

REGULAR BOARD MEETING AGENDA

Tuesday, October 28, 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.

3. Agenda Changes/Additions

4. Adoption of Agenda

Pages 1-5

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the October 28, 2025, Regular Board Meeting Agenda as presented.

5. Adoption of Board Meeting Minutes

Pages 6-16

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 23, 2025, Regular Board Meeting Minutes as presented.

6. Record of In-Camera Meeting Minutes

Page 17

- September 23, 2025 – Regular In-Camera Meeting
- October 7, 2025 – Closed Committee of the Whole Meeting

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.*

7. Presentations / Delegations

A. None

8. Announcements

A. Board Chairperson Report

Page 18

B. Superintendent Report

9. Standing Committee Reports

A. Open Committee of the Whole Board Report - None

Next Open Committee of the Whole Meeting:

TOPIC: School Growth Plans
DATE: January 13, 2026
TIME: 7:00 pm
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

B. Ad Hoc Policy Committee Board Report

Pages 19-21

Next Ad Hoc Policy Committee Meeting:

TOPIC: TBD
DATE: November 12, 2025
TIME: 5:00 pm
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

C. Gender-Based Violence Committee Board Report

Pages 22-23

Gender-Based Violence Committee Meeting:

TOPIC: To be determined
DATE: To be determined
TIME: To be determined
LOCATION: To be determined

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D. Indigenous Education Council Board Report

Next Indigenous Education Council Meeting:

TOPIC: TBA
DATE: November 7, 2025
TIME: 12:30 pm – 3:00 pm
LOCATION: 607 Cumberland Rd, Courtenay

Recommended Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive all committee Board Reports, as presented.

10. Decision Items

A. 2025-26 Board Committee & Liaison Positions

Pages 24-26

Michelle Waite, Board Chairperson

Recommended Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-26 Board Committee & Liaison Positions, as presented.

B. 2025-2026 Instructional Calendar Amendment

Pages 27-29

Jay Dixon, Associate Superintendent

Recommended Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) support moving forward with the process to amend the School District Calendar by designating May 15, 2026 as a non-instructional Day of Indigenous Focused Learning.

11. Information Items

A. Learning Services

i. Strategic Plan Update: Operational Plans

Jeremy Morrow, Superintendent

B. Business Services

i. Major Capital Projects Update

Pages 30-33

Molly Proudfoot, Director of Operations

Recommended Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Major Capital Projects Update, dated October 28, 2025, as presented.

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

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ii. Q1 Financials

Pages 34-36

Candice Hilton, Director of Finance

Recommended Motion:

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Q1 Financial Report dated October 28, 2025, as presented.

iii. Annual Child Care Operating Report

Pages 37-39

Lisa Pederson-Skene, District Principal of Early Learning

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) receive the Early Learning and Child Care Annual Operating Report, dated October 28, 2025, as presented.

iv. Food Advisory Council Plan and Feeding Futures Update

Pages 40-55

Thea Cockerton, Food Services Coordinator

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) receive the Food Advisory Council and Plan and Feeding Futures Update, dated October 28, 2025, as presented.

v. Revised Administrative Procedures

Pages 56-69

Josh Porter, Director of Information Technology

- AP 145 Use of Personal Communication Devices
- AP 181 Video Surveillance

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) receive the revised administrative procedures for information.

vi. Safe and Active Schools (SAS) Program Update

Pages 70-72

Molly Proudfoot, Director of Operations

Recommended Motion:

THAT the Board of Education of School District No.71 (Comox Valley) receive the Safe and Active Schools Program Update, dated October 28, 2025, as presented.

12. Board Business

A. Unfinished Business

- i. None

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B. New Business

- i. VISTA Fall Conference Report**
Michelle Waite, Board Chairperson

Page 73

13. Correspondence

- A. Invitation to Lisa Beare, Minister of Education and Child Care**
Michelle Waite, Board Chairperson

Pages 74-75

- B. Response from CVRD Joint Request for Additional Safety and Security Resources**
Michelle Waite, Board Chairperson

Pages 76-77

14. Public Question Period to the Board

15. Adjournment

Recommended Motion:

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



REGULAR BOARD MEETING MINUTES
Tuesday September 23, 2025
7:00 pm

Attendance In Person:

Trustees:

Michelle Waite, Trustee
Sarah Jane Howe, Trustee
Susan Leslie, Trustee (online)
Chelsea McCannel-Keene, Trustee
Janice Caton, Trustee
Shannon Aldinger, Trustee
Cristi May Sacht, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent
Joe Heslip, Associate Superintendent and Acting Secretary-Treasurer
Jay Dixon, Associate Superintendent
Sean Lamoureux, Associate Superintendent
Candice Hilton, Director of Finance
Molly Proudfoot, Director of Operations
Josh Porter, Director of IT
Craig Sorochan, Manager of Communications
Jessie Everson, Indigenous Engagement and Knowledge Specialist

Guests: Lenora Lee, Audit Engagement Partner, KPMG

Regrets:

Dr. Vivian Collyer, Associate Superintendent
Jennifer Nelson, Assistant Secretary-Treasurer

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

Kwa'kwaxolas/Jessie Everson provided land acknowledgement, welcome, and recognition of our ancestors.

As per carried motion of the Board passed August 26, 2025, Associate Superintendent Joe Heslip is Acting Secretary-Treasurer presiding over the proceedings of the September 23, 2025 meeting until a Board Chairperson is elected.

1. Call to Order

Acting Secretary-Treasurer Joe Heslip called the meeting to order at 7:09 pm.

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.

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3. Agenda Changes/Additions

Motion: (RP-2025-09-23-01)

THAT the Board of Education of School District No.71 (Comox Valley) adjust the order of business for this meeting to place the timed agenda item of Board Elections as the first item following approval of the agenda, and that the Audit Committee Board Report be scheduled for 8:30 pm, with the balance of the agenda adjusted accordingly.

Waite/Howe

CARRIED UNANIMOUSLY

4. Adoption of Agenda

Pages 1-6

Motion: (RP-2025-09-23-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the September 23, 2025, Regular Board Meeting Agenda as amended.

Aldinger/May Sacht

CARRIED

5. Board Elections

A. Board Chairperson

The Acting Secretary-Treasurer called for nominations for the position of Chairperson of the Board for the first time.

Trustee Michelle Waite was nominated and agreed to let the nomination stand.

The Secretary-Treasurer called for nominations a second time.

Hearing none, the Acting Secretary-Treasurer called for nominations for a third and final time.

Hearing none, the Acting Secretary-Treasurer declared Trustee Michelle Waite Chairperson of the Board by acclamation for the ensuing year.

Newly elected Board Chairperson Waite assumed the Chair for the remainder of the meeting and conducted the remaining elections.

B. Board Vice-Chairperson

The Board Chairperson called for nominations for the position of Vice-Chairperson of the Board for a first time.

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Trustee Sarah Jane Howe was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Howe if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Sarah Jane Howe Vice Chairperson of the Board by acclamation for the ensuing year.

C. BCSTA Provincial Council Representative and Alternate

- a) The Board Chairperson called for nominations for the position of Representative to the BCSTA Provincial Council for a first time.

Trustee Chelsea McCannel-Keene was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee McCannel-Keene if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Chelsea McCannel-Keene as the Representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

- b) The Board Chairperson called for nominations for the position of Alternate Representative to the BCSTA Provincial Council for a first time.

Trustee Sarah Jane Howe was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Howe if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Sarah Jane Howe as the Alternate Representative to the BC School Trustees Association Provincial Council by acclamation for the ensuing year.

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D. BCPSEA Trustee Representative and Alternate

- a) The Board Chairperson called for nominations for the position of Representative Designate to the BCPSEA Representative Council for a first time.

Trustee Janice Caton was nominated.

The Board Chairperson called for nominations a second time.

Hearing none, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson asked Trustee Caton if they accepted the nomination and they accepted. The Board Chairperson declared Trustee Janice Caton as the Representative Designate to the BC Public School Employers Association by acclamation for the ensuing year.

- b) The Board Chairperson called for nominations for the position of Alternate Designate to the BCPSEA Representative Council a first time.

Trustee Michelle Waite was nominated.

The Board Chairperson called for nominations a second time.

Hearing no further nominations, the Board Chairperson called for nominations a third and final time.

Hearing none, the Board Chairperson indicated she would allow their name to stand and declared Trustee Michelle Waite as the Alternate Designate to the BC Public School Employers Association by acclamation for the ensuing year.

E. Destruction of Ballots

As all positions were acclaimed and no ballots cast, there were no ballots to be destroyed.

6. Board Meeting Minutes

Pages 7-13

Motion: (RP-2025-09-23-03)

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

Howe/McCannel-Keene

CARRIED

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

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7. Record of In-Camera Meetings

- August 26, 2025 – Regular In-Camera Meeting
- September 16, 2025 – Closed Committee of the Whole Meeting

8. Presentations / Delegations

- A. None

9. Announcements

A. Board Chairperson Report

- Noted that Trustee Susan Leslie is in attendance and participating virtually.
- Truth and Reconciliation Week reminder: attendees were invited to stand in honour of those impacted and to reflect on actions toward reconciliation.
- The Board's resolution to BCSTA on a K-12 action plan was shared by DPAC and passed at a general BC PAC meeting. Appreciation was expressed to DPAC for sharing this information.

B. Superintendent Report

- Shared excitement for the year ahead with enrollment aligning to predicted modest growth.
- Truth and Reconciliation Week with schools engaging in truth-telling, learning, and action activities. Thanks were extended to the Indigenous Education team, leaders, teachers, and knowledge keepers for guiding this work.
- Last week marked Consent Week with appreciation expressed for staff advancing this critical work.
- Emergency food supplies were delivered to schools for their onsite C-Cans. Supplies are replenished before expiration.
- Terry Fox Runs are underway across the district.
- Recognition to Chantal Parsons of Isfeld Secondary School for receiving a 2025 Kron Sigal Award from the Vancouver Holocaust Education Centre.
- A ministerial visit was held at Lake Trail to celebrate the Preventure program piloted last year with positive results. Principal Kyle Tims and Grade 9 student Ray co-hosted the event.

10. Standing Committee Reports

A. Open Committee of the Whole Board Report

- i. None

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B. Ad Hoc Policy Committee Board Report

- i. None

C. Ad Hoc Gender-Based Violence Committee Board Report

- i. None

Next Ad Hoc Gender-Based Violence Committee Meeting:

TOPIC: Continue Review of Research Findings and Final Report Preparation
DATE: September 24, 2025
TIME: 8:30 am
LOCATION: 607 Cumberland Road, Courtenay

11. Decision Items

A. Audit Committee Board Report for the 2024-2025 Fiscal Year

Pages 15-119

Jennifer Nelson, Assistant Secretary-Treasurer,
Candice Hilton, Director of Finance, and
Lenora Lee, Audit Engagement Partner, KPMG

At 8:27pm the Director of Finance introduced the Audit Committee as Lenora joined the meeting via online.

