



**REGULAR BOARD MEETING AGENDA**

**Tuesday January 27, 2026**

**7:00 pm**

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

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](mailto: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.

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**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 1-4

**Recommended Motion:**

*THAT* the Board of Education of School District No.71 (Comox Valley) adopt the January 27, 2026, Regular Board Meeting Agenda as presented.

**5. Adoption of Board Meeting Minutes**

Pages 5-14

**Recommended Motion:**

*THAT* the Board of Education of School District No.71 (Comox Valley) adopt the December 16, 2025, Regular Board Meeting Minutes as presented.

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

Page 15

- December 16, 2025 – Regular In-Camera Meeting
- January 13, 2026 – 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 - none

### B. Superintendent Report

### C. Trustee Reports - none

## 9. Standing Committee Reports

### A. Open Committee of the Whole Board Report

Pages 16-17

#### **Recommended Motion:**

*THAT* The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated January 13, 2026, as presented.

Next Open Committee of the Whole Meeting:

TOPIC: Review 2026-27 Operational Budget  
DATE: May 12, 2026  
TIME: 7:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

### B. Ad Hoc Policy Committee Board Report

Pages 18-20

#### **Recommended Motion:**

*THAT* The Board of Education of School District No. 71 (Comox Valley) receives the Report to the Board dated January 20, 2026, as presented.

Next Ad Hoc Policy Committee Meeting:

DATE: Tuesday February 17  
TIME: 5:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

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

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### **C. Ad Hoc Gender-Based Violence Committee Board Report**

Next Ad Hoc Gender-Based Violence Committee Meeting:

DATE: January 28, 2026  
TIME: 8:30 am  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

### **10. Decision Items**

#### **A. Adopt Amended Annual Budget Bylaw**

Jennifer Nelson, Assistant Secretary-Treasurer

Pages 21-50

#### **Recommended Motion:**

*THAT the Board of Education of School District No. 71 (Comox Valley) give all three readings of the “School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2025-2026”, this 27<sup>th</sup> day of January 2026.*

#### **Recommended Motion:**

*That the Board of Education of School District No. 71 (Comox Valley) give first, second and third readings to the 25/26 Amended Annual Budget Bylaw specifying a total budget of \$174,763,661.*

### **11. Information Items**

#### **A. Learning Services**

##### **i. Receive Safe Schools Report**

Jay Dixon, Associate Superintendent,  
Vivian Collyer, Associate Superintendent, and  
Joe Heslip, Associate Superintendent

Pages 51-58

#### **Recommended Motion:**

*THAT the Board of Education for School District No. 71 (Comox Valley) receive the Safe Schools Annual Update for information.*

#### **B. Business Services**

##### **i. Receive Major Capital Project Status Update**

Molly Proudfoot, Director of Operations

Pages 59-62

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

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**Recommended Motion:**

*THAT* the Board of Education for School District No. 71 (Comox Valley) receive the 'Major Capital Projects Update – January 2026' briefing note, dated January 27<sup>th</sup>, 2026, as presented.

**ii. Receive Q2 Financial Update: 2025-26 Annual Budget**

Candice Hilton, Director of Finance

Pages 63-65

**Recommended Motion:**

*THAT* the Board of Education for School District No. 71 (Comox Valley) receive the Q2 Financial Report dated January 27, 2026, as presented.

**12. Board Business**

**A. Unfinished Business**

**i. Recommendations of the Gender-Based Violence Committee Report Update**  
Jeremy Morrow, Superintendent

**B. New Business**

**i. Superintendent Performance Appraisal Plan**  
Sarah Jane Howe, Board Vice-chairperson

**13. Correspondence**

**A. Ministry of Education Response to the Gender-Based Violence Committee Report**

Pages 66

**B. Policy Request by CDTA: Establishment of a Sanctuary School Policy**

Pages 67

**C. Request for CVS Board inclusion on Motion**

Pages 68-73

**14. Public Question Period to the Board**

**A. None**

**15. Adjournment**

**Recommended Motion:**

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

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

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**REGULAR BOARD MEETING MINUTES**  
**Tuesday December 16, 2025**  
**7:00 pm**

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**In Attendance:**

**Trustees:**

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

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools and Acting Secretary-Treasurer  
Dr. Joe Heslip, Associate Superintendent  
Dr. Vivian Collyer, Associate Superintendent  
Jay Dixon, Associate Superintendent  
Jennifer Nelson, Assistant Secretary-Treasurer  
Lelaina Jules, District Principal Indigenous Education  
Molly Proudfoot, Director of Operations  
Candice Hilton, Director of Finance  
Josh Porter, Director of IT  
Craig Sorochan, Manager of Communications

**Regrets:** Sarah Jane Howe, Vice Chairperson

**Recording Secretary:** Candace Jesson, Manager Administrative Services & Projects

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**1. Call to Order**

The Board Chairperson called the meeting to order at 7:00 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.

**3. Agenda Changes/Additions**

**Motion: (RP-2025-12-16-01)**

*THAT* the Board of Education of School District No.71 (Comox Valley) amend the agenda to consider item 11(a)(i) Indigenous Education Council Terms of Reference immediately following the Equity Scan Update.

Caton/May Sacht

**CARRIED**

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

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#### 4. Adoption of Agenda

Pages 1-7

*The Board proceeded with the agenda as amended.*

#### 5. Board Meeting Minutes

Pages 8-14

**Motion: (RP-2025-12-16-03)**

*THAT the Board of Education of School District No.71 (Comox Valley) adopt the November 25, 2025, Regular Board Meeting Minutes as presented.*

McCannel-Keene/Aldinger

**CARRIED**

#### 6. Record of In-Camera Meetings

Page 15

- November 25, 2025 – Regular In-Camera Meeting

#### 7. Presentations / Delegations

Pages 16-35

**i. Equity Scan Update**

Joe Heslip, Associate Superintendent

An overview was provided on the equity scan and plan; data collection has concluded, and analysis is underway.

*The agenda order was amended to consider Item 11(a)(i) immediately following the Equity Scan Update.*

**Motion: (RP-2025-12-16-04)**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the Equity Scan Update, as presented.*

McCannel-Keene/Aldinger

**CARRIED**

#### 8. Announcements

##### A. Board Chairperson Report

The Board Chair acknowledged flooding and severe weather affecting colleagues across B.C. and expressed solidarity.

##### B. Superintendent Report

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

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The Superintendent noted completion of the SOGI Masterclass series for teachers; partnership delivery of Deaf and Hard of Hearing Day; the launch of 2026–2027 registration information, including new and expanded programs at Aspen Park and the Pathways Learning Community; District 71 Robotics achievements (Team 7842 Fractal) with the next event January 17; winter events across schools; a reminder of EFAP supports, with year-end thanks to staff, students, families, and partners.

### C. Trustee Reports

#### i. Indigenous Education Council (IEC)

Cristi May Sacht, Trustee Representative

Page 36

Highlighted the partnership with SD72 (Campbell River), including Terms of Reference and secretariat support; recruitment to fill IEC seats is underway; Indigenous Student Graduation Ceremony is set for June 6.

