- Engage in advocacy initiatives



August

Board Business

- ☐ Annual Surplus Allocations
- ☐ 2026-27 Board Work Plan
- ☐ Trustee Remuneration Report
- ☐ Committee of the Whole and Other Board Meetings Schedule

Community Engagement

- ☐ Attend Relevant Community Activities/Events

Deadlines and Important Dates

- ☐ Aug 13-15: BCSSA Conference
- ☐ Aug 20: District Start-up Sessions Commence
- ☐ Aug 23: Comox Valley Pride in the Park

| 2025 | | | | | | |
|------|----|----|----|----|----|----|
| 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 | | | | | | |

- 4 B.C. Day
- 18 Agenda Setting
- 20 District Start-up
- 26 In-Camera Board Meeting
- Regular Board Meeting
- 27 Pro-D
- 28 Pro-D

September

Board Business

- ☐ 2026-27 Board Work Plan
- ☐ Audited Financial Statements
- ☐ Multi-Year Financial Plan
- ☐ Executive Compensation Disclosure Report
- ☐ Indigenous Education Year-End Financial Report
- ☐ Financial Statement Discussion & Analysis
- ☐ Careers Program Review
- ☐ Initiate Superintendent Performance Appraisal

Community Engagement

- ☐ Sep 15: Terry Fox Run (see school schedules)
- ☐ Sep 15 – 21: Consent Awareness Week
- ☐ Sep 30: National Day for Truth and Reconciliation (Orange Shirt Day)
- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Sep 19: VISTA Registration Deadline
- ☐ Sep 20: Motions BCSTA Provincial Council Due
- ☐ Sep 23: Conflict of Interest Declarations Due
- ☐ Sep 30: Minor Capital Plan Due
- ☐ Sep 30: Financial Statements (audited) Due

| 2025 | | | | | | |
|------|----|----|----|----|----|----|
| 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 | | | | |

- ☐ 1 Labour Day
- ☐ 2 Pro-D
- ☐ 3 First Day of School
- ☐ 8 Agenda Setting
- ☐ 15 Agenda Setting
- ☐ 16 Committee of the Whole – Closed
- ☐ Board Working Session
- ☐ 23 In-Camera Board Meeting
- ☐ Regular Board Meeting
- ☐ 29 Agenda Setting
- ☐ 30 National Day for Truth and Reconciliation



October

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- 7 Committee of the Whole – Closed Board Learning Session
- 13 Thanksgiving
- 20 Agenda Setting
- 24 Pro-D
- 27 Agenda Setting
- 28 In-Camera Board Meeting Regular Board Meeting

Board Business

- ☐ NIDES Program Review
- ☐ Local Education Agreement Update
- ☐ Q1 Financials
- ☐ Annual Start-up Update
- ☐ Board Committee & Liaison Positions
- ☐ Budget and Financial Planning Timeline
- ☐ Premier Award Nominees/Winners
- ☐ Food Advisory Council Plan and Feeding Futures Update

Community Engagement

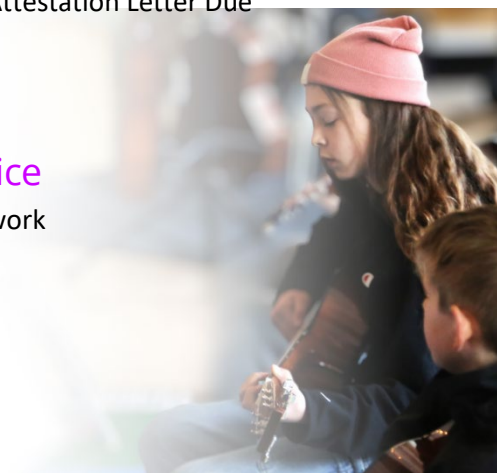
- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Oct 20: Meeting with Local Municipal Governing Officials

Deadlines and Important Dates

- ☐ Oct 1: Enhancing Student Learning Report Due
- ☐ Oct 1: Financial Statement Discussion & Analysis Report Due
- ☐ Oct 1: Local Education Agreement Accounts Receivable Form Due
- ☐ Oct 1: School District Business Company Financial Statements (audited) Due
- ☐ Oct 3: Executive Compensation Disclosure for BCPSEA Approval Due
- ☐ Oct 3-4: VISTA Branch Meeting
- ☐ Oct 5: World Teacher's Day
- ☐ Oct 10: World Mental Health Day
- ☐ Oct 15: Student Voice
- ☐ Oct 16: CVRD Elected Officials Forum
- ☐ Oct 16: Great BC Shake Out (earthquake preparedness)
- ☐ Oct 24: Executive Compensation Disclosure Report and Attestation Letter Due
- ☐ Oct 24: BCSTA Provincial Council Meeting
- ☐ Oct 31: OLEP French Federal Funding Due