The Board reviewed the documents included in the agenda package and received the presentation from the external auditor. The remaining steps were outlined, with confirmation that there were no material errors, no modifications to the audit plan, and that the financial reports are in full compliance with regulatory requirements. This year's review also included the scheduled actuarial assessment, completed on a three-year cycle.

Motion: (RP-2025-09-23-04)

THAT the Board of Education of School District No. 71 (Comox Valley) receive KPMG LLP's Report on the Financial Statement Audit for the year ending June 30, 2025; and

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Financial Statement Discussion and Analysis for the Year Ended June 30, 2025; and

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2024-2025 Audited Financial Statements as presented.

Howe/Aldinger

CARRIED

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

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B. Interim Progress Report for the Enhancing Student Learning Report

Pages 120-137

Joe Heslip, Associate Superintendent

The interim ESLR highlighted strategies to address outcome gaps for priority populations. The report was reviewed with the Indigenous Education Council and reflects targeted actions, evidence of effectiveness, and next steps. Trustees commented on the value of the revised format and its potential to enhance clarity and usefulness.

Motion: (RP-2025-09-23-05)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the *Interim Progress Report for the Enhancing Student Learning Report* in review of 2024-2025, as presented.

Howe/McCannel-Keene

CARRIED

C. City of Courtenay Proposed Statutory Right-of-Way

Pages 138-156

Molly Proudfoot, Director of Operations

Motion: (RP-2025-09-23-06)

THAT the Board of Education of School District No. 71 (Comox Valley) pass all three readings of the Bylaw, cited as "School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Path Right-of-Way Bylaw, 2025, in one meeting, this date, September 23, 2025.

May Sacht/Caton

CARRIED UNANIMOUSLY

Motion: (RP-2025-09-23-07)

NOW THEREFORE BE IT RESOLVED as a Bylaw of the Board that the Board enter into the Right of Way and grant the Right of Way to the City of Courtenay in the form required by the City, subject to such amendments as the Secretary-Treasurer may, in his or her discretion, consider advisable, and register the Right of Way against title to the Property in the Land Office.

BE IT FURTHER RESOLVED as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Right of Way in such form and with such amendments thereto as the Secretary-Treasurer may, in his or her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents and all other documents required to complete the granting of the Right of Way to the City on such terms and conditions as the Secretary-Treasurer may, in his or her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

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

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This Bylaw be cited as "School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025".

Read a first time this 23rd day of September, 2025;
Caton/Aldinger

CARRIED

THAT the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025", during the September 23, 2025 Regular Board meeting, being a Bylaw that provides the City of Courtenay with a Right-of-Way associated with access to the property to create a multi-use pathway.

Read a second time this 23rd day of September, 2025;
McCannel-Keene/Aldinger

CARRIED

THAT the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Lake Trail Road, Courtenay, BC Multi-Use Pathway Right-of-Way Bylaw, 2025", during the September 23, 2025 Regular Board meeting, being a Bylaw that provides the City of Courtenay with a Right-of-Way associated with access to the property to create a multi-use pathway.

Read a third time, passed and adopted the 23rd day of September, 2025.
Aldinger/May Sacht

CARRIED

D. Minor Capital Plan

Pages 157-159

Molly Proudfoot, Director of Operations

Background and timeline for the approval process are outlined in the briefing note along with the programs included under Minor Capital listed in order of priority.

Motion: (RP-2025-09-23-08)

That the Board of Education of School District No. 71 (Comox Valley) approve the 2026/27 Minor Capital Plan, as presented.

May Sacht/Howe

CARRIED

12. Information Items

A. Learning Services

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

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i. Career Education Programs Scan

Pages 160-186

Jay Dixon, Associate Superintendent,
Tammie Williamson, Sandwich Continuing Education, and
Dawn Anderson, Sandwich Continuing Education

The report outlined current and planned programs aligned to workforce needs (health, trades, business, engineering, culinary, etc.). Trustees asked about outcomes, consultation, and opportunities in agriculture and green tech. Responses confirmed existing initiatives in agriculture, forestry, and eco-jobs, with growth noted in expanding career education at the elementary level.

Motion: (RP-2025-09-23-09)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the *Career Education Programs Scan* briefing note and *2025 Career Education Program Scan*, dated March 11, 2025, as presented.

McCannel-Keene/Howe

CARRIED

ii. Executive Compensation Disclosure Report

Pages 187-194

Jennifer Nelson, Assistant Secretary-Treasurer

Superintendent Morrow reiterated that this is an annual report, with salaries governed by BCPSEA.

Motion: (RP-2025-09-23-10)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Executive Compensation Disclosure Report, as presented.

Howe/McCannel-Keene

CARRIED

iii. District Enrollment and Staffing Report

Jeremy Morrow, Superintendent

Enrollment numbers are close to projections, and staffing is near full complement. Unfilled positions and ongoing recruitment were reviewed. Questions were raised regarding the impact of NIDES growth. Final numbers are pending, but enrollment is anticipated align with projections.

B. Business Services

- i. None

13. Board Business

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

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A. Unfinished Business

- i. None

B. New Business

i. Notice of Motion

Shannon Aldinger, Trustee

Pages 195-200

To continue advocacy, a draft of a proposed follow-up letter was presented. The item follows the Minister's lack of response to the Board's original communication and reflects a recently published report containing recommendations that are aligned with the Board's request.

The Board Chairperson paused for the timed event.

Motion: (RP-2025-09-23-11)

THAT the Board of Education of School District No. 71 (Comox Valley) waive the requirement for notice of motion and consider the motion regarding a follow-up letter to Minister of Education and Child Care regarding advocacy for gender-based violence action plan for K-12 education, at this meeting.

Aldinger/May Sacht

CARRIED UNANIMOUSLY

Discussion focused on whether to send the advocacy letter immediately or wait. Suggestion to finalize the content of the letter first, with timelines to be determined.

Motion: (RP-2025-09-23-12)

THAT the Board of Education of School District No. 71 (Comox Valley) extend our meeting by up to 30 minutes

Howe/McCannel-Keene

CARRIED

Motion: (RP-2025-09-23-13)

THAT the Board of Education of School District No. 71 (Comox Valley) approve and send the attached draft letter to the Ministry of Education and Child Care as a continuation of its advocacy for the development of a gender-based action plan for K-12 education.

Howe/Aldinger

Recommendation to send the letter with revisions to include an invitation to the Minister.

Trustee Caton amended the motion to include an invitation to the Ministry of Education and Child Care to be included in the letter. An amendment was moved and carried.

Caton/May Sacht

CARRIED

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14. Correspondence

A. None

15. Public Question Period to the Board

A. A question was raised regarding the interconnection between post-secondary training and trades programs referenced in the agenda package. The response noted that work is ongoing, with active collaboration and research underway with the College to identify career opportunities in the Valley.

16. Adjournment at 9:00 pm

Motion:

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

Caton/McCannel-Keene

CARRIED

Board Approved on:
October 28, 2025

Certified Correct:

Dr. Jeremy Morrow, Superintendent and
Acting Secretary-Treasurer

Michelle Waite
Board Chairperson

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

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RECORD OF IN-CAMERA MEETINGS

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

DATE: October 28, 2025

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:

September 23, 2025 – Regular 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 5:31 pm and adjourned at 6:55 pm.

October 7, 2025 – Closed Committee of the Whole Meeting

1. Receipt of and updates on a business services matter, information for the Board
2. Receipt of and updates on personnel matters, information for the Board

The meeting was called to order at 5:02 pm and adjourned at 6:03 pm.

BOARD CHAIRPERSON'S REPORT OCTOBER 28, 2025

Our community, along with the Comox Valley Schools community, shares in the collective loss of Ni'noxola – Annie Joseph. Her love for children, her generosity in sharing her teachings, and her enduring presence within our schools were true gifts that will be cherished and honored for years to come.

October has been a busy month in our schools, and for trustees to connect and learn in a variety of ways, centering our focus on students. While not an exhaustive list, the following provides a snapshot of some of the activities trustees have participated in since our last meeting:

- Board Learning Session at Kumugwe – As we continue to decolonize our processes and learn more about the lands, history, and culture of the Pentlatch, E'ik'wsən, Sahtloot, and Sasitla peoples, we held a learning session at Kumugwe to listen, reflect, and learn.
- Elected Officials Forum – The Board was invited to participate in a local government forum in October hosted by the CVRD. We received updates on the CVRD Reconciliation Advisory Table and an overview of housing issues, including ownership versus renting and the financial ratios linked to median incomes. There is much overlap in our work as the Comox Valley Schools Board of Education and local governments, and we appreciate the opportunity to learn alongside our colleagues in local government.
- Vancouver Island School Trustees Association – Gathering and learning opportunity (see separate report in meeting package).

Trustees also continue to participate in community events, as well as school and district activities.

The School Act currently has several amendments in progress through the BC Legislature related to language concerning on-site child care. These amendments have not yet received third reading and are not finalized. The proposed changes are intended to reduce some barriers; however, at this time they do not come with additional government funding resources.

The Board Committee appointments and liaison information finalized at our October meeting will generally carry forward through the 2026/27 and into the 2027/28 school year, aligning with the timing of our elected term of office and the elections scheduled for October 2026.

We have an extensive agenda for our October meeting, which reflects the many complex and interconnected layers of Comox Valley Schools as we continue to center students in all our work.

Gilakas'la
Michelle Waite



Comox Valley Schools
A Community of Learners

Comox Valley Schools
School District No. 71

AD HOC POLICY COMMITTEE BOARD REPORT

Date: Tuesday October 21, 2025
Time: 5:00 pm – 6:00 pm
Venue: School Board Office, Meeting Room 111

Committee Members

Trustees:

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

Staff:

Dr. Jeremy Morrow, Superintendent

Regrets: None

Recording Secretary: Candace Jesson, Manager Administrative Services & Projects

TERMS OF REFERENCE:

Term: Ongoing ad hoc committee
Membership: Two Trustees appointed each school year
Frequency: Monthly meeting (approximately 10 per school year)
Nature: Closed Meetings
Reporting: The Board Report is to be presented at the first Board meeting following the Ad Hoc Committee meeting or as soon after as possible. Recommendations within the report is to be presented to the Board for approval as separate motions.

Mandate:

- 1) Assist the Board to fulfill obligations in Policy 2- Role of the Board (Section 5 – Policy)
- 2) Review, on a regular basis, all policies of the Board and recommend any changes
- 3) Recommend the nature and substance of any new proposed new policies
- 4) Support Superintendent and Secretary-Treasurer with development and maintenance of Administrative Procedures

Membership:

- 1) 2 Trustees
 - 2) Superintendent
 - 3) Secretary Treasurer
 - 4) Board Chair (ex-officio non-voting)
-

ATTACHMENTS:

- 1) Policy and Administrative Procedure Review Criteria
- 2) Ministerial Order
- 3) Response to Unexpected Health Emergencies Policy Requirements
- 4) FAQ to the Support Services for Schools Ministerial Order Amendment

1. CALL TO ORDER

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

Trustee McCannel-Keene chaired the meeting, welcomed committee members and called the meeting to order at 5:03pm.