#### ii. Trustee Report

Janice Caton, Trustee

Pages 37-38

Emphasized the importance of mental health and well-being, and the value of attending the Canadian School Board Association Conference.

#### **Motion: (RP-2025-12-16-05)**

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

Aldinger/Caton

**CARRIED**

### 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

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

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**B. Ad Hoc Policy Committee Board Report**

Chelsea McCannel-Keene, Committee Chair

Pages 39-41

Next Ad Hoc Policy Committee Meeting:

TOPIC: Policy 13 Revision and Gender-Based Violence Draft Policy  
DATE: January 20<sup>th</sup>, 2026  
TIME: 5:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

**Motion: (RP-2025-12-16-06)**

*THAT the Board of Education of School District No.71 (Comox Valley) confirm that the Ministry's requirement for a 'response to unexpected health emergencies' policy will be fulfilled through an administrative procedure under the authority of the Superintendent.*  
McCannel-Keene/May Sacht

**CARRIED**

**C. Ad Hoc Gender-Based Violence Committee Board Report - none**

Shannon Aldinger, Committee Chair

Next Ad Hoc Gender-Based Violence Committee Meeting:

TOPIC: Committee's Report to the Board  
DATE: January 28, 2026  
TIME: 8:30 am  
LOCATION: 607 Cumberland Rd, Courtenay

**Motion: (RP-2025-12-16-07)**

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

Aldinger/May Sacht

**CARRIED**

**10. Decision Items**

**A. Cumberland Community School Electrical & Telecommunication Distribution**

Pages 42-60

**Statutory Right of Way**

Jeremy Morrow, Superintendent and Acting Secretary-Treasurer

**Motion: (RP-2025-12-16-08)**

*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), Cumberland*

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

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Community School Electrical & Telecommunication Distribution Right-of-Way Bylaw, 2025", in one meeting, this date, December 16, 2025.

Caton/McCannel-Keene

**CARRIED UNANIMOUSLY**

**Motion: (RP-2025-12-16-09)**

*NOW THEREFORE BE IT RESOLVED* as a Bylaw of the Board that the Board enter into the Statutory Rights of Way and grant the Statutory Rights of Way in favour of BC Hydro and Telus, respectively, in the forms required by BC Hydro and Telus, subject to such amendments as the Secretary-Treasurer may, in their discretion, consider advisable, and register the Statutory Rights of Way against title to the Property in the Land Title 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 Statutory Rights of Way in such forms and with such amendments thereto as the Secretary-Treasurer may, in their 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 required to complete the granting of the Statutory Rights of Way in favour of BC Hydro and Telus, respectively, on such terms and conditions as the Secretary-Treasurer may, in their discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as "School District No. 71 (Comox Valley) Cumberland Community School Electrical & Telecommunication Distribution Right of Way Bylaw, 2025".

*Read a first time this 16<sup>th</sup> day of December, 2025.*

Caton/May Sacht

**CARRIED UNANIMOUSLY**

*THAT* the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Cumberland Community School Electrical & Telecommunication Distribution Right-of-Way Bylaw, 2025", during the December 16, 2025 Regular Board meeting, being a Bylaw that provides BC Hydro and Telus with a Right-of-Way associated with electrical and telecommunication distribution services to the property.

*Read a second time this 16<sup>th</sup> day of December, 2025.*

Aldinger/McCannel-Keene

**CARRIED UNANIMOUSLY**

*THAT* the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) Cumberland Community School Electrical & Telecommunication Distribution Right-of-Way Bylaw, 2025", during the December 16, 2025 Regular Board meeting, being a Bylaw that provides BC Hydro and Telus with a Right-

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of-Way associated with electrical and telecommunication distribution services to the property.

*Read a third time, passed and adopted this 16<sup>th</sup> day of December, 2025.*

McCannel-Keene/May Sacht

**CARRIED UNANIMOUSLY**

**B. Vanier Secondary School Electrical & Telecommunication Distribution Statutory Right of Way**

Pages 61-78

Jeremy Morrow, Superintendent and Acting Secretary-Treasurer

**Motion: (RP-2025-12-16-10)**

*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), George P. Vanier Secondary School Electrical & Telecommunication Distribution Right-of-Way Bylaw, 2025", in one meeting, this date, December 16, 2025.*

May Sacht/Caton

**CARRIED UNANIMOUSLY**

**Motion: (RP-2025-12-16-11)**

*NOW THEREFORE BE IT RESOLVED* as a Bylaw of the Board that the Board enter into the Statutory Rights of Way and grant the Statutory Rights of Way in favour of BC Hydro and Telus, respectively, in the forms required by BC Hydro and Telus, subject to such amendments as the Secretary-Treasurer may, in their discretion, consider advisable, and register the Statutory Rights 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 Statutory Rights of Way in such forms and with such amendments thereto as the Secretary-Treasurer may, in their 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 required to complete the granting of the Statutory Rights of Way in favour of BC Hydro and Telus, respectively, on such terms and conditions as the Secretary-Treasurer may, in their discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as "School District No. 71 (Comox Valley) George P. Vanier Secondary School Electrical & Telecommunication Distribution Right of Way Bylaw, 2025".

*Read a first time this 16<sup>th</sup> day of December, 2025.*

Caton/Leslie

**CARRIED UNANIMOUSLY**

*THAT the Board of Education of School District No. 71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) George P. Vanier Secondary School Electrical &*

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

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Telecommunication Distribution Right-of-Way Bylaw, 2025", during the December 16, 2025 Regular Board meeting, being a Bylaw that provides BC Hydro and Telus with a Right-of-Way associated with electrical and telecommunication distribution services to the property.

*Read a second time this 16<sup>th</sup> day of December, 2025.*

May Sacht/McCannel-Keene  
**CARRIED UNANIMOUSLY**

*THAT* the Board of Education of School District No.71 (Comox Valley) adopt the Bylaw cited as " School District No. 71 (Comox Valley) George P. Vanier Secondary School Electrical & Telecommunication Distribution Right of Way Bylaw, 2025", during the December 16, 2025 Regular Board meeting, being a Bylaw that provides BC Hydro and Telus with a Right-of-Way associated with electrical and telecommunication distribution services to the property.

*Read a third time, passed and adopted this 16<sup>th</sup> day of December, 2025.*

McCannel-Keene/May Sacht  
**CARRIED UNANIMOUSLY**

#### **C. 2025 - 2026 District Calendar Amendment**

Pages 79-81

Jay Dixon, Associate Superintendent

Presented the amended 2025-2026 District Calendar, compliant with Ministry requirements, to the Board of Education.

##### **Motion: (RP-2025-12-16-12)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) approve the amended 2025-2026 District Calendar as presented.

May Sacht/Aldinger  
**CARRIED**

#### **11. Information Items**

##### **A. Learning Services**

###### **i. Annual Receipt of the Indigenous Education Council Terms of Reference**

Pages 82-93

U'magal is Keisha Everson, Indigenous Education Council Chair

Trustees had an opportunity to ask clarifying questions and explore viewpoints.

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

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**Motion: (RP-2025-12-16-13)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) receive the IEC Terms of Reference, as presented.