Trustee Professional Development In-Service

- Decolonizing Governance and Indigenous Policy Framework



November

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- 4 Board Learning Session
- 11 Remembrance Day
- 17 Agenda Setting
- 18 Public Engagement Session
- 20 Parent/Teacher interviews
- 25 In-Camera Board Meeting
Regular Board Meeting

Board Business

- ☐ Board Authorized Courses *(if needed)*
- ☐ Annual Child Care Operating Report
- ☐ BCPSEA Update
- ☐ Enrollment Update
- ☐ Report on Boundary Adjustments (if applicable)
- ☐ 2024-25 Strategic Plan Annual Report
- ☐ Student Enrollment Report, Graduation Numeracy Assessment Report and 6-Year Completion Rate Report

Public Engagement Session

- ☐ Launch of Budget Process and Long-Range Facilities Planning

Community Engagement

- ☐ School Events and Parent Advisory Council Meetings
- ☐ Remembrance Day Assemblies

Deadlines and Important Dates

- ☐ Nov 5: Take Our Kids to Work Day
- ☐ Nov 6-7: BCSPSEA Symposium
- ☐ Nov 7: International Inuit Day
- ☐ Nov 8: Indigenous Veterans Day
- ☐ Nov 9-15: Rock Your Mocs Week
- ☐ Nov 11: Remembrance Day
- ☐ Nov 13-14: BCSSA Conference
- ☐ Nov 16: Louis Riel Day
- ☐ Nov 27-29: BCSTA Trustee Academy

Trustee Professional Development In-Service

- Financial Literacy for Strategic Budgeting and Long-Range Facilities Planning



December

Board Business

- ☐ Statement of Financial Information (SOFI) Report
- ☐ Update on the Equity Scan
- ☐ Update on Tribune Bay Park Permit
- ☐ IEC Terms of Reference (annually)
- ☐ International Student Program Report
- ☐ Superintendent Performance Review
- ☐ Quarterly Update

Community Engagement

- ☐ Winter Performances (see school schedules)

Deadlines and Important Dates

- ☐ Dec 1: BCPSEA Motion Deadline – need to confirm date
- ☐ Dec 3: Student Voice
- ☐ Dec 4-6: First Nations Education Steering Committee Conference
- ☐ Dec 12: Community Led Equity Scan Team Meeting
- ☐ Dec 21: Winter Solstice
- ☐ Dec 22-Jan 2: Winter Break
- ☐ Dec 31: Statement of Financial Information (SOFI) Report Due
- ☐ Jan 15: Trustee Annual Financial Disclosure Statements Due

Trustee Professional Development In-Service

- Equity and Inclusion
- Data Literacy

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8 Agenda Setting

9 Board Learning Session

15 Agenda Setting

16 In-Camera Board Meeting

Regular Board Meeting

22 Winter Break (Dec 22 – Jan 2)

25 Christmas Day

26 Boxing Day



January

Board Business

- ☐ Ministry Data: Indigenous “How are We Doing” Report
- ☐ ‘Safe Schools’ Annual Report
- ☐ Three-Year School Calendar
- ☐ Ministry Funding Update
- ☐ Motions to BCSTA AGM
- ☐ Q2 Financials
- ☐ School Growth Plans
- ☐ Three-Year Enrolment Projection
- ☐ Strategic Plan Update: Evaluation and Outcomes
- ☐ Financial Disclosure Act Statement of Disclosure Forms

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Meetings with Local Municipal Governing Officials

Deadlines and Important Dates

- ☐ Jan 1: Deadline for 2023/24 Financials Posted on District Website
- ☐ Jan 15: Trustee Annual Financial Disclosure Statements
- ☐ BCSTA Provincial Council Motion Deadline – need to confirm
- ☐ Kindergarten Registration Opens
- ☐ Jan 22 – 23: BCSSA Island Chapter Meeting
- ☐ Jan 29: BCPSEA Annual General Meeting

| 2026 | | | | | | |
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- 1 New Year's Day
- 2 Winter Break
- 5 First day back
- 13 Committee of the Whole – Closed
Committee of the Whole - Open
- 19 Agenda Setting
- 27 In-Camera Board Meeting
Regular Board Meeting