2. CHECK-IN

Trustee McCannel-Keene provided an opportunity for each member to check-in with the committee.

3. REVIEW THE REPORT TO THE BOARD – none

4. COMMITTEE CHAIR

5. OLD BUSINESS

A. Policy and Administrative Procedure Review Criteria

Scott Stinson, engagEd Consulting

Scott provided an overview of the proposal to assess the alignment, coherence, and efficacy of current policies. Confirmed there are several legislative and regulatory frameworks that could be incorporated if the review scope extends beyond the School Act. Reorganization and categorization of policies for ease of use and improved accessibility for multiple audiences will be included in the project.

The committee expressed interest in focusing the next phase on strategic improvements, revisions, and structural reorganization, rather than detailed editing, which can be completed at the committee level.

6. NEW BUSINESS

A. 'Response to Unexpected Health Emergencies' Policy

The committee reviewed the Board's responsibility to establish, maintain, and publicly communicate a policy for responding to unexpected health emergencies at district schools. Discussion focused on potential approaches and concluded with direction to research how other districts have addressed similar policies.

7. ACTION ITEMS

Action Items	Person(s) Responsible	Deadline
Follow-up with Scott to confirm criteria established	Jeremy Morrow and Scott Stinson	Oct 31
Provide a sample of review output on one policy and administrative procedure	Scott Stinson	Nov 7
Review other district policies related to 'Unexpected Health Emergencies'	Candace	Nov 7

8. RECOMMENDATIONS TO THE BOARD OF EDUCATION

None.

9. FUTURE MEETING DATES

Wednesday November 12th at 5:00pm
Tuesday December 2nd at 5:00pm
Tuesday January 20th at 5:00pm
Tuesday February 17th at 5:00pm
Tuesday March 3rd at 5:00pm
Tuesday April 21st at 5:00pm
Tuesday May 5th at 5:00pm
Tuesday June 16th at 5:00pm

11. ADJOURNMENT – 6: 19 pm

**GENDER-BASED VIOLENCE COMMITTEE
TRUSTEE REPORT
OCTOBER 28, 2025**

Committee Membership:

Shannon Aldinger (Trustee, Committee Co-Chair)
Sarah Jane-Howe (Trustee, Committee Co-Chair)
Mireille Appelbe (Principal)
Stephanie Baker (Principal)
Jeannine Lindsay (District Vice Principal of Indigenous Education)
Jason McLean (Youth & Family Support Worker)
Stephanie Morris (Counselor)
Tara Ryan (District Vice-Principal of Inclusive Education)
Karla Lasota (District Outreach Counselor)
Brooke Finlayson (DPAC)

Background:

At its June 21, 2022 Regular Board Meeting, the Board of Education of Comox Valley Schools (SD71) unanimously passed a motion to establish a district wide committee to address the issue of gender-based violence among students.

At its April 23, 2024 Regular Board Meeting, the Board of Education passed a motion to adopt the following Terms of Reference for the Gender-Based Violence Working Committee:

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.

The Committee first met in June 2024, held monthly meetings and conducted much of its work through the 2024/25 school year. The Committee resumed meetings in the fall of 2025.

In conducting its work, the Committee sought feedback from:

- Our district community:
- Student Voice:
- District Student Voice
- District Queer-Straight Alliance
- Youth & Family Support Workers
- Secondary Counselors
- Elementary Counselors
- Indigenous Support Workers
- Educator with certification as sexual health educator through Options for Sexual Health

- District Learning Resource Centre
- Survey to staff, students, parents/caregivers
- CDTA President & Vice-President
- Community organizations:
- Comox Valley Transition Society, including Sexual Assault Victim Support Coordinator
- Community-Based Victim Services
- RCMP-based Victim Services
- The Foundry
- The LINC
- AVI
- Sexual Assault Intervention Program, Comox Valley Family Services Association
- Wachiay Friendship Centre
- Comox Valley Community Justice Centre
- Shift Education (sexual health educator Jessica Wollen)

In September 2025, the Committee sought and received feedback from CDTA President & Vice-President, the Comox Valley Community Justice Centre, and Shift Education (sexual health educator Jessica Wollen).

Committee members met on September 24 and October 8, 2025 to review an evolving draft outline/report and are awaiting direction from the Board of Education regarding the timing of next steps.

Respectfully,

Shannon Aldinger

Shannon Aldinger, Trustee

Board Committees 2025-2026

Board Standing Committees

Ad Hoc Policy Committee	Committee Chair: Chelsea McCannel-Keene Board Chairperson: Michelle Waite Trustee: Shannon Aldinger
Community Engagement Committee	Trustee: Susan Leslie Trustee: Sarah Jane Howe
Labour Relations Committee	Trustee: Janice Caton Trustee: Michelle Waite

External Committees (Elected)

BCSTA Provincial Council	Trustee: Chelsea McCannel-Keene Alternate: Sarah Jane Howe
BCPSEA	Trustee: Janice Caton Alternate: Michelle Waite

Other Board Committees

Indigenous Education Council	1 Trustee Representative: Cristi May Sacht Trustee Alternate on Rotation: Sept 15: N/A Oct 22: Susan Leslie Nov 7: Howe and May Sacht Dec 9: Aldinger and Waite Jan 13: Caton and Leslie Feb 9: McCannel-Keene and Aldinger Mar 10: Leslie and Waite Ap 17: Howe and May Sacht May 8: Aldinger and Caton Jun 8: McCannel-Keene and May Sacht
Professional Development Committee	Trustee: Michelle Waite Alternate: Susan Leslie
District Calendar Committee	Trustee: Janice Caton

Meets as needed	
District Parent Advisory Committee	Two Trustee Representatives on a rotating basis – lead contact is the Board Chairperson September : N/A October 6: Michelle Waite Cristi May Sacht November 3: Sarah Jane Howe Janice Caton December 1: Chelsea McCannel-Keene Susan Leslie January 5: Cristi May Sacht Shannon Aldinger February 2: Sarah Jane Howe Susan Leslie March 2: Michelle Waite Janice Caton April 6: Chelsea McCannel-Keene Shannon Aldinger May 4: Sarah Jane Howe Cristi May Sacht June 1: Chelsea McCannel-Keene Michelle Waite
CVRD Comox Valley Sports Centre Commission	Trustee: Michelle Waite Alternate: Sarah Jane Howe
Comox Valley Food Policy Council	Trustee: Cristi May Sacht Alternate: Michelle Waite
Gender-Based Violence Committee	Trustee: Shannon Aldinger Trustee: Sarah Jane Howe
Student Voice	Two Trustee Representatives on a rotating basis – lead contact is the Board Chairperson October 15: Caton and McCannel-Keene December 3: Howe and Waite February 18: Aldinger and Leslie May 6: May Sacht and Caton
Comox Valley Schools Food Advisory Council / Committee	Trustee: Cristi May Sacht Alternate: Shannon Aldinger
Comox Valley Social Planning Society	Trustee: Shannon Aldinger Alternate: Janice Caton
Tribune Bay Outdoor Education Society	Trustee: Chelsea McCannel-Keene Alternate: Michelle Waite

Trustee School Liaisons 2025-2026

SCHOOL	TRUSTEE
Airport Elementary	Janice Caton
Arden Elementary	Sarah Jane Howe
Aspen Park Elementary	Susan Leslie
Brooklyn Elementary	Susan Leslie
Courtenay Elementary	Shannon Aldinger
Denman Island Community	Chelsea McCannel-Keene
Ecole Puntledge Park Elementary	Shannon Aldinger
Ecole Robb Road Elementary	Michelle Waite
Hornby Island Community	Chelsea McCannel-Keene
Huband Park Elementary	Michelle Waite
Miracle Beach Elementary	Cristi May Sacht
Queneesh Elementary	Michelle Waite
Royston Elementary	Chelsea McCannel-Keene
Valley View Elementary	Janice Caton
Cumberland Community	Sarah Jane Howe
Highland Secondary	Susan Leslie
G.P. Vanier Secondary	Michelle Waite
Glacier View Learning Centre	Janice Caton
Lake Trail Community	Shannon Aldinger
Mark R. Isfeld Secondary	Sarah Jane Howe
NIDES - Navigate	Cristi May Sacht
Nala'atsi School	Cristi May Sacht

BRIEFING NOTE

TO: School Board Trustees
FROM: Jay Dixon, Associate Superintendent
RE: **2025 -2026 District Calendar Amendment**

DATE: October 28th, 2025

Purpose

To update the board regarding proposed amendment to the 2025-2026 District Calendar designating May 15th a non-instructional Day of Indigenous Focused Learning.

Strategic Alignment

This proposed amendment aligns with the Comox Valley Schools Strategic Plan (2024–2028) and its vision of creating safe, equitable learning environments where each learner thrives, grows, and shares their unique gifts.

Designating a non instructional day focused on Indigenous learning directly supports the District’s core values of learning, equity, relationships, and safety. It reinforces the District’s commitment to reconciliation by deepening understanding of Indigenous histories, perspectives, and pedagogies across all schools.

The initiative also reflects the District’s dedication to fostering inclusive and connected learning communities, guided by the principles of the Truth and Reconciliation Commission’s Calls to Action, the Declaration on the Rights of Indigenous Peoples Act (DRIPA), and the BC Tripartite Education Agreement (BCTEA).

Through this amendment, Comox Valley Schools continues to honour and learn alongside the people of the territory on which we live, learn, work, and play, ensuring that reconciliation and Indigenous Learning remain embedded in both practice and purpose.

Background

The current School District Calendar was established by the Calendar Committee during the 2023-2024 school year, and outlines the instructional calendars for 2024-2025, 2025-2026, and 2026-2027 school years.

The Calendar Committee includes representatives from Senior Leadership, the Comox Valley Principals and Vice-Principals Association (CVPVPA), the Comox District Teachers’ Association (CDTA), CUPE, the District Parent Advisory Council (DPAC), and a Trustee representative.

At times, amendments are needed to the School District Calendar for a variety of operational and regulatory reasons. For the 2025-2026 school year one specific amendment is necessary. In July of 2025, the *School Act- School Calendar Regulation (Amendment 8.2)* introduced changes that must now be reflected in the District's approved calendar.

...a board must schedule at least one non-instructional day for the purpose of providing teachers with an opportunity to participate in discussions and activities that focus on both of the following:

- (a)enhancing Indigenous student achievement;*
- (b)integrating Indigenous world views and perspectives into learning environments.*

Analysis

On October 20th, 2025, the Calendar Committee was re-established to discuss the July School Act amendment and to consider the assignment of a non-instructional 'Day of Indigenous Focused Learning' proposed for May 15th, 2026.

With minor adjustments school daily schedules and a Letter of Agreement from the Comox District Teachers' Association, this amendment will have minimal impact on instructional time and overall school operations.