May Sacht/Aldinger

**CARRIED**

**B. Business Services**

**i. Receive Statement of Financial Information (SOFI) Report**

Pages 94-165

Candice Hilton, Director of Finance

The report is to be submitted by December 31<sup>st</sup> and posted to the website.

**Motion: (RP-2025-12-16-14)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) receive the Statement of Financial Information for the fiscal year ended June 30, 2025, as presented.

Caton/McCannel-Keene

**CARRIED**

Motion to extend the meeting by 30 minutes. **(RP-2025-12-16-15)**

Caton/McCannel-Keene

**CARRIED**

**ii. District Progress Report (Fall)**

Pages 166-190

Jeremy Morrow, Superintendent and Acting Secretary-Treasurer

Received a high-level operations update for September through November, outlining activities supporting schools.

**Motion: (RP-2025-12-16-16)**

*THAT* the Board of Education of School District No. 71 (Comox Valley) receive the Fall 2025 Progress Report, as presented.

May Sacht/Aldinger

**CARRIED**

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

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**iii. Revised AP 167 – Unexpected Health Emergencies**

Pages 191-196

Jeremy Morrow, Superintendent and Acting Secretary-Treasurer

**Motion: (RP-2025-12-16-17)**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the revised Administrative Procedure 167 for information.*

Caton/May Sacht

**CARRIED**

**i. Revised AP 212 – Early French Immersion**

Pages 197-199

Vivian Collyer, Associate Superintendent

**Motion: (RP-2025-12-16-18)**

*THAT the Board of Education of School District No. 71 (Comox Valley) receive the revised Administrative Procedure 212 for information.*

May Sacht/Caton

**CARRIED**

**12. Board Business**

**A. Unfinished Business**

**i. Response to Proposed CUPE After-School Child Care Partnership**

Pages 200-201

Jeremy Morrow, Superintendent and Acting Secretary-Treasurer

**Motion: (RP-2025-12-16-19)**

*THAT the Board of Education of School District No. 71 (Comox Valley) approve proceeding, in collaboration with CUPE Local 439, to develop a district-operated before-and-after school child care pilot.*

*AND THAT the Superintendent be authorized to take all necessary steps to obtain licensing, establish fees and operating procedures, and enter into any required agreements to support the pilot, and proceed subject to licensing and a business case that demonstrates that district operated child care will not negatively impact K-12 operations.*

May Sacht/Caton

**CARRIED**

**B. New Business**

**i. None**

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

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### 13. Correspondence

A. Ministry of Health Re: Recent VIHA ICY Staffing Decisions

Page 202

B. Ministry of Education and Child Care Re: Gender-Based Violence Action

Pages 203-204

### 14. Public Question Period to the Board

Questions were received from the public. Responses were provided.

### 15. Adjournment

**Motion:**

*Motion to adjourn.*

Caton/McCannel-Keene

**CARRIED**

**Board Approved on:**

January 27, 2026

**Certified Correct:**

Dr. Jeremy Morrow  
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**

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**TO:** Board of Education **DATE:** January 27, 2026

**FROM:** Office of the Secretary Treasurer

**RE:** Record of In-Camera Meetings

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**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:**

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**December 16, 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 5:34 pm and adjourned at 6:28 pm.

**January 13, 2026 – Closed Committee of the Whole 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

The meeting was called to order at 5:30 pm and adjourned at 6:55 pm.

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**Open Committee of the Whole Meeting**  
**Report to the Board**  
**January 13, 2026**

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**In Attendance:**

**Committee Members:**

Chelsea McCannel-Keene, Meeting Chairperson  
Michelle Waite, Board Chairperson (online)  
Sarah Jane Howe, Board Vice Chairperson  
Shannon Aldinger, Trustee  
Susan Leslie, Trustee (online)  
Janice Caton, Trustee

**Staff:**

Dr. Jeremy Morrow, Superintendent of Schools and Acting  
Secretary-Treasurer  
Vivian Collyer, Associate Superintendent  
Jay Dixon, Associate Superintendent  
Noah Burdett, Principal – Courtenay Elementary  
Catherine Munro, Vice-principal – Courtenay Elementary  
Brian McAskill, Principal – Mark Isfeld

**Regrets:** Cristi May Sacht, Trustee

**Recording Secretary:** Candace Jesson, Manager Administrative Services & Projects

**Partner Groups in Attendance:**

Indigenous Education Council (IEC)  
District Parents Advisory Council (DPAC)  
Canadian Union of Public Employees (CUPE 439)  
Comox District Teachers Association (CDTA)  
Comox Valley Principals and Vice-Principals Association (CVPVPA)

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**A. WELCOME AND CALL TO ORDER**

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

The Board Meeting Chair called the meeting to order at 7:04 pm.

**B. ADOPTION OF AGENDA**

Pages 1-2

**Motion: (COWO-2026-01-13-01)**

**THAT** the Board of Education of School District No. 71 (Comox Valley) approve the January 13, 2026, Open Committee of the Whole agenda, as presented.

Howe/Aldinger

**CARRIED**

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

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## C. EDUCATION

### 1. Review School Growth Plans Pages 3-37

Jay Dixon, Associate Superintendent and  
Vivian Collyer, Associate Superintendent

The Committee of the Whole received a presentation on School Growth Plans, confirming alignment with the Framework for Enhancing Student Learning and the Board's Strategic Plan. The update emphasized the district learning goal on core competencies and inclusive, holistic, personalized learning, positioning school growth plans as the vehicle for continuous improvement. District support was noted, including leadership learning, curriculum support, literacy and numeracy initiatives, collaboration structures, and integration of student voice.

## D. GOVERNANCE

1. None

## E. POLICY

1. None

## F. OPERATIONS

1. None

## G. FINANCE

1. None

## H. OTHER

1. None

## I. ADJOURNMENT – 9:06 pm

It was moved and seconded that the Open Committee of the Whole meeting adjourn.

Howe/Caton  
**CARRIED**



**Comox Valley Schools**

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

**Comox Valley Schools**

School District No. 71

## **AD HOC POLICY COMMITTEE BOARD REPORT**

**Date:** Tuesday January 20, 2026

**Time:** 5:00 pm

**Venue:** Virtual

### **Committee Members**

#### **Trustees:**

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

#### **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)

**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 5:01 pm.

**2. CHECK-IN****3. REVIEW THE REPORT TO THE BOARD****4. COMMITTEE CHAIR UPDATE****5. OLD BUSINESS****A. Review Gender-based Violence and Sexual Misconduct Policy**

Decision to send the two draft to Scott Stinson for assistance.

**B. Prioritization of Policies for Review**

Tabled for the next meeting.

**C. Discuss Examples of Financial Policies/Administrative Procedures**

Tabled indefinitely.

**6. NEW BUSINESS****A. Policy and Bylaw Categorization**

Discussion in categorization of policies – ongoing.

**B. Policy Proposal Form**

Decision to not to deploy the use of the form, but to ensure language inviting partners input is on the webpage.

**C. Review Request for the Establishment of a Sanctuary School Administrative Policy from CDTA**

Discussion concluded the Committee's recommend to the Board that such a policy should be developed.