February

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Board Business

- ☐ Board Authorized Courses (if needed)
- ☐ Student Fees
- ☐ Amended Annual Budget Bylaw
- ☐ Annual CCTV Report
- ☐ Enhancing Student Learning Feedback Report
- ☐ Long Range Facilities Planning Update
- ☐ Whistleblower Protection Annual Report

- 2 Agenda Setting
- 10 Committee of the Whole - Closed
Partner Engagement Session
- 12 Agenda Setting
- 16 Family Day
- 17 Pro-D
- 24 In-Camera Board Meeting
Regular Board Meeting

Partner Engagement Session

- ☐ Decolonizing Governance
- ☐ Indigenous Policy Framework

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Black History Month
- ☐ BCSTA Provincial Council Motion Due – need to confirm
- ☐ Feb 13: Three-Year Enrollment Estimates Due
- ☐ Feb 18: Student Voice
- ☐ Feb 20: Provincial Council Meeting
- ☐ Feb 26: Anti-Bullying Day (Pink Shirt Day)
- ☐ Feb 27: School District Amended Budget Due



March

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- 2 Agenda Setting
- 9 Agenda Setting
- 10 Public Engagement Session
- 16 Agenda Setting
- 17 In-Camera Board Meeting
Regular Board Meeting
- 23-2 Spring Break

Board Business

- ☐ Facility Rental Rates
- ☐ Annual Facilities Grant
- ☐ Proposed Preliminary Budget
- ☐ Enrollment Projections and Impact
- ☐ Quarterly Update
- ☐

Public Engagement Session

- ☐ Gather Feedback from Partners on Budget
- ☐ Review Enrollment Projections and Impact

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Mar 5-6: BCSTA Meeting of Board Chairs and Partner Liaison Meeting – need to confirm
- ☐ Mar 6-7: VISTA Spring Conference – need to confirm
- ☐ Mar 6 to 7: Columbia Institute High Ground Forum– need to confirm
- ☐ Mar 8: International Women’s Day
- ☐ BCSTA Board Nominations Due – need to confirm
- ☐ Candidate for Premier’s Award of Excellence Nominations – need to confirm
- ☐ Mar 21: International Day for the Elimination of Racism Discrimination
- ☐ Mar 31: National Indigenous Languages Day
- ☐ Mar 31: School Calendars Due



April

Board Business

- ☐ Operating Grant Revenue Impact
- ☐ BCSTA Resolutions
- ☐ Local Education Agreement Update
- ☐ Q3 Financials
- ☐ Capital Plan Bylaw
- ☐ Strategic Plan Update: Operational Update
- ☐ Student and Family Affordability Fund Update
- ☐ Update on Major Capital Projects

Partner Engagement Session

- ☐ Long-Range Financial Planning Update

Community Engagement

- ☐ Budget Consultation
- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Apr 9-11: BCSTA Annual General Meeting
- ☐ Apr 10: BCSTA Provincial Council Meeting – need to confirm
- ☐ Apr 10-11: First Nations Schools Association Conference
- ☐ Apr 16-17: BCSSA Conference
- ☐ Apr 22: Administrative Professionals Day
- ☐ Apr 22: Earth Day
- ☐ Apr 28: National Day of Mourning

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- 1-2 Spring Break
- 3 Good Friday
- 6 Easter Monday
- 7 First Day Back
- 14 Committee of the Whole - Closed
Partner Engagement Session
- 20 Agenda Setting
- 28 In-Camera Board Meeting
Regular Board Meeting



May

Board Business

- ☐ Board Work Plan
- ☐ Partner Budget Consultation Feedback
- ☐ Amended 2026-27 Operational Budget
- ☐ Indigenous Education Year in Review Report
- ☐ Accessibility Update
- ☐ Financial Audit Plan
- ☐ Administrative Procedures Revisions Update
- ☐ Carbon Neutral Action Report

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Graduation Ceremonies

Deadlines and Important Dates

- ☐ May 4 – 10: Mental Health Awareness Week
- ☐ May 5: National Day of Awareness for Missing and Murdered
- ☐ Indigenous Women, Girls, and Gender Diverse People (Red Dress Day)
- ☐ May 6: Student Voice
- ☐ May 14-15: BCSSA Island Conference
- ☐ May 16-18: Cumberland May Days
- ☐ May 20-22: BCASBO Conference – need to confirm
- ☐ May 30: Highland Graduation Ceremony – need to confirm
- ☐ May 31: Carbon Neutral Action Report Due

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- 4 Agenda Setting
- 12 Committee of the Whole – Closed
Committee of the Whole - Open
- 13 Agenda Setting
- 18 Victoria Day
- 19 Board Working Session
- 26 In-Camera Board Meeting
Regular Board Meeting