Next Steps:

- In accordance with the *School Calendar Regulation*, the proposed amendment will be posted for public awareness and feedback.
- Follow up Calendar Committee meeting on November 17th, 2025.
- Final recommendations on calendar amendment will be presented at the November 25th, 2025, Board Meeting.

Attached is a draft of the proposed amended 2025-2026 District Calendar.

Recommendation

That the board support moving forward with the process to amend the School District Calendar by designating May 15, 2026 as a non-instructional Day of Indigenous Focused Learning.

Respectfully submitted,

Jay Dixon

Jay Dixon, Associate Superintendent
Comox Valley Schools

Comox Valley School District ~ School Calendar 2025 – 2026

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Event	Dates	Four-day weeks(M-Th):
Opening/Closing Days (royal)	Sept 3 / Jan 5 / Apr 7 / Jun 25	Hornby Island
Non-Instructional Days - Pro-D or Planning Day (yellow)	Aug 27 - 28/ Sept 2 / Oct 24 / 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	
Parent / Student / Teacher Conferences (blue)	Nov 20	
Administrative Day (no classes, teachers attend) (pink)	Jun 26	

BRIEFING NOTE

TO: Board of Education
FROM: Molly Proudfoot, Director of Operations
RE: Major Capital Projects Update – October 2025

DATE: October 28, 2025

Purpose

To update the Board of Education on Major Capital Expansion & Child Care Centre Projects as of October 2025.

Strategic Alignment

The Board of Education recently approved a new Strategic Plan, which is focused on learning and Indigenous World Views and Perspectives. The below capital-funded projects are targeted towards increasing space and capacity in our District to better strengthen our commitment to creating safe, inclusive, holistic, ethical, and personalized learning for students of the Comox Valley. The new spaces have factored in the Strategic Plan's 'Values' and 'Design Principles' to help facilitate each student's development of the core competencies.

Aspen Park Elementary X11 Classroom Prefab Addition:

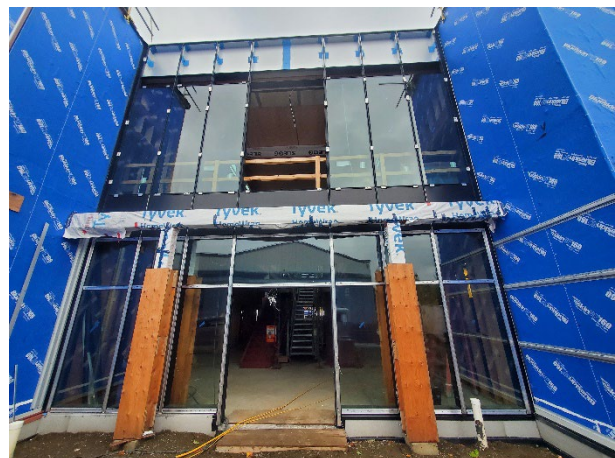
Construction Manager | Prime Consultant: Knappett Projects Inc. and studioHuB Architects

Capital Project Funding Agreement Signed: June 25th, 2024

Current Project Status: Electrical and mechanical complete. Building cladding underway.

Construction Start: November 2024

Tentative Completion: Late-Winter 2026



Aspen Park Elementary Prefab Site Progress Photos

G.P. Vanier Replacement Child Care Centre:

Construction Manager | Prime Consultant: AFC Construction and Bradley Shuya Architecture

Capital Project Funding Agreement Signed: April 24th, 2024

Current Project Status: Building lock-up complete. Electrical and mechanical underway.

Construction Start: April 2025

Tentative Completion: Late-Spring 2026



G.P. Vanier Secondary Child Care Centre Site Progress Photos

Cumberland Community Elementary X16 Classroom Addition:

Construction Manager | Prime Consultant: Heatherbrae Builders and Bradley Shuya Architecture

Capital Project Funding Agreement Signed: July 3rd, 2024

Current Project Status: Demolition of Annex Building, relocation of Kindergarten Modular, and temporary parking drop-off completed end of Summer 2025. Blasting of shallow bedrock complete – building foundation & concrete work to commence.

Construction Start: Phased Construction to begin as early as Spring 2025

Tentative Completion: Summer 2027



Cumberland Community Elementary Site Progress Photos

Cumberland Community Elementary Cont'd



Context Plan



Rendering of the Addition (south facing)



Recommendation

That the Board of Education of School District No. 71 (Comox Valley) receive the 'Major Capital Projects Update, dated October 28, 2025, as presented.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Molly Proudfoot', with a stylized flourish at the end.

Molly Proudfoot
Director of Operations

BRIEFING NOTE

TO: Board of Education **DATE:** October 28, 2025
FROM: Jennifer Nelson, Assistant Secretary Treasurer
RE: Quarter 1 Financial Update – 2025-26 Annual Budget

Purpose

The intent of this report is to provide the Board with a first quarter financial update comparison to the 2025/26 annual operating budget.

Background

At the June 2025 Regular Board Meeting, the Board approved the 2025-26 Annual Budget which was prepared in accordance with the Ministry of Education and Child Care (MECC) instructions. Once final September enrolment is confirmed through the recalculated MECC grant in December 2025, the amended budget will then be prepared and adopted by the Board in February 2026.

Discussion

Revenues:

Provincial Grants from the Ministry of Education and Child Care (MECC) are generally lower in the summer and adjusted in September to reflect the approved annual budget. Timing differences at this point in the year explain the lower than anticipated revenue from the Ministry. Other Provincial Grants represent Skilled Trades BC funds that support the Careers programs. These funds are usually received and reported in the second quarter.

Tuition revenue represents fees related to the International Student Program. A significant portion of these funds are generally received in the previous fiscal year and deferred and recognized as revenue in the first quarter of the following year. This explains why 79% of the annual budgeted revenue has been recognized in quarter one.

Expenses:

The first quarter of the 2025/26 school year includes the months of July to September and represents 25% of the year. However, it should be noted that this only represents 10% of the school year since students are not back in classrooms until September. Expenses such as Teachers, Educational Assistants, Substitutes, and Transportation seem lower than expected, but this is due to the fact that only one month out of ten school months are included in these expenses.

Operations undergoes significant work over the summer in the facilities to prepare them for the return of students in September which explains the increased service expenses during this time of year. Utility costs are lower in the first quarter due to schools being closed and the warmer months.

At this early point in the year projections to June 30th are not provided nor relevant, however will be incorporated into future quarterly updates once an amended budget is available.

Operating surplus (deficit) reflected in the actuals are only due to timing of revenue received and expenses recorded at a particular point in time.

Strategic Alignment

Providing the quarter 1 Financial update aligns with the Boards Strategic Plan Value of **INTEGRITY**, by upholding high ethical standards through transparency, honesty and accountability.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) receive this information.

Respectfully submitted,

Jennifer Nelson

Jennifer Nelson
Assistant Secretary Treasurer

Attachment – Appendix A, Operating Fund Update Q1

APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

OPERATING FUND UPDATE - Q1

As at September 30, 2025

	2025-26 ANNUAL BUDGET	2025-26 ACTUAL Revenues & Expenditures to Sept 30th	% Collected or Spent to September 30th
OPERATING FUND			
REVENUE			
Provincial Grants			
Ministry of Education	128,669,494	15,151,508	12%
Other	197,600	0	0%
Tuition	3,326,500	2,632,740	79%
Other Revenue	571,117	131,597	23%
Rentals and Leases	170,000	53,218	31%
Investment Income	600,000	217,173	36%
TOTAL OPERATING REVENUE	133,534,711	18,186,236	14%
EXPENSES			
Salaries			
Teachers	53,560,228	5,863,252	11%
Principals/Vice-Principals	7,215,735	1,769,290	25%
Educational Assistants	8,548,248	609,863	7%
Support Staff	12,089,412	2,177,108	18%
Other Professionals	5,101,372	1,225,629	24%
Substitutes	4,475,957	345,894	8%
Total Salaries	90,990,952	11,991,035	13%
Employee Benefits	23,444,452	4,396,963	19%
Total Salaries and Benefits	114,435,404	16,387,998	14%
Services and Supplies			
Services	4,441,208	1,562,866	35%
Student Transportation	3,159,892	331,066	10%
ProD and Travel	1,116,677	172,599	15%
Rentals & Leases	230,000	29,942	13%
Dues and Fees	110,000	71,189	65%
Insurance	270,300	26,366	10%
Supplies	5,735,043	755,934	13%
Utilities	2,399,000	254,776	11%
Total Services and Supplies	17,462,120	3,204,738	18%
TOTAL OPERATING EXPENSES	131,897,524	19,592,736	15%
Surplus Appropriation	207,813	207,813	100%
Transfer to Local Capital	(1,470,000)	(1,470,000)	100%
Tangible Capital Assets Purchased	(375,000)	(25,316)	7%
OPERATING SURPLUS (DEFICIT)	\$ -	(2,694,003)	

TO: Board of Education

DATE: Tuesday October 28, 2025

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

RE: Early Learning and Child Care – Annual Operating Report

Background

1. Early Learning Initiatives in SD71

a. Welcome to Kindergarten – Kindergarten Transitions

- Supported by District Early Learning Budget
- Data being collected from K Teachers, Principals and StrongStart Facilitators on K Transitions and the new gradual entry schedule
- Schools will have at least 2 Transition events for families to attend beginning this year
 - Arden Elementary School Spring 2025 (supported by Strengthening Early Years Transitions to Kindergarten Funding)
 - WTK
 - Parent Evening
 - Scavenger Hunt
 - Videos

b. StrongStart

- Currently running full time programming at Cumberland, Airport, Queneesh and Courtenay Elementary
- Outreach Programming
 - Miracle Beach 1 day per week
 - Royston 2 days per week
 - Aspen 1 day per week
- Fresh Air Fridays – Place Based Learning
- Attendance at StrongStart continues to grow
- 20 Outreach hours across programs per week
 - Outreach Offerings: Healthy Families, On Your Way to K and Multicultural Programming

c. Pedagogy of Play

- 41 Educators attended Summer Professional Development with Walker Learning
- 30 Educators have signed up for Community of Practice, meeting 6 times after school this school year
- 12 Educators (Associate Superintendent, PVP, Lead Teachers) were trained in April 2025 by Sarah Aiono from New Zealand in the Play Based Learning Observation Tool (P-Blot)

d. Primary Learning Community Demonstration Program at Airport

- K-3 Blended Program
 - Monday – home learning
 - Tuesday/Wednesday/Thursday – at Airport
 - Friday – Community Based
- Play and Placed Based Learning
- Aligned with the Strategic Plan for Education
- Classroom supported by ECE in the afternoons and Fridays

e. Early Years Collaboration

- Early Years Community Partnerships
 - Comox Valley Early Years Collaborative and Steering Committee
 - Comox Valley Early Years Fair Steering Committee
 - Comox Valley Connections Steering Committee
- Early Learning and Child Care
 - Attends Early Learning and Child Care Provincial Community of Practice
 - Facilitates Island Early Learning and Child Care District Leads in a Community of Practice each month
 - Participates in the Island Early Years Network
 - Sparking Inspiration Conference, October 2024 in Nanaimo for Educators – Steering Committee

2. Child Care on School Grounds

a. Child Care Needs in Comox Valley

- Childcare needs in our region continue to exceed the number of available spaces. Tables below summarize needs in the region.
(Source: [Comox Valley Child Care Action Plan.pdf](#), December 2019)

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

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

Table 4: Projected Population for the Comox Valley

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

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

- An additional 2000 spaces for licensed before and after school care for children 6-12¹⁴
- An additional 900 full-time licensed day care spaces for children 0-3¹⁵
- An additional 400 full time licensed day care spaces for children 3-5¹⁶

- Lack of qualified ECE's in the region continue to cause challenges and impacts the capacity of child care centres
- Number of spaces on School Grounds
 - Before/After School Care: 612
 - 0-5 Child Care: 258

b. New Child Care Spaces

- Vanier: New building to open Spring of 2026 and will be operated by Today 'N' Tomorrow Learning Society

c. Professional Learning with Child Care on School Ground Providers

- November 6: Aligning Child Care with District Priorities: Understanding the School District's Strategic Plan for Education
- November 21: Strengthening Inclusion Together, Inclusion Policies with Lindsay Friis, Supported Child Care Consultant
- Welcoming New Immigrant Families, Ran Dickman

Recommendation

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

TO: Vivian Collyer
FROM: Thea Cockerton, Food Services Coordinator
RE: **Food Services Annual Report**

DATE: October 28, 2025

Purpose:

This report outlines the progress, impact, and future direction of food services across our district, with a focus on universal lunch programs and other key initiatives aimed at improving student food access and nutrition.