**D. Discuss Bylaw/Policy Examples**

Discuss as each applicable policy is under review.

## 7. ACTION ITEMS

Action Items	Person(s) Responsible	Deadline
• Post draft of policy categories in SharePoint for members.	Candace	January 21, 2026
• Request review of two GBV draft policies by Scott.	Jeremy	February 17, 2026
• Explore tech options to enhance readability of policies.	Candace	February 17, 2026

## 8. RECOMMENDATIONS TO THE BOARD OF EDUCATION

## 9. FUTURE MEETING DATES

Tuesday February 17<sup>th</sup> at 5:00pm

Tuesday March 3<sup>rd</sup> at 5:00pm

Tuesday April 21<sup>st</sup> at 5:00pm

Tuesday May 5<sup>th</sup> at 5:00pm

Tuesday June 16<sup>th</sup> at 5:00pm

## 11. ADJOURNMENT – 6:50 pm



## Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

# Comox Valley Schools

School District No. 71

Office of the Secretary Treasurer

## BRIEFING NOTE

**TO:** Board of Education

**DATE:** January 27, 2026

**FROM:** Jennifer Nelson, Assistant Secretary-Treasurer

**RE:** **Financial Update – 2025-26 Amended Annual Budget**

### Introduction

In June of 2025, the Board approved the 2025-26 Preliminary Annual Budget. The Annual Budget was based on estimates of enrolment, funding, and other revenue and expenditure factors. The 2025-26 Amended Annual Budget has been prepared in accordance with the Ministry of Education and Child Care (MECC) instructions and includes the operating, special purpose, and capital funds.

### Background

On December 18, 2025, the Ministry of Education and Child Care released recalculated grants based on actual September enrolment. This report analyzes the resulting adjustments to revenue and expenditure estimates reflected in the 2025-26 Amended Annual Budget.

The updated estimates incorporate the financial impacts of changes in enrolment and unique learners, adjustments to the Classroom Enhancement Fund (CEF) and support staff benefit funding, appropriations from the prior year's internally restricted surplus, variations in average teacher salary and replacement trends, as well as other known factors affecting revenues and expenditures.

### Operating Fund

Table 1 summarizes the changes between the 2025-26 Amended Annual Operating Budget and the 2025-26 Annual Operating Budget.

**TABLE 1**

#### **2025-26 Operating Budget**

	<b>Amended</b>	<b>Annual</b>	<b>Change</b>
Revenue	\$ 137,227,086	\$ 133,534,711	\$ 3,692,375
Expense	(139,537,355)	(131,897,524)	(7,639,831)
Capital Assets Purchased	(375,000)	(375,000)	-
Transfer to Local Capital	(2,175,000)	(1,470,000)	(705,000)
Budgeted Use of Prior Year Surplus	4,860,269	207,813	\$ 4,652,456
	\$ -	\$ -	\$ -

### Operating Revenues

This school year has seen an increase in September enrolment over the District's original projections that were included in the Annual Operating Budget. The increased September enrolment and revenues are offset by increased requirements for staffing and replacement costs, additional supports for unique learners, increased service and supply budgets, and other operational impacts. Changes to other revenue sources have also been recorded and the 2025-26 Amended Annual Operating Budget is in a balanced position. The planned increase to the operating budget revenues is a total \$3.69M as summarized in Table 2.

<b>TABLE 2</b>			
<b>2025-26 Operating Revenues</b>			
	<b>Amended</b>	<b>Annual</b>	<b>Change</b>
Provincial Grants - MECC	\$ 132,277,381	\$ 128,669,494	\$ 3,607,887
Provincial Grants - Other	189,000	197,600	- 8,600
International Tuition	3,229,000	3,326,500	- 97,500
Other Revenues	761,705	571,117	190,588
Rentals & Leases	170,000	170,000	-
Investment Income	600,000	600,000	-
<b>Total Operating Revenues</b>	<b>\$ 137,227,086</b>	<b>\$ 133,534,711</b>	<b>\$ 3,692,375</b>

### Enrolment based Funding

Table 3 below highlights the enrolment changes and the funding impact on the Ministry operating grant from the Annual Operating Budget. The change in funding is calculated by taking the change in student counts multiplied by the relevant funding rate for that category.

**TABLE 3**

	Rate	2025/26 Annual Budget FTE	2025/26 Q1 FTE	Variance FTE	Change in Funding
<b>Enrolment Based Funding</b>					
Standard (Regular) schools	\$ 9,015	8,424.00	8,391.56	(32.440)	(292,447)
Continuing education	9,015	21.00	20.63	(0.370)	(3,336)
Alternate schools	9,015	178.00	202.00	24.000	216,360
Online Learning	7,280	1,925.00	2,218.13	293.130	2,133,986
Home Schooling	250	52.00	41.00	(11.000)	(2,750)
Course Challenges	282	3.00	4.00	1.000	282
<b>Total September Enrolment Based Funding</b>		<b>10,603.00</b>	<b>10,877.32</b>	<b>274.320</b>	<b>\$ 2,052,095</b>
<b>Unique Student Needs</b>					
Level 1 Inclusive Education	\$ 51,300	4.00	4.00	0	0
Level 2 Inclusive Education	24,340	539.00	596.00	57	1,387,380
Level 3 Inclusive Education	12,300	88.00	100.00	12	147,600
English as a second language	1,815	200.00	202.00	2	3,630
Indigenous Education	1,790	1,781.00	1,821.00	40	71,600
Adult Education (Non Graduated)	5,755	25.00	39.44	14.44	83,102
<b>Total September Unique Students Enrolment Based Funding</b>		<b>2,637.00</b>	<b>2,762.44</b>	<b>125.44</b>	<b>\$ 1,693,312</b>
<b>September Enrolment Grant Changes</b>					<b>\$ 3,745,407</b>

The District experienced an increase in enrolment from the 2025-26 Annual Operating Budget at the September enrolment count. Total school age enrolment increased by 274.32 Full-Time Equivalent (FTE) and enrolment among students with unique needs increased by 69 FTE. English as a second language (ESL) enrolment increased by 2 FTE and the Indigenous Education enrolment increased by 40 FTE. Overall the increase to September enrolment based funding is \$3.75M.

#### Other Ministry Revenue Impacts

The District also experienced some changes to other supplemental funding related to salary differential, past labour settlement relating to support staff benefit plan enhancements, funding for graduated adults, summer learning, and Integrated Child and Youth Team funds which resulted in an overall decrease of \$137,520 to Ministry grant funding.

#### Tuition

Homestay fees for International Students were increased after the annual budget was adopted and has resulted in a reduction to the tuition revenue recognized. The 2025-26 International amended budget continues to be based on 195 FTE students.

#### Other Income

The District was successful in obtaining grants to fund Physical Literacy for \$60,000. In addition, funding from First Nations for nominal roll students increased by \$75,588. Miscellaneous Tuitions generated from international students online learning have been adjusted to reflect an increase of \$40,000 and minor adjustments to Skilled Trades BC funding and banking rebates have been recognized.