June

Board Business

- ☐ Q4 Financials Projection
- ☐ 2026-27 Operating Budget and Bylaw
- ☐ Anticipated Surplus and Reserves
- ☐ 2026-27 Board Meeting Schedule
- ☐ Update on the Equity Scan
- ☐ Year-End Committee/Council Reports
- ☐ Professional Development Report
- ☐ Quarterly Update
- ☐ 2026-2027 Board Work Plan

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Graduation Ceremonies
- ☐ Long Service, Retirement, and Appreciation Events

Deadlines and Important Dates

- ☐ National Indigenous History Month
- ☐ Pride Month
- ☐ Jun 6: District Indigenous Graduation Ceremony
- ☐ Jun 12: K'ómoks First Nation Graduation Ceremony
- ☐ Jun 13: Isfeld Graduation Ceremony – *need to confirm*
- ☐ Jun 18: Glacier View Graduation Ceremony – *need to confirm*
- ☐ Jun 21: National Aboriginal Peoples Day
- ☐ Jun 24: Vanier Graduation Ceremony – *need to confirm*
- ☐ Jun 30: 5-Year Capital Plan and Bylaw Due
- ☐ Jun 30: 2025-26 Fiscal Year End

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- 1 Agenda Setting
- 2 Board Working Session
- 9 Committee of the Whole – Closed
Committee of the Whole – Open
- 15 Agenda Setting
- 23 In-Camera Board Meeting
Regular Board Meeting
- 25 Last Day of School
- 26 Administrative Day

July/August

Board Business

- ☐ Annual Surplus Allocations
- ☐ Superintendent's Annual Operational Plan

Deadlines and Important Dates

- ☐ Aug 19-21: BCSSA Conference
- ☐ Aug 24: District Start-up Sessions Commence
- ☐ Aug 22: Comox Valley Pride in the Park, *need to confirm*

| JULY 2026 | | | | | | |
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1 Canada Day

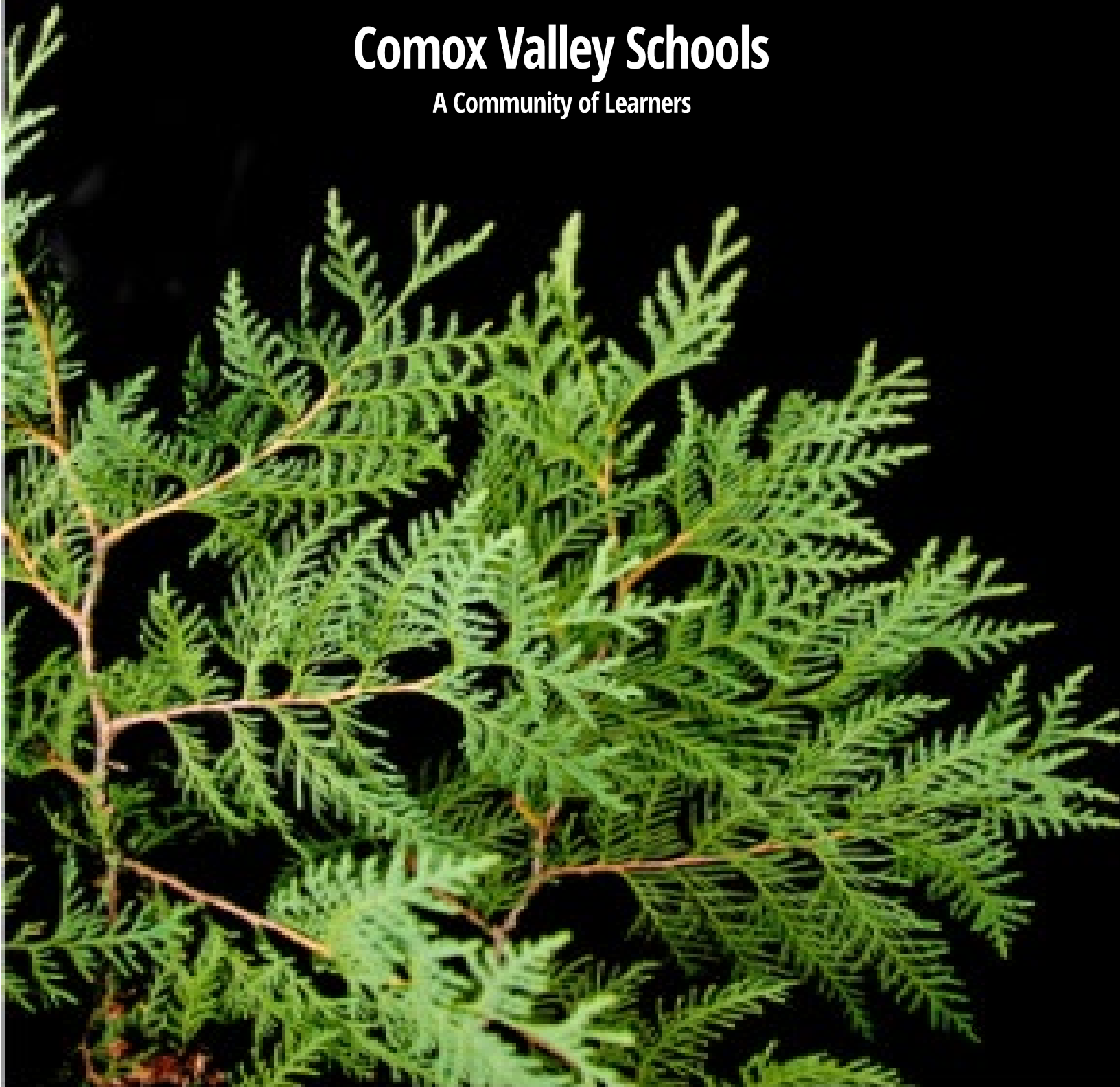
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- 3 B.C. Day
- 17 Agenda Setting
- 24 District Start-up
- 25 In-Camera Board Meeting
Regular Board Meeting
- 26 Pro-D
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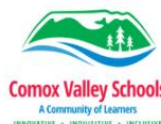
Comox Valley Schools