Background:

The Feeding Futures School Food Program Fund was originally announced in 2023 as a three-year commitment from the Ministry of Education and Childcare to support the creation and expansion of school food programs. In June 2025, Feeding Futures was confirmed as part of the Ministry's base budget. This means the funding is now ongoing and can only be removed if the Government makes changes to the ministry's base budget.

Canada's National School Food Program provides federal funding to provinces and school districts to help ensure children and youth have access to the resources and support they need to reach their full potential.

The Ministry of Education and Childcare directed districts to continue supporting students and families while longer-term approaches to school food programs are developed. Spending criteria include:

- Food
 - Must be towards the delivery of food programs to feed students who need it most
 - Spending may support Culinary Arts programs if the food produced by the program is provided to students in need
 - Program delivery may include the procurement of third-party food service providers
 - Districts are encouraged to use nutritious and B.C.-grown/produced food where possible
 - Program delivery should be stigma-free, flexible, and respect student privacy
- Staff
 - Flexibility to hire up to one School Food Coordinator FTE
 - Within reason, districts may use a portion of Feeding Futures funding to offset staffing costs for staff directly involved in the delivery of school food programs

Highlights:

- **Food Advisory Committee**
A District Food Advisory Committee was formed and met monthly to develop a School Food Plan. The Committee included representatives from CUPE, CDTA, CVPVP, DPAC, VIHA, InEd, Community School Societies and StudentVoice.

The objective was to create a vision document for food programs in the Comox Valley. The *Comox Valley Schools Food Plan* is attached. Thank you to all committee members for their dedication, thoughtful input, and collaboration.

- **Universal Lunch Program Pilot - Arden Elementary School**
Launched in January 2025. From January to June, 12,339 lunches were served - an average of 117 per day. 94% of students participated, and 51% of meals were provided at no cost to families.
- **Universal Lunch Program - Ecole Puntledge Park Elementary School**
Launched in April 2025. From April-June 11,759 lunches were served, an average of 245 per day. 92% of students participated, and 23% of meals were provided at no cost to families.
- **Dedicated Food Program Service Workers**
Staff were hired to support food delivery at Aspen Park, Highland, Valley View, Isfeld, Courtenay El, Lake Trail and Glacier View.
- **LUSH Valley Healthy Student Meal Plan**
Continued funding to LUSH Valley to provide soup kits and snack bags to most schools.
- **Emergency Sea-can Food Supplies**
In collaboration with our Health & Safety Manager, we developed a plan to stock all enrolling schools with comfort food for their emergency sea-cans. Supplies align with existing breakfast and snack programs and will be rotated back into schools as new supplies arrive. A replenishment system is in place to reduce the burden on school administrators and PACs.
- **Waste Reduction**
Introduced a dish service using reusable containers, reducing food packaging waste but working within current staffing and facility restrictions

2025-26 Planning:

- **Universal Lunch Program Expansions**
 - Programs launched at Airport El and Mark R Isfeld in September 2025
 - Miracle Beach to launch in November 2025
 - New delivery systems developed at Lake Trail and Denman Island Community School
 - Valley View scheduled to launch in early 2026, pending facility upgrades
 - Queneesh, Aspen and Highland are anticipated to be next in line for implementation
- **Educational Support Teacher**
 - Collaborating with teachers and students to build nutritional awareness through hands-on learning and classroom integration.
 - Supporting the integration of culturally relevant programming, including iSPARC initiatives, to promote holistic health and wellness.
 - Helping connect food education with broader themes of well-being, cultural identity, and community care.
- **Environmental Initiatives**
 - Expand use of reusable containers in school food programs to reduce single-use waste and promote sustainable practices
 - Collaborate with CVRD and SD71 to introduce curbside compost collection at schools with universal lunch programs, supporting broader district goals around environmental responsibility and waste reduction.

Respectfully submitted,

Thea Cockerton
Food Services Coordinator
Comox Valley Schools

Enclosure: School Food Plan

Comox Valley Schools

School Food Plan

with

Feeding Futures

and

Canada's National School Food Program

A Vision for Nourishing Every Student



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Acknowledgements

We would like to acknowledge 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 the land and the gift of working with their children.

We recognize the enduring presence, stewardship, and food systems knowledge of the Pentlatch, E'iksan, Sathloot, and Sasitla peoples, who have cared for these lands and waters since time immemorial.

As we work to feed children in our communities, we do so with gratitude for the abundance this land provides and with a commitment to uphold the values of respect, reciprocity, and sustainability. We honour Indigenous knowledge and leadership in growing, harvesting, and sharing food, and acknowledge that nourishing children is both a responsibility and a sacred act deeply rooted in many Indigenous cultures.

In the spirit of reconciliation, we strive to support food systems that are just, inclusive, and grounded in the well-being of all children and future generations.

Introduction

Comox Valley Schools recognizes the fundamental role of consistent access to nourishing food in physical health, learning outcomes, and social emotional well-being of our students. With the combined support of provincial Feeding Futures funding and Canada's National School Food Program, we are committed to creating a comprehensive, inclusive and sustainable school food system that supports all students.

Vision

A comprehensive, nourishing, and sustainable school food system for the Comox Valley School District.

Mission

Collaborate with our community to provide welcoming and integrated school meal programs that nourish every student in the Comox Valley School District.



Photo Credit: Lillian Porter, Arden Elementary School

Guiding Principles



Strategic Priorities and Goals

Inclusive and Student-Centered

- Develop universal school food programs for elementary students, ensuring reliable, daily access to nourishing food in a stigma-free manner. Meals should reflect cultural diversity and accommodate dietary requirements.
- Establish systems in high schools to offer reliable daily access to nourishing food for any student who needs it, with culturally diverse and inclusive options.
- Develop supportive infrastructure for school food programs, including suitable and safe kitchen facilities and welcoming eating spaces.
- Foster a school culture where shared meals are encouraged and celebrated to build connection and community, while prioritizing adequate time for students to eat.
- Develop food programs that respond to the unique needs and strengths of each school community, recognizing that there is no 'one size fits all' approach.

Sustainability

- Prioritize B.C. food suppliers, distributors, grocery stores and program delivery partners to strengthen local economies and support food system resilience. Set a target of 35% B.C. sourced foods.
- Implement climate- sensitive practices, including food waste reduction, composting, and minimizing single-use packaging.
- Where appropriate, recover partial food program costs from students and families to support long-term program sustainability.

Food Sovereignty

- Ensure culturally safe access for First Nation Rightsholders, Indigenous partners, students, families and community members in food program planning, decision-making and delivery.
- Build capacity within schools and communities through education, leadership opportunities and shared governance.
- Honour Indigenous food systems and incorporate traditional knowledge in collaboration with knowledge keepers and Elders.

Community Collaboration

- Actively foster strong relationships with school communities, local organizations, and community partners to enhance food programming through shared values, participation, and ongoing engagement.

- Collaborate with Indigenous communities and knowledge keepers to respectfully integrate traditional food knowledge, practices, and ingredients.
- Recognize and support existing school food programs that have demonstrated success, building on their strengths to inform and inspire broader initiatives.

Continuous Improvement

- Implement regular program assessments to measure outcomes, student engagement, and impact.
- Provide reports on the data and invite feedback from partners and the community.
- Adapt strategies based on feedback, student needs, and emerging best practices in school food programming.
- Advocate for infrastructure investments from provincial and federal governments to support the long-term sustainability of school food operations.
- Strengthen internal advocacy capacity to protect and secure stable funding and respond proactively to policy of funding changes that affect program accessibility.



Summary

Comox Valley Schools is committed to building a school food system that is inclusive, sustainable, and rooted in community. This framework reflects our shared values and outlines a clear path forward – one that nourishes every student, supports B.C. food systems, and honours the voices of Indigenous and community partners.

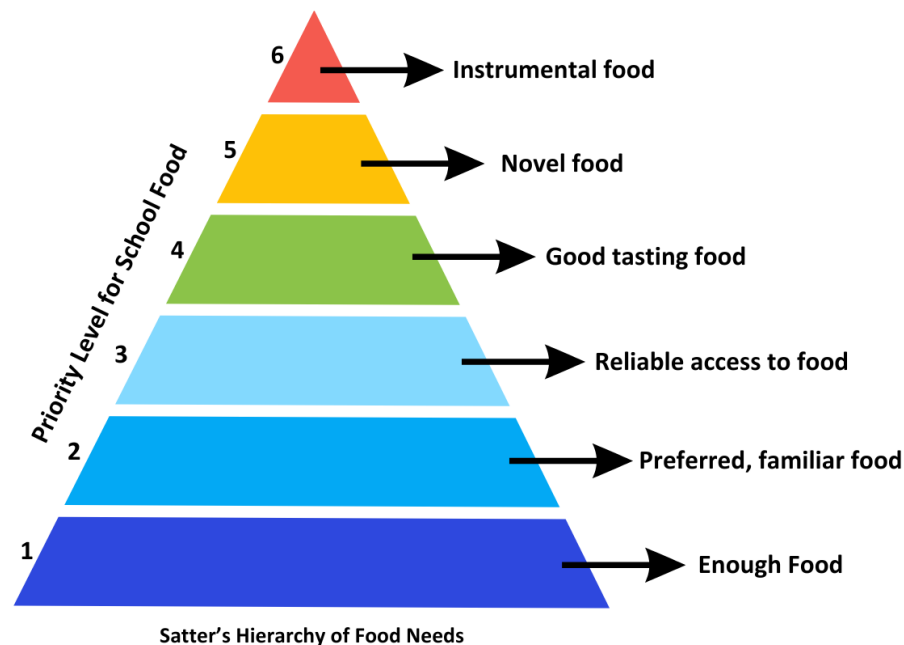
By aligning our programs with strong guiding principles and strategic goals, we are working toward a future where all students are well-fed, feel a sense of belonging, and are supported to thrive in both learning and life.