***Operating Revenues can be viewed in Schedule 2 and 2A of the Amended Annual Budget document (pages 6 & 7).***

**Operating Expenses**

Table 4 displays the changes to the Salaries and Benefits expenses of the Operating Fund.

<b>TABLE 4</b>				
<b>2025-26 Salaries and Benefits</b>				
	<b>Amended</b>	<b>Annual</b>	<b>Change</b>	
<b>Salaries</b>				
Teachers	\$ 55,593,754	\$ 53,560,228	\$ 2,033,526	
Principals and Vice-Principals	7,208,209	7,215,735	- 7,526	
Educational Assistants	9,524,821	8,548,248	976,573	
Support Staff	12,356,551	12,089,412	267,139	
Other Professionals	5,292,233	5,101,372	190,861	
Substitutes	5,434,850	4,475,957	958,893	
<b>Total Salaries</b>	<b>\$ 95,410,418</b>	<b>\$ 90,990,952</b>	<b>\$ 4,419,466</b>	
<b>Benefits</b>	<b>24,631,537</b>	<b>23,444,452</b>	<b>1,187,085</b>	
<b>Total Salaries and Benefits</b>	<b>\$ 120,041,955</b>	<b>\$ 114,435,404</b>	<b>\$ 5,606,551</b>	

7.36 Teacher FTE have been added to the amended operating budget to support the increase in enrolment. 5.7 FTE are directly related to online learning. The latest estimate of the teacher average salary has also increased slightly resulting in an overall increase of approximately \$384,460 to teacher salaries.

18 Educational Assistant (EA) FTE positions and an EA mentor position have been incorporated into the ongoing operating budget to address the growing complexity of student needs across the district. During the 2024-25 year-end process, funds for the equivalent of 11 of these positions were restricted to ensure appropriate staffing was in place for September in anticipation of increased student support requirements. In addition, the budget has been adjusted to correctly reflect the classification of 6 Inclusive Education Support Workers. The Ministry's grant announcement in December confirmed additional revenue for the district related to Inclusive Education. As a result, all of the additional EA FTE is now fully funded through operational funding.

Support staff costs have increased as a result of positions going through the joint job evaluation process and being placed at higher paygrades with retro pay implications. Two Supervision Assistants have been incorporated into the ongoing budget to support schools, as well as additional clerical support for online learning. Other adjustments were also made to ensure assigned hours have been reconciled to budget.

The increase to other professionals includes the change from part-time to full-time for one HR Advisor, with the remaining related to surplus restrictions to support organizational transitions, capacity building, and succession planning.

Substitute costs for employee groups have been increased due to higher replacement costs and increasing trends in absences.

Benefits have increased respectively with the associated increase in salaries and an adjustment of \$160,262 has been recorded to reflect the updated actuarial value of employment retirement benefits.

Surplus restrictions that were approved during the 2024-25 year-end are now incorporated into the amended budget and reflected in these figures. This includes temporary funding for 11 FTE Teachers to support online learning, as well as funds for staffing to support student safety, and release time for professional learning related to strategic alignment.

The amended budget does not reflect additional wage or salary increases as negotiations are still underway for new collective agreements, nor has the PSEC Secretariat provided any further direction for PVP and exempt staff salaries. Costs associated with negotiated wage increases are normally funded by the Ministry and included in the operating grant formula, however any additional funding provided in a bargaining year is generally allocated through a special grant once the contracts are ratified.

Table 5 displays the changes to the Services and Supplies expenses of the Operating Fund.

<b>TABLE 5</b>				
<b>2025-26 Services and Supplies</b>				
	<b>Amended</b>	<b>Annual</b>	<b>Change</b>	
Services	\$ 5,348,860	\$ 4,441,208	\$ 907,652	
Student Transportation	3,190,158	3,159,892	30,266	
Professional Development/Travel	1,140,634	1,116,677	23,957	
Rentals and Leases	276,000	230,000	46,000	
Dues and Fees	110,000	110,000	-	
Insurance	270,300	270,300	-	
Supplies	6,760,448	5,735,043	1,025,405	
Utilities	2,399,000	2,399,000	-	
<b>Total Services and Supplies</b>	<b>\$ 19,495,400</b>	<b>\$ 17,462,120</b>	<b>\$ 2,033,280</b>	

As online enrolment increases service and supply budgets for NIDES have increased by about \$239,000. Homestay fees for International Students were increased resulting in an impact of \$97,500. The District recently entered into a new contract for busing services which has now been reflected in the budget.

The amended budget also reflects approximately \$1.56M in one-time service and supply expenses that were not included in the annual budget. Surplus from the prior year was restricted to fund strategic initiatives, Tribune Bay Expenses, Long Range Facility Planning, recruitment, and other contractual obligations during the 2024-25 year end. A full summary of the approved surplus restrictions can be found in Appendix C of this report.

After all known cost impacts were recorded \$49,607 remains unallocated and is recognized as contingency in the annual operating budget.

***Operating Expenditures can be viewed in Schedule 2B and 2C of the Amended Annual Budget document (pages 8-10). A detailed listing of operating cost pressures and surplus restrictions can be found in Appendix B and C at the end of this report.***

#### **Accumulated Operating Surplus – Contingency Reserve**

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

Policy 18 of the Board's Policy Handbook states that the amount of unrestricted operating surplus at the end of a fiscal year should be a minimum of 1.5% and maximum of 3.0 % of actual Operating Expenses in the fiscal year (\$1.92M to \$3.84M) for the purpose of maintaining a Contingency Reserve. The Contingency Reserve is intended to be sufficient to reduce, to an appropriate level, financial risk that results from emergent operating issues and/or to offset unrealized revenues. The actual current balance at the end of the fiscal 2024-25 year was \$3,843,180 and equates to 3% of operating expenses (actual 2024-25).

The 2025-26 amended budget does not utilize any unrestricted prior year surplus (contingency reserve) to balance the budget. Schedule 1 includes the full contingency reserve amount of \$3.8M, as well as approximately \$460,000 of surplus restrictions that were approved during the 2024-25 year and are related to multi-year initiatives that will be spent in future years.

***Budgeted Accumulated Operating Surplus can be viewed in Schedule 1 on the Amended Annual Budget document (page 5).***

#### **Special Purpose Funds**

<b>TABLE 6</b>			
<b>2025-26 Special Purpose Funds Budget</b>			
	<b>Amended</b>	<b>Preliminary</b>	<b>Change</b>
Revenue	\$ (22,456,614)	\$ (20,690,848)	\$ (1,765,766)
Expenses	\$ 22,456,614	\$ 20,690,848	\$ 1,765,766
Tangible Capital Assets	-		-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Special Purpose Funds includes funds received from both the MECC and other sources that have been designated for other purposes. There are 21 special purpose funds as shown on Schedule 3A of the Amended Annual Budget document (23 if you count the Classroom Enhancement Funds separately).

The Amended Annual Budget includes the year-end rollovers (deferred revenues) along with the funds received. The Amended Annual Budget is forecasting a Deferred Revenue balance of \$2.0M at the end of 2025-26.