A Community of Learners





City of
Courtenay



File: 7400-01

July 25, 2025

Sent via email only: PSSG.Minister@gov.bc.ca

Honourable Nina Krieger, MLA
Minister of Public Safety and Solicitor General
PO Box 9010 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Honourable Minister:

Re: Request for Additional Safety and Security Resources

We are writing to request your Ministry's financial support to address the urgent need for increased policing resources during the summer season.

The Comox Valley is known for its natural beauty and outdoor recreational opportunities that attract residents and visitors alike to the ocean, lakes, rivers, and mountains that surround our communities. Outdoor recreation is a key part of our culture, economy and overall wellbeing but it also requires support to ensure safety and enjoyment.

On July 5th, a tragic accident occurred at Comox Lake that resulted in the death of one of our young residents. Our community is deeply saddened by this tragedy, and the incident has highlighted the urgent need for enhanced safety patrols at popular recreation areas. Sadly, incidents like this, involving injury or loss of life, are recurrent events in rural parks and wilderness areas.

The Comox Valley is served by one regional RCMP detachment that has seen a marked increase in activity in our rural areas – specifically the recreation areas, campgrounds and surrounding Islands. While the detachment maintains its commitment to conducting proactive patrols as part of its core duties, rising police vacancies and calls for service have made this a challenge with existing resources. Compounding the problem is the increased vehicle and foot traffic in these areas, which leads to unsafe driving, use of recreational vehicles, property damage, disturbances, and substance abuse. We understand that the RCMP can roll out an enhanced policing strategy to get more police officers into these areas, but it requires additional Provincial funding over the \$7,000 that was awarded for seasonal policing this year.

We applaud the Province's recent \$230 million investment into the Provincial Police Service to help fill existing vacancies and provide additional resources for rural and remote communities. However, it is our understanding that to date these resources have not been allocated to the Comox Valley and are not available for the challenges we are facing with seasonal patrols.

We welcome everyone to explore and enjoy the picturesque landscapes of our region in a safe and responsible manner. The RCMP serves a critical role in helping to protect and maintain our social and recreational values and for this reason we are urgently requesting that your Ministry provide resources to enable a greater police presence and support.

Sincerely,



Will Cole-Hamilton, Board Chair
Comox Valley Regional District

E. Grieve

Edwin Grieve, Chair
Comox Valley Regional District, Electoral Areas Services Committee



Bob Wells, Mayor
City of Courtenay



Nicole Minions, Mayor
Town of Comox



Vickey Brown, Mayor
Village of Cumberland



Chief Councillor Nicole Rempel
K'ómoks First Nation



Michelle Waite, Chair
School District 71

cc: Anna Kindy, MLA, North Island
Brennan Day, MLA, Courtenay-Comox
Josie Osborne, MLA, Mid-Island Pacific Rim

Aaron Gunn, MP, North Island – Powell River
Gord Johns, MP, Courtenay - Alberni