Together we are cultivating a school food culture that nourishes bodies and minds, strengthens communities, and builds resilience for generations to come.



Photo Credit: Crystal Clear Photography, CCSS Food Program

Satter's Hierarchy of Food Needs



1. Enough food – The most fundamental need is having enough to eat. The goal of school food programs is to make food universally available and accessible to all students, regardless of income or circumstance. Universal breakfast, lunch and snack programs help reduce hunger-related barriers to learning, concentration and participation.

2. Preferred, familiar food – Children are more likely to eat – and feel respected – when food aligns with their cultural, religious, dietary and taste preferences. School food programs should engage students and families to offer meals that reflect their communities and diverse needs.

3. Reliable access to food – For students facing food insecurity or unstable home environments, predictability matters. When school meals are reliably available every day, students feel safe and supported. A reliable and predictable program fosters trust, reduces anxiety, and improves concentration and learning.

4. Good tasting food - Once basic needs have been met, taste and presentation matter. Good-tasting and appetizing meals show care and respect.

5. Novel food – Once students feel secure and satisfied, they may become curious about trying new foods. This is an opportunity for food education – introducing local, seasonal, or culturally diverse foods and teaching cooking skills. School gardens, taste challenges and cultural food days support this level.

6. Instrumental food – At the top level, food becomes more than sustenance. It becomes part of school culture, used to celebrate, connect, and build community. It reflects a holistic view of well-being.

Current Food Programming in SD71

Schools with food programs funded through Feeding Futures and Canada's National School Food Program:

These programs are targeted at students who need it most (not universal)

Ecole Robb Road Elementary – Funding for lunch, snacks and support staff wages.

GP Vanier Secondary – Funding for breakfast, lunch, and snacks.

Huband Park Elementary – Funding for breakfast, lunch, snacks and support staff wages.

Navigate/NIDES – Funding for breakfast, lunch, snacks and support staff wages.

Queneesh Elementary – Funding for breakfast, lunch, snacks and support staff wages.

Royston Elementary – Funding for breakfast, lunch, snacks and support staff wages.

StrongStart – Funding for snack food.

Schools with expanded food programs, funded through Feeding Futures and Canada's National School Food Program:

Airport Elementary – Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Continued funding for breakfast program and support staff wages.

Arden Elementary – Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Continued funding for breakfast program and support staff wages.

Aspen Park Elementary – A Food Service Program Worker to support lunches for students who need them. Continued funding for breakfast program and support staff wages.

Brooklyn Elementary – Homemade lunches for students who need them, made and delivered by a Food Service Worker from a different school. Continued funding for breakfast program.

Ecole Puntledge Park Elementary - Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Continued funding for breakfast program and support staff wages.

Glacier View Secondary Centre – A dedicated Food Service Program Worker to prepare a universal food program for all students including breakfast, lunch and snacks. Food is available daily at no cost to families.

Highland Secondary – A Food Service Program Worker to support breakfast program. Continuing funding for lunch program and support staff wages.

Lake Trail Community – Continuation of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Additional funding for breakfast.

Mark R. Isfeld Secondary – Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Continued funding for breakfast program and support staff wages.

Miracle Beach Elementary – Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker. Continued funding for breakfast program and support staff wages. (Expected start date November 2025)

Nala'atsi Alternate School – Funding for breakfast and lunch programs, plus snacks. Recent addition of FSW for 5 hours a week to plan, shop and prep.

Sandwich Technical Education – Direct funding to support high school students that are doing dual credit programs at NIC and are not able to access existing services at their school.

Valley View Elementary – Introduction of a daily, universal, pay-what-you-can lunch program including required equipment and a dedicated Food Service Program Worker (expected start date January 2026). Continued funding for breakfast program and support staff wages.

Community Schools with food programs supported by Feeding Futures and Canada's National School Food Program:

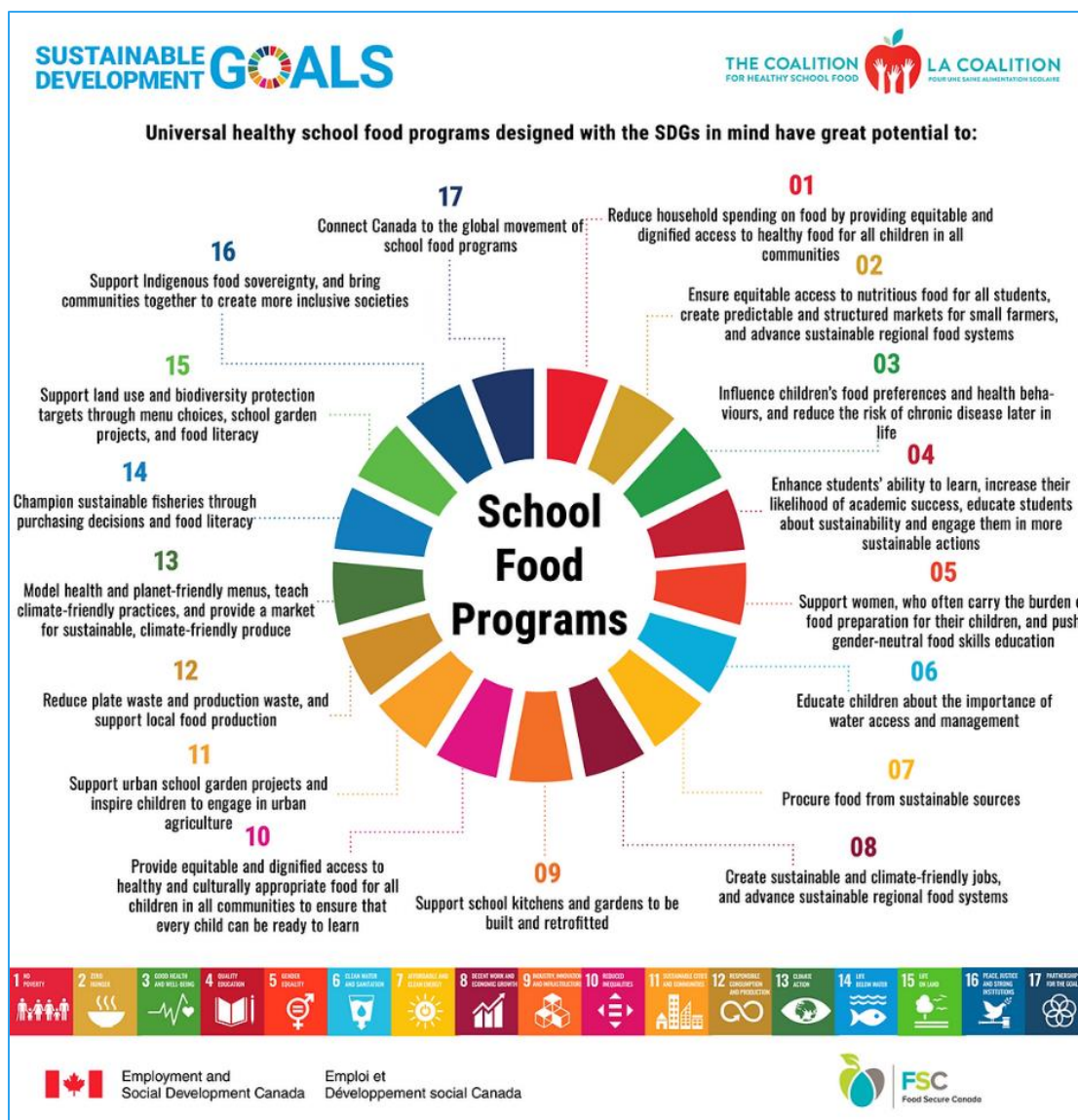
Courtenay Elementary – Funding for a Food Service Program Worker and food costs. Additional funding for breakfast program support staff wages.

Cumberland Community – Funding for school society lunch program. Additional funding for breakfast program support staff wages.

Denman Island Community – Funding for school society lunch and breakfast programs

Hornby Island Community – Funding for school society lunch and breakfast programs

UN Sustainable Development Goals



Resources

Feeding Futures: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management-feeding-futures>

Canada's National School Food Program: <https://www.canada.ca/en/employment-social-development/programs/school-food/reports/national-policy.html>

BC School Food Toolkit: <https://healthyschoolsbc.ca/bc-school-food-toolkit/school-food-programs/>

Feed BC: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/feeding-futures/bc-food#about>

Cooking in Two Worlds – A Process Guide for Incorporating Indigenous Foods into Institutions: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/feedbc/indigenous-and-traditional-foods/processguide_28pg_0523_web.pdf

Just Food Systems Evaluation Framework: <https://phabc.org/wp-content/uploads/2024/02/PFFS.-User-Guide-02.28.2024.pdf>

BRIEFING NOTE

TO: Board of Education **DATE:** September 02, 2025
FROM: Jay Dixon, Associate Superintendent
Josh Porter, Director of Information Technology
RE: Updates to AP 145 – Use of Personal Digital Devices

Overview

Personal technologies are constantly changing and as new accessories become available, updates to AP145 are made as appropriate.

This update includes the addition of a definition section for Personal Digital Devices (PDDs) and adding smartglasses to the list of defined personal technology devices.

Staff are also expected to comply with AP145 and its related administrative procedures, some terminology was updated to reflect this.

Strategic Alignment

- Safety – Educate students on the importance of online safety, ensuring the use is appropriate for the students age and developmental stage.
- Inclusion – Supporting the use of technology for accessibility, medical and health needs.
- Equity – Consistent application of restrictions.
- Social Emotional Learning - Reduce distractions in classrooms and support focused learning environments.
- Digitally Enhanced Learning – Utilizing personal digital devices when appropriate for instructional purposes.

Recommendation

That the Board of Education receive the AP145 – Use of Personal Digital Devices update.

Respectfully submitted,

Jay Dixon
Associate Superintendent

Josh Porter
Director of Information Technology

USE OF PERSONAL DIGITAL DEVICES (PDDs)

Background

The Ministry of Education and Child Care amended the provincial standards for Codes of Conduct Order requiring school districts to have appropriate policies in place to restrict student personal digital device use as of July 1, 2024. This operational procedure is aligned with Ministry guidelines to support the Ministerial Order. The purpose of this administrative procedure is to restrict the use of personal digital devices at school for the purpose of promoting online safety and maintain focused learning environments.

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, restricted use of some personal digital devices in the school and community may contribute to the safety and security of students and staff. However, unrestricted use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

Definitions

Personal Digital Devices (PDDs) means any personal electronic device that can be used to communicate or to access the internet, such as cell phones, laptops, tablets, smartwatches, smartglasses, and any other portable technology device.