Overall, the increase in revenue of \$1,765,766 is mainly due to:

- An increase of \$790,676 in Classroom Enhancement Fund due to additional funding for 3.165 Teacher FTE that is attributable to supporting the restored class size and composition, as well as remedies.
- Additional Provincial Grants Received:
  - First Nation Student Transportation \$58,345
  - Early Care and Learning \$175,000
  - Official Languages in Education Programs (French Funding) \$70,500
  - National Food Program \$340,150
  - BC Parks Foundation \$110,000
- Estimated Additional Planned Prior Year Carryover Surplus Spending \$178,045
- Other Revenue Changes \$43,050

The corresponding increase in expenditures of \$1,765,766 is the result of increased staffing and service and supply expenditures related to the additional grants budgeted to be received.

***Special Purpose Funds can be viewed in Schedule 3 and 3A on the Amended Annual Budget document (pages 11-14).***

### **Capital Fund**

The Capital fund is made up of Invested in Tangible Assets balances and Local Capital Surplus. The overall change in the fund balance since the annual budget is minimal and is due to the following:

- A decrease in the budgeted amortization of deferred capital revenue of \$124,690
- An increase in the budgeted amortization of tangible capital assets of \$15,412

### **Local Capital Contributions**

Annually, the operating budget includes transfers to the Local Capital Fund for the purchase of capital items that are not directly funded by the Ministry. The current budget contains contributions of \$1.47M primarily to support the purchase of and evergreening of technology for students and staff, as well as to refresh the district's fleet of vehicles in the maintenance department, and furniture & equipment. The value of transfer has increased since the annual budget by the value of internally restricted surplus transfers at year end for other government pending asset remediation/renewal liabilities, establishment of an accessibility reserve, and miscellaneous equipment.

Table 7 below provides the change in the transfer to local capital.

**TABLE 7**

<b>Local Capital Transfers</b>		
Prior Year Internally Restricted Surplus Transfers	\$	705,000
Annual Local Capital Transfer Requirements		1,470,000
<b>Total Local Capital Transfers</b>	<b>\$</b>	<b>2,175,000</b>

*Capital Funds and the acquisition of Tangible Capital Assets can be viewed in Schedule 4 of the Amended Annual Budget document (page 15).*

### **Strategic Alignment**

Reporting on the 2025-26 Amended Annual Budget aligns with the Boards Strategic Plan Value of **INTEGRITY**, by upholding high ethical standards through transparency, honesty and accountability.

The additional Teacher FTE, clerical support, and service and supply to support the increased enrolment in online learning aligns with the Boards Strategic Plan Value of **LEARNING**; as well as the Design Principle of **FLEXIBLE LEARNING ENVIRONMENTS - \$2,443,975**.

The additional Educational Assistant FTE and Mentor position aligns with the Boards Strategic Plan Value of **SAFETY** and **EQUITY**; as well as the Design Principle of **INCLUSION - \$1,217,558**

Surplus restrictions to fund program and infrastructure to support student safety and professional learning aligns with the Boards Strategic Plan Value of **SAFETY** and **EQUITY**; as well as the Design Principle of **INCLUSION - \$658,445**

### **Ministry Template and Bylaw**

Pursuant to section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister. Pursuant to section 111 of the *School Act* the annual budget of the Board of a school district must be in the form specified by the Minister. The annual budget must be prepared in accordance with the Accounting Practices Order, the Financial Planning and Reporting Policy and the K-12 Accumulated Operating Surplus Policy. The Ministry's Excel template must be used to prepare the 2025-26 annual and amended budgets. Boards must prepare an amended budget and have it adopted by bylaw on or before February 28, as per section 113 of the *School Act* (Adoption of Budget) and submitted to the Ministry.

Boards are required to prepare a balanced budget where board revenues plus any appropriated surpluses fully fund the following:

- annual operating expenses
- annual special purpose fund (SPF) expenses
- annual capital fund expenses
- tangible capital asset acquisitions (from Operating, SPF's & Local Capital)
- any planned reduction of prior years' deficits

The 2024-25 operating surplus and prior years' accumulated surpluses can be appropriated to finance expenses for 2025-26. Any budgeted appropriation of an operating surplus must be recorded on Schedule 2 – “Annual Budget – Operating Revenue and Expense” as “Budgeted Prior Year Surplus Appropriation”. Appropriations should not include prior years' surpluses that will not be spent in 2025-26. “Accumulated” surplus is reflected in the annual financial statements of the district.

The Budget bylaw must be given three readings. If the three readings are to take place in one meeting, a motion to do so must be passed unanimously.

**Recommendation**

***THAT the Board of Education of School District No.71 (Comox Valley) give first, second and third readings to the 25/26 Amended Annual Budget Bylaw specifying a total budget of \$174,763,661.***

Respectfully submitted,

*Jennifer Nelson*

Jennifer Nelson, CPA, CGA  
Assistant Secretary-Treasurer

Attachment #1 – Snapshot 2025-2026 Amended Operating Budget

Attachment #2 – 2025-26 Draft Amended Annual Budget (Ministry Template) & Bylaw

Appendix A - Operating Fund					
Operating Revenue	2025/26 Annual		2025/26 Amended		
	Budget	Budget	Variance	%	
Ministry of Education and Child Care Operating Grant	\$ 127,109,502	\$ 130,820,683	\$ 3,711,181	3%	
Ministry of Education and Child Care Other Grant	1,559,992	1,456,698	- 103,294	-7%	
Provincial Grants - Other (Skilled Trades BC)	197,600	189,000	- 8,600	-4%	
International and Out of Province Students	3,326,500	3,229,000	- 97,500	-3%	
Other Revenues	571,117	761,705	190,588	33%	
Rentals and Leases	170,000	170,000	-	0%	
Investment Income	600,000	600,000	-	0%	
<b>Total Operating Revenue</b>	<b>\$ 133,534,711</b>	<b>\$ 137,227,086</b>	<b>\$ 3,692,375</b>	<b>3%</b>	
Operating Expense	2025/26 Annual		2025/26 Amended		
	Budget	Budget	Variance	%	
Teachers	\$ 53,560,228	\$ 55,593,754	\$ 2,033,526	4%	
Principals and Vice-Principals	7,215,735	7,208,209	-\$ 7,526	0%	
Educational Assistants	8,548,248	9,524,821	\$ 976,573	11%	
Support Staff	12,089,412	12,356,551	\$ 267,139	2%	
Other Professionals	5,101,372	5,292,233	\$ 190,861	4%	
Substitutes	4,475,957	5,434,850	\$ 958,893	21%	
Employee Benefits	23,444,452	24,631,537	\$ 1,187,085	5%	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 114,435,404</b>	<b>\$ 120,041,955</b>	<b>\$ 5,606,551</b>	<b>5%</b>	
Services & Supplies	17,462,120	19,495,400	2,033,280	12%	
<b>Total Operating Expense</b>	<b>\$ 131,897,524</b>	<b>\$ 139,537,355</b>	<b>\$ 7,639,831</b>	<b>6%</b>	
Operating Reserve	2025/26 Annual		2025/26 Amended		
	Budget	Budget	Variance	%	
<b>Net Revenue (Expense) for the Year</b>	<b>\$ 1,637,187</b>	<b>(2,310,269)</b>	<b>-\$ 3,947,456</b>	<b>-241%</b>	
Budgeted Prior Year Surplus Appropriation	207,813	4,860,269	\$ 4,652,456	2239%	
Transfers to Local Capital & Tangible Capital Assets	1,845,000	2,550,000	\$ 705,000	38%	
<b>Budgeted Surplus (Deficit) for the Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	