The use of cell phones and connected accessories, like smartwatches, will be limited in their use as they can impact the education and well-being of students. Smartwatches and other similar connected accessories may not be used like a cell phone in terms of communication and connection.

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Procedures

1. Personal Digital Devices (~~PDDs~~) 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 to enhance digital literacy and support instructional goals.

Specifically:

- 1.1 At middle schools and secondary schools, students will be restricted from using personal digital devices during instructional hours unless they have been given permission from their teacher or school principal/vice-principal.
 - 1.2 At elementary schools, students will be restricted from using personal digital devices at school at any time unless they have been given permission from their teacher or school principal/vice-principal.
 - 1.3 Specific parameters and guidelines will be established by school codes of conduct.
2. PDDs are to be stored and in silent mode during instructional and school sponsored activities.

3. PDDs 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, including social media without the written consent of the person or persons and/or their parents, in the photograph or video.

5. Students **or staff** who bring PDDs to the school are expected to comply with all parts of Administrative Procedure 350 – District Student Code of Conduct and Administrative Procedure 140 – Acceptable use of Technology. Students who consistently refuse to comply with the District's procedures for use of PDDs 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.

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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-partners~~ (including the parents' advisory councils), will consider the age and developmental stage of students to ensure appropriate and responsible usage of PDDs and to develop and implement specific procedures appropriate to 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 PDDs in that emergency situation.

8. Individual medical and health considerations help to inform PDD usage policies to prioritize student well-being. For example, students with medical conditions may require access to PDDs for communication or health monitoring purposes.

9. Special considerations will be made to accommodate accessibility for students with diverse needs such as those requiring assistive technology or alternative formats for digital content. In addition, the District will ensure that PDDs serve as tools for academic enrichment rather than sources of inequality by providing clear guidelines and equitable access to technology.

10. PDDs 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 PDDs.

10.1 PDDs which are taken temporarily from students by teachers or administrators must be securely stored.

Reference: Ministerial Order No. M89/24
Sections 6, 8, 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Adopted: June 25, 2019

Revised: ~~June-September 2502~~, 20245

USE OF PERSONAL DIGITAL DEVICES (PDDs)

Background

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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, restricted use of some personal digital devices in the school and community may contribute to the safety and security of students and staff. However, unrestricted use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

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Procedures

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Specifically:

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 - 1.3 Specific parameters and guidelines will be established by school codes of conduct.
2. PDDs are to be stored and in silent mode during instructional and school sponsored activities.

3. PDDs 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, including social media without the written consent of the person or persons and/or their parents, in the photograph or video.
5. Students or staff who bring PDDs to the school are expected to comply with all parts of Administrative Procedure 350 – District Student Code of Conduct and Administrative Procedure 140 – Acceptable use of Technology. Students who consistently refuse to comply with the District's procedures for use of PDDs 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 partners (including the parents' advisory councils), will consider the age and developmental stage of students to ensure appropriate and responsible usage of PDDs and to develop and implement specific procedures appropriate to 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 PDDs in that emergency situation.
8. Individual medical and health considerations help to inform PDD usage policies to prioritize student well-being. For example, students with medical conditions may require access to PDDs for communication or health monitoring purposes.
9. Special considerations will be made to accommodate accessibility for students with diverse needs such as those requiring assistive technology or alternative formats for digital content. In addition, the District will ensure that PDDs serve as tools for academic enrichment rather than sources of inequality by providing clear guidelines and equitable access to technology.
10. PDDs 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 PDDs.
 - 10.1 PDDs which are taken temporarily from students by teachers or administrators must be securely stored.

Reference: Ministerial Order No. M89/24
Sections 6, 8, 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Adopted: June 25, 2019
Revised: September 02, 2025

BRIEFING NOTE

TO: Board of Education **DATE:** September 22, 2025
FROM: Josh Porter, Director of Information Technology
RE: Updates to AP181 – Video Surveillance

Overview

This update to Administrative Procedure 181 includes the addition of the requirement for a school's Parents Advisory Council (PAC) to approve any permanent video surveillance camera installation, including the relocation of said equipment as per the School Act.

Strategic Alignment

- Safety – The use of CCTV video surveillance is to ensure the preservation of property and for safety purposes.

Recommendation

That the Board of Education receive the AP181 – Video Surveillance update.

Respectfully submitted,

Josh Porter

Director of Information Technology

VIDEO SURVEILLANCE

Background

The District supports a variety of programs and practices to improve student safety and the protection of school property. The District is aware that each year significant funds from the District operation budget are spent to repair school property damaged from vandalism. The need to reduce and prevent damage to property and hazard to personnel is to be balanced with a commitment to providing a learning environment for students and a working environment for staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy.

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the District authorizes the use of video surveillance equipment on District property, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed. This Administrative Procedure does not apply to student digital recording for educational purposes.

In dealing with surveillance of students, the District recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus, video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

A digital recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Procedures

1. Use

- 1.1. Video cameras may be used to monitor and/or record.
- 1.2. Video surveillance camera locations must be authorized by the building administrator (Principal or site Supervisor), or the officers of the District. Any change in camera location must be authorized in the same manner.
- 1.3. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
- 1.3. The Parents' Advisory Council (PAC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If the Parents' Advisory Council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator.

- 1.4. The periods of surveillance of public areas are to be minimized.
- 1.5. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- 1.6. Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (eg. bathrooms, private conference/ meeting rooms). Any exception to this must be authorized by the Superintendent on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Security

- 2.1. Video cameras will be installed only by a designated employee or agent of the District. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or digital recordings.
- 2.2. Digital recordings shall be stored on computers with restricted access.
- 2.3. Digital recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.

3. Viewing of Digital Recordings

- 3.1. Video monitors used to view digital recordings are not to be located in a position that enables public viewing. Recordings may only be viewed by the building administrator or individual authorizing camera installation, by parents and students (clause 3.2 below), or by District staff with a direct involvement with the recorded contents of the specific digital recording, or employees or agents responsible for the technical operations of the system (for technical purposes only). If an employee or student is facing any disciplinary action, ~~he/she~~they may authorize ~~his/her~~their union representative or other advocate to also view the digital recording.
- 3.2. Parents requesting to view a segment of digital recording that includes their child/children may do so. Students may view segments of the digital recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent viewing must be done in the presence of an administrator. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.

4. Retention of Digital Recordings

- 4.1. Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.
- 4.2. Digital recordings shall be erased within one month unless they are being retained at the request of the building administrator, District officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the District's insurers.
- 4.3. Digital recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except that if the digital recording has been used in the making of a decision about an individual, the digital recording must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

5. Review

- 5.1. Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2. Video monitoring is to be carried out in accordance with this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 22, 65, 74, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Adopted: November 5, 2002
Revised: ~~June-July 2225~~, 2025~~19~~

VIDEO SURVEILLANCE

Background

The District supports a variety of programs and practices to improve student safety and the protection of school property. The District is aware that each year significant funds from the District operation budget are spent to repair school property damaged from vandalism. The need to reduce and prevent damage to property and hazard to personnel is to be balanced with a commitment to providing a learning environment for students and a working environment for staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy.

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the District authorizes the use of video surveillance equipment on District property, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed. This Administrative Procedure does not apply to student digital recording for educational purposes.

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 - 1.4. The Parents' Advisory Council (PAC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If the Parents' Advisory Council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator. The periods of surveillance of public areas are

to be minimized.

- 1.5. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
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2. Security

- 2.1. Video cameras will be installed only by a designated employee or agent of the District. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or digital recordings.
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- 2.3. Digital recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.

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- 3.2. Parents requesting to view a segment of digital recording that includes their child/children may do so. Students may view segments of the digital recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent viewing must be done in the presence of an administrator. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.

4. Retention of Digital Recordings

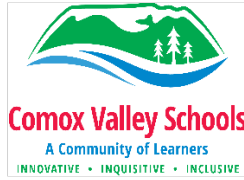
- 4.1. Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.
- 4.2. Digital recordings shall be erased within one month unless they are being retained at the request of the building administrator, District officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the District's insurers.
- 4.3. Digital recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except that if the digital recording has been used in the making of a decision about an individual, the digital recording must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

5. Review

- 5.1. Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2. Video monitoring is to be carried out in accordance with this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 22, 65, 74, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Adopted: November 5, 2002
Revised: July 22, 2025



VIDEO SURVEILLANCE - CURRENT CAMERAS BASELINE

The District is providing information on all current school video surveillance camera locations to school Parents' Advisory Councils (PAC) to establish a baseline understanding.

The school principal will provide and review this information with the school PAC. By signing this document, the school principal and PAC chair acknowledge this information has been received and reviewed.

Parents' Advisory Council Chair Signature

Date

Parents' Advisory Council Chair Name (print)

School Principal Signature

Date

School Principal Name (print)

VIDEO SURVEILLANCE CAMERA ADDITION/MOVE REQUEST

Per Administrative Procedure 181 and the School Act, the Parents' Advisory Council (PAC) of a school must approve of any permanent video surveillance camera installation and proposed location(s) before authorization is granted (excluding investigative use). Any change in camera location must be authorized in the same manner.

School Name

☐ New camera install

☐ Relocation of existing camera

Current camera location: _____

Installation Location (please provide as much detail as possible)

Parents' Advisory Council Chair Approval Signature

Date

Parents' Advisory Council Chair Name (print)

School Principal Approval Signature

Date

School Principal Name (print)

BRIEFING NOTE

TO: Board of Education **DATE:** Oct 28, 2025
FROM: Molly Proudfoot, Director of Operations
RE: City of Courtenay – Safe and Active Schools Program Open House

Purpose

To update the Board of Education on the City of Courtenay – Safe and Active Schools (SAS) Program Open House that was held at École Puntledge Park Elementary School on October 3, 2025.

Strategic Alignment

The Safe and Active Schools (SAS) Program aligns with the District's Strategic Plan through enhancing safety, equity, relationships, learning, and social-emotional development. It prioritizes traffic safety, inclusive participation, and equitable access to safe routes. By collaborating with stakeholders, the SAS Program strengthens community and partner relationships, fostering a supportive environment that enhances student well-being and educational outcomes.

Safe and Active Travel Open House Summary

Date of Event: October 3, 2025

Name of Event: City of Courtenay – Safe and Active Schools (SAS) Program Open House

Location: École Puntledge Park Elementary School

Purpose

The purpose of this Memo is to summarize the City of Courtenay's Safe and Active Schools (SAS) Program Open House, held on Friday, October 3, 2025, at École Puntledge Park Elementary. The event marked the public launch of the City's multi-year initiative to enhance student travel safety and promote active transportation through collaboration with Comox Valley Schools and community partners.

Background

The Safe and Active Schools (SAS) Program was created in response to Courtenay City Council's 2022 direction to identify and address school traffic safety concerns and to promote active travel options.