		2025/26 Amended
Fund Balance		Budget
<b>Opening Fund Balance</b>		<b>\$ 9,163,090</b>
Budgeted Prior Year Surplus Appropriation - to Balance	-	4,860,269
<b>Fund Balance, End of Year (Unrestricted Surplus)</b>	<b>\$ -</b>	<b>\$ 4,302,821</b>

<b>Appendix B - Operating Fund Continued</b>		
<b>Total Funding Updates</b>		<b>\$ 3,692,375</b>
<b>Cost Pressure Updates</b>		
<b>Staffing</b>		
Teacher Staffing - Fall 2025 Enrolment Changes	\$ 946,271	
Teacher Staffing - CEF claim Approved - Transfer to Special Purpose Fund	-\$ 406,136	
Teacher Average Salary Adjustment	384,460	
<b>Teacher Staffing - Physical Literacy (Grant Funded)</b>	<b>60,000</b>	
Inclusive Education Supports	1,217,558	
Substitutes/Replacement Increases	546,658	
Employment Retirement Benefits Actuarial Increase	160,262	
Excluded Staff - HR Advisor to Full Time	37,881	
CUPE - Additional Clerical Online Learning	41,909	
CUPE Wage Increases - Job Evaluations	150,130	
CUPE - Supervision Assistants at Schools	10,529	
CUPE - Assignment Updates	103,696	
<b>Services &amp; Supplies</b>		
Indigenous Education Targeted Expenses - actual enrolment higher than projected (funded targeted grant)	71,599	
Registered Clinical Counsellor - increased supply costs (funded ICY Grant)	10,975	
Custodial Supplies	8,055	
Election Costs	3,500	
Busing Contract	30,266	
Nides - Increase to supplies and services to support increased enrolment	239,220	
School Growth/Supply Adjustments	18,535	
Ministry Recovery - BCPSEA Class Fees	7,400	
Contingency	49,607	
<b>Total Cost Pressure Updates</b>	<b>\$ 3,692,375</b>	
<b>Current Budget Position</b>	<b>\$ -</b>	

Appendix C - Operating Fund Continued		
2024/25 Board Approved Surplus Restrictions		\$ 5,319,910
Restricted/targeted funds carried forward to next year:		
Integrated Child & Youth Teams (ICY Funding)		227,098
Indigenous Education Surplus		476,886
Indigenous Education Council		25,057
Indigenous Focused Grad Requirement		12,700
<b>Targeted/Restricted Funds</b>	<b>\$</b>	<b>741,741</b>
Net School Surpluses		76,922
Net School Grants Carry Forward		55,834
Purchase Order Commitment Carry Forward		79,628
Carry forward projects 24/25 Surplus Restrictions (Board Office, LRFP, Recruitment, Contracted Services, Tribune Bay, Strategic Priorities)		407,027
	<b>Prior Year PO's &amp; Project Funds</b>	<b>\$ 619,411</b>
Accessibility Initiatives – Initiate annual reserve transfer (Local Capital)		25,000
Miscellaneous equipment – Not funded by Local Capital		30,000
Contingency – other Government pending liabilities (Local Capital - asset remediation/renewal)		650,000
	<b>Local Capital</b>	<b>\$ 705,000</b>
Additional Teacher staffing – Online Learning NIDES (carry forward of additional February and May enrolment revenue to support 2025/26 instruction)		1,430,000
Additional Educational Assistants (EA) (carry forward portion of additional Ministry revenue to fund temporary positions in 2025/26)		374,264
Creation of EA Mentor position and transfer of 2 EA's from LIF to Operating		140,349
	<b>Staffing Commitments for 2025-26 School Year Instruction</b>	<b>\$ 1,944,613</b>
Hornby Island School 7/8/9 Pilot Project – Year 2 (Committed)		25,000
Primary Learning Community Demonstration Program (Committed)		42,450
Physical Literacy Position - 1 day per week plus supplies (2 days covered by grants)		23,000
Results for Young Children & Strengthening Early Years to Kindergarten - Ministry funding complete (Committed)		30,250
Other Contractual Obligations – Transition, Capacity Building, Succession Planning (Committed)		200,000
Strategic Planning Initiatives – Professional Learning		250,477
Classroom Literacy Instruction K-3 Implementation (Year 1 funded by grant. Year 2 & 3 funded by surplus restriction)		260,000
Additional programs and infrastructure to support student safety (SOGI Lead Teacher, Racial Equity Support Teacher (2 yrs), Washroom Upgrades, Other)		407,968
Long Range Facility Planning - Additional Funds		35,000
Tribune Bay - Additional Funds Caretaker/Maintenance Period Extended		35,000
	<b>Additional Funds - District Program Initiatives</b>	<b>\$ 1,309,145</b>
Carry forward year 2 & 3 of future initiatives (Classroom Literacy Instruction, Racial Equity Support Teacher)		(459,641)
	<b>Total Surplus Appropriated</b>	<b>\$ 4,860,269</b>
	<b>Difference - Future Year Commitments</b>	<b>\$ 459,641</b>

# Snapshot 2025-2026

## Where the money comes from

Revenues \$137.23M, Surplus \$4.86M

Non-targeted operating grant from the Ministry of Education and Child Care (MECC) 94%

Ministry-targeted Indigenous Education Grant 3%

International student tuition 2%  
Other grants and revenue 1%

## Where the money goes

Expenditures \$139.54M, Capital \$2.55M

Salaries and employee benefits \$120.04 million (86.0 %)

Supplies, services, and equipment \$19.5 million (14 %)

\$139.54 million of operating expenses

Instruction (82%)



Operations, Maintenance & Transportation (13%)



District administration (5%)



one student

\$11,936  
Operating dollars budgeted

## How each operating dollar is spent

Instruction (.82 includes amounts below in green)

82¢

Regular instruction .49  
Indigenous education .03  
Inclusive learning .14  
Counselling .02

District-based administration 5¢

2¢

Facilities, operations, and maintenance 11¢

11¢

## Our staff team

Teachers 650.1

1238 FTEs

Principals/Vice-Principals 39.7

EA's/Indigenous Support workers 235

Support staff (e.g. custodians, tradespeople, clerical) 266.3

FTE Totals shown are funded by both Operating and Special Purpose Funds

## FTE Students 11,690

Other Students

8,615

English-language learners

202

Indigenous students

1,821

Ministry of Education designated learners

700

International students

195

NIDES 3075

- Brick & Mortar Enrolment is projected to level off and plateau over the next few years

Amended Annual Budget

## **School District No. 71 (Comox Valley)**

June 30, 2026

# School District No. 71 (Comox Valley)

June 30, 2026

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

## **AMENDED ANNUAL BUDGET BYLAW**

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 71 (COMOX VALLEY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2025/2026 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for fiscal year 2025/2026.
3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$174,763,661 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2025/2026.