In 2025, the City contracted Urban Systems to lead implementation of the program in partnership with Comox Valley Schools. The SAS initiative builds on earlier joint work between the City and the district, including improved crosswalk infrastructure, traffic calming, and educational campaigns promoting safe school travel.

Program Objectives

As outlined by Matthew Brown (City of Courtenay) and Jamie Hilland (Urban Systems), the SAS Program aims to:

- Improve road safety near schools.
- Increase active travel participation (walking, cycling, rolling, scooting).
- Support community and environmental goals by reducing traffic congestion and emissions near schools.
- Promote student health and readiness to learn through daily physical activity.
- Foster a sense of community connection among students and families.

These goals are achieved through a blend of engineering solutions, education, and community engagement — the foundation of the Six E's Framework: **Engineering, Education, Encouragement, Enforcement, Evaluation, and Equity**

Program Scope

The 2025–2026 pilot phase focuses on three Courtenay schools:

- École Puntledge Park Elementary School
- Courtenay Elementary School
- Valley View Elementary School

These schools were selected based on safety data, recent infrastructure investments, and geographic balance across the city.

Highlights from the Open House

Presenters:

- **Matthew Brown**, City of Courtenay – Transportation Services Manager
- **Jamie Hilland**, Urban Systems – Active Transportation Consultant

Format:

The evening began with a presentation outlining the project background, goals, and timeline, followed by school-based breakout sessions.

Presentation Highlights:

- The SAS program is designed as a long-term framework to improve safety and accessibility for students travelling to and from school.
- A series of crosswalk improvements were completed in Summer 2025 near G.P. Vanier Secondary, Courtenay Elementary, and Valley View Elementary.
- A 'Back-to-School Safe Travel Messaging Campaign' launched in Augsts/September 2025, promoting safe routes and traffic awareness.
- 2026 upcoming projects include the installation of "torch-down" school zone pavement markings at all Courtenay schools.
- Upcoming phases involve 'School Travel Plans', community walkabouts, and family surveys to identify local barriers and opportunities for improvement.

Breakout Sessions:

Participants, including school administrators, PAC members, and community representatives, discussed:

- Traffic flow, congestion, and crosswalk safety.
- Walking and cycling route connectivity.

- Opportunities for “Drive-to-5” and walking school bus programs.
- Desire for stronger education and awareness campaigns for both students and drivers.



Feedback collected will inform the development of each school’s ‘School Travel Plan’, to be finalized in early 2026. Comox Valley Schools will continue to collaborate with the City as the program evolves, with outcomes anticipated to inform broader district-wide approaches to student travel safety and sustainability.

Proposed Next Steps

Phase

School recruitment & PAC introductions
 Site visits, data collection, and walkabouts
 Family survey & analysis
 Draft “Best Routes” maps and school travel plans
 Delivery of finalized School Travel Plans
 Refinement & expansion to additional schools

Activity

August–September 2025
 October–November 2025
 November–December 2025
 January 2026
 Spring 2026
 Fall 2026 onward

Recommendation

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

Respectfully submitted,

Molly Proudfoot
 Director of Operations

**VANCOUVER ISLAND SCHOOL TRUSTEE ASSN (VISTA)
TRUSTEE REPORT
October 2025**

The Fall VISTA gathering took place on October 3-4 and was hosted by the Campbell River School District. In attendance there were trustees from many of the Boards of Education from our region, including five trustees from Comox Valley Schools.

Our gathering took place at the Robron Education Centre, a school transformed many times and currently home to an alternative school with a variety of programs, and offices for community organizations. As a trustee, it is always informative to be hosted in a school or to have a tour of a school or program for the host district.

Along with our business meeting portion of our time together, we spent time learning and listening to presentations from our neighbors in the Campbell River School district.

The keynote, panels and presentations including the following:

- Cultivating Pathways to Success with Anti- Ableism and Disability Justice – Natalie Raedwulf Pogue
- Land-Based & Relationship Learning – Outdoor Adventure Program, Timberline Secondary
- Inclusive Education Panel – What Made a Difference – Shawn Decaire, Wee Wai Kai First Nation; Chief Christopher Roberts, Wei Wai Kum First Nation; Janice Gladish: Heiltsuk First Nation and SD72 School Trustee.
- SD72 Literacy and Numeracy Frameworks

Throughout our term VISTA has played an active role in the learning and connecting of Island trustees and I have appreciated the opportunities I have been able to attend.

Respectfully,

Michelle Waite

Michelle Waite, Trustee

October 15, 2025

Honourable Lisa Beare
Minister of Education & Child Care
Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Beare,

We are writing to follow up on our Board of Education's previous requests that the Ministry of Education and Child Care develop a provincial gender-based action plan for K-12 public education (akin to the action plan to address racism that was launched in 2023). Our Board believes that a systemic response that is multi-faceted, intentional and ongoing is required to address this ongoing societal crisis.

We first made this request through our motion (attached) to the BC Association of School Trustees' Annual General Meeting in April 2025, which passed with an overwhelming majority. We renewed this request in our meeting with you on May 12, 2025 and our subsequent letter (of May 15, 2025), and extended an offer to collaborate with your Ministry to undertake this important work.

In an effort to support and amplify our Board's work, our district's District Parent Advisory Council submitted a substantially similar resolution to the AGM of the BC Confederation of Parent Advisory Councils, and at an Extraordinary General Meeting held in August the motion also passed with an overwhelming majority.

Our Board of Education continues to believe that a systemic response that is multi-faceted, intentional and ongoing is required to address this ongoing societal crisis.

The need for systemic reform was a dominant theme and key recommendation of the recently completed year long Independent Review of the BC Legal System's Treatment of Intimate Partner Violence and Sexual Violence. In her Report released in June 2025¹, Dr. Kim Stanton called upon the province to declare gender-based violence an epidemic in BC and to engage in coordinated

¹ Link to the Report's executive summary is here: https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/about-bc-justice-system/justice-reform-initiatives/systemic-review/dr_kim_stantons_june_2025_final_report_-_executive_summary.pdf

Link to the full Report is here: https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/about-bc-justice-system/justice-reform-initiatives/systemic-review/dr_kim_stantons_june_2025_final_report_-_independent_systemic_review_the_british_columbia_legal_systems_treatment_of_intimate_partner_violence_and_sexual_violence.pdf

systemic reform, including beyond the legal system, citing the following alarming statistics:

- over one-third of women & girls aged 15 & up in BC have experienced sexual violence
- nearly half of women & girls aged 15 & up have experienced intimate partner violence
- 94% of survivors of sexual assault do not report it to police
- 80% of survivors of partner violence do not report sexual or intimate-partner violence

Dr. Stanton specifically included, as Recommendation 4A, prevention through public education as a key component to preventing gender-based violence, stating the following:

Education is a key component of a prevention strategy. Societal attitudes that teach us myths and stereotypes about women (including that survivors lie about experiencing gender-based violence) are shaped by centuries of misogyny, colonialism, racism, and other forms of oppression. A consistent recommendation from past processes has been the need to pair any program and service for survivors with education for the wider public in order to bring about lasting social change.[FN 150] As the Review repeatedly heard from anti-violence workers and researchers, this education should include provision of age-appropriate K-12 education and wider public awareness prevention initiatives, encompassing the issues of bystander intervention, healthy masculinities, consent, and healthy relationships. Although this sort of training is nominally already offered in BC schools, in order to be effective, it requires direction from leadership (ministry, school boards, principals), along with monitoring and evaluation of the training that is actually occurring. (emphasis in original)

Our province's own Gender-Based Violence Action Plan, released in December 2023, similarly identified prevention through public education as a key strategy to addressing this pervasive societal problem.

Finally, we note that the ministerial mandate letters sent out by the Premier following the last provincial election urged Ministers to “not be afraid to challenge assumptions, or be innovative, bold and aggressive in achieving the goals set out for you and your Ministry by the people of this province”. We hope that your Ministry will take an “innovative, bold and aggressive” approach to the pervasive problem of gender-based violence by developing, promoting, implementing and funding a provincial gender-based action plan for K-12 public education.

We would welcome the opportunity to meet with you to discuss the extensive work that our district is doing to address gender-based violence. In particular, our Gender-Based Violence Committee will be releasing its report and recommendations later this month and we would be pleased to share with you its findings, themes and recommendations.

Sincerely,



Michelle Waite, Board Chairperson
Board of Education
Comox Valley Schools

cc. Parliamentary Secretary for Gender Equity Jennifer Blatherwick



VIA EMAIL

Ref. 681608

October 3, 2025

Will Cole-Hamilton, Board Chair
Comox Valley Regional District

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

His Worship Bob Wells
Mayor of the City of Courtnay

Her Worship Nicole Minions
Mayor of the Town of Comox

Her Worship Vickey Brown
Mayor of the Village of Cumberland

Chief Councillor Nicole Rempel
K'omoks First Nation

Michelle Waite, Chair
School District 71

Dear Mr. Cole-Hamilton, Mr. Grieve, Mayor Wells, Mayor Minions, Mayor Brown, Chief Councillor Rempel and Ms. Waite,

Thank you for your correspondence dated July 25, 2025, regarding the need for enhanced summer policing resources in the Comox Valley Regional District. I apologize for the delay in responding.

I was deeply saddened to learn of the tragic incident at Comox Lake on July 5th, which resulted in the loss of a young life. Please accept our heartfelt condolences on behalf of the Ministry. Our thoughts remain with the family, friends, and the broader Comox Valley community during such a profoundly difficult time. We also extend sincere appreciation to the first responders and community members who demonstrated compassion and courage in the face of this tragedy.

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To support communities experiencing seasonal increases in public safety demands, the Province offers Supplemental and Seasonal Policing Agreements for areas under provincial jurisdiction. These agreements provide additional policing capacity for non-frontline duties and can be coordinated through your Detachment Commander. Since 2017, the Comox Valley Regional District has benefited from such support under this framework.

In addition, temporary assistance may be available through the Provincial Support Team (PST) for provincial detachment units experiencing resource pressures. I encourage you to engage with your Detachment Commander to explore this option further.

It is essential that both provincial and municipal policing resources within integrated detachments reflect the operational demands of their respective jurisdictions. For municipal units, any request to increase authorized strength should follow the process outlined in Article 6 of the *Municipal Police Unit Agreement* (MPUA), which includes submitting a formal written request to both the Provincial and Federal Ministers.

Should the BC RCMP identify a need to augment resources for a provincial unit, internal reporting mechanisms are in place to escalate such proposals to Divisional Headquarters. If the Ministry receives a formal proposal to increase provincial resources for the Comox Valley Provincial RCMP Unit, it will be reviewed with due consideration.

Thank you again for your advocacy and commitment to public safety in the Comox Valley.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Nina Krieger', with a stylized, flowing script.

Nina Krieger
Minister of Public Safety and Solicitor General

pc: Glen Lewis, Assistant Deputy Minister and Director of Policing,
Policing and Security Branch
Vedrana Covic, Executive Director, Policing and Security Branch
Katherine St. Denis, Director, Policing and Security Branch