READ A FIRST TIME THE 27th DAY OF JANUARY, 2026;

READ A SECOND TIME THE 27th DAY OF JANUARY, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 27th DAY OF JANUARY, 2026;

---

**Chairperson of the Board**

**( Corporate Seal )**

---

**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 71 (Comox Valley) Amended Annual Budget Bylaw 2025/2026, adopted by the Board the 27th DAY OF JANUARY, 2026.

---

**Secretary Treasurer**

# School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	<b>11,717.313</b>	11,425.000
Adult	<b>74.438</b>	60.000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>11,791.750</b>	11,485.000
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	<b>151,420,695</b>	146,250,342
Other	<b>299,000</b>	197,600
Tuition	<b>3,229,000</b>	3,326,500
Other Revenue	<b>3,942,855</b>	3,658,464
Rentals and Leases	<b>170,000</b>	170,000
Investment Income	<b>661,752</b>	662,255
Amortization of Deferred Capital Revenue	<b>6,650,647</b>	6,775,337
<b>Total Revenue</b>	<b>166,373,949</b>	161,040,498
<b>Expenses</b>		
Instruction	<b>135,808,258</b>	127,620,856
District Administration	<b>7,064,881</b>	6,319,974
Operations and Maintenance	<b>25,598,592</b>	25,198,503
Transportation and Housing	<b>3,283,757</b>	3,195,146
<b>Total Expense</b>	<b>171,755,488</b>	162,334,479
<b>Net Revenue (Expense)</b>	<b>(5,381,539)</b>	(1,293,981)
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>4,860,269</b>	207,813
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(521,270)</b>	(1,086,168)
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	<b>(521,270)</b>	(1,086,168)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(521,270)</b>	(1,086,168)

# School District No. 71 (Comox Valley)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	<b>139,537,355</b>	131,897,524
Operating - Tangible Capital Assets Purchased	<b>375,000</b>	375,000
Special Purpose Funds - Total Expense	<b>22,456,614</b>	20,690,848
Capital Fund - Total Expense	<b>9,761,519</b>	9,746,107
Capital Fund - Tangible Capital Assets Purchased from Local Capital	<b>2,633,173</b>	2,219,388
<b>Total Budget Bylaw Amount</b>	<b>174,763,661</b>	164,928,867

Approved by the Board

**DRAFT**

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

# School District No. 71 (Comox Valley)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(5,381,539)</b>	<b>(1,293,981)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(375,000)	(375,000)
From Local Capital	(2,633,173)	(2,219,388)
From Deferred Capital Revenue	(25,669,221)	(32,032,345)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(28,677,394)</b>	<b>(34,626,733)</b>
Amortization of Tangible Capital Assets	9,761,519	9,746,107
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(18,915,875)</b>	<b>(24,880,626)</b>
	-	-
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(24,297,414)</b>	<b>(26,174,607)</b>

**School District No. 71 (Comox Valley)**

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2026

	Operating Fund	Special Purpose Fund	Capital Fund	2026 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	9,163,090	-	37,471,858	<b>46,634,948</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(2,310,269)		(3,071,270)	<b>(5,381,539)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(375,000)	375,000	-	
Local Capital	(2,175,000)	2,175,000	-	
<b>Net Changes for the year</b>	<b>(4,860,269)</b>	-	<b>(521,270)</b>	<b>(5,381,539)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>4,302,821</b>	-	<b>36,950,588</b>	<b>41,253,409</b>

# School District No. 71 (Comox Valley)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	132,277,381	128,669,494
Other	189,000	197,600
Tuition	3,229,000	3,326,500
Other Revenue	761,705	571,117
Rentals and Leases	170,000	170,000
Investment Income	600,000	600,000
<b>Total Revenue</b>	<b>137,227,086</b>	<b>133,534,711</b>
<b>Expenses</b>		
Instruction	113,769,758	107,289,777
District Administration	7,064,881	6,319,974
Operations and Maintenance	15,486,579	15,101,902
Transportation and Housing	3,216,137	3,185,871
<b>Total Expense</b>	<b>139,537,355</b>	<b>131,897,524</b>
<b>Net Revenue (Expense)</b>	<b>(2,310,269)</b>	<b>1,637,187</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>4,860,269</b>	<b>207,813</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(375,000)	(375,000)
Local Capital	(2,175,000)	(1,470,000)
<b>Total Net Transfers</b>	<b>(2,550,000)</b>	<b>(1,845,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 71 (Comox Valley)

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2026

Schedule 2A

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	<b>131,032,388</b>	127,245,619
ISC/LEA Recovery	(211,705)	(136,117)
Other Ministry of Education and Child Care Grants		
Pay Equity	451,831	451,831
Funding for Graduated Adults	115,223	115,223
Student Transportation Fund	421,375	421,375
Support Staff Benefits Grant		114,269
FSA Scorer Grant	15,214	15,214
Labour Settlement Funding		-
Integrated Child and Youth Teams	453,055	442,080
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>132,277,381</b>	128,669,494
<b>Provincial Grants - Other</b>	<b>189,000</b>	197,600
<b>Tuition</b>		
International and Out of Province Students	3,229,000	3,326,500
<b>Total Tuition</b>	<b>3,229,000</b>	3,326,500
<b>Other Revenues</b>		
Funding from First Nations	211,705	136,117
Miscellaneous		
Instructional Cafeteria	160,000	160,000
Miscellaneous	390,000	275,000
<b>Total Other Revenue</b>	<b>761,705</b>	571,117
<b>Rentals and Leases</b>	<b>170,000</b>	170,000
<b>Investment Income</b>	<b>600,000</b>	600,000
<b>Total Operating Revenue</b>	<b>137,227,086</b>	133,534,711

# School District No. 71 (Comox Valley)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2026

	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	<b>55,593,754</b>	53,560,228
Principals and Vice Principals	<b>7,208,209</b>	7,215,735
Educational Assistants	<b>9,524,821</b>	8,548,248
Support Staff	<b>12,356,551</b>	12,089,412
Other Professionals	<b>5,292,233</b>	5,101,372
Substitutes	<b>5,434,850</b>	4,475,957
<b>Total Salaries</b>	<b>95,410,418</b>	90,990,952
 <b>Employee Benefits</b>		
	<b>24,631,537</b>	23,444,452
 <b>Total Salaries and Benefits</b>		
	<b>120,041,955</b>	114,435,404
 <b>Services and Supplies</b>		
Services	<b>5,348,860</b>	4,441,208
Student Transportation	<b>3,190,158</b>	3,159,892
Professional Development and Travel	<b>1,140,634</b>	1,116,677
Rentals and Leases	<b>276,000</b>	230,000
Dues and Fees	<b>110,000</b>	110,000
Insurance	<b>270,300</b>	270,300
Supplies	<b>6,760,448</b>	5,735,043
Utilities	<b>2,399,000</b>	2,399,000
<b>Total Services and Supplies</b>	<b>19,495,400</b>	17,462,120
 <b>Total Operating Expense</b>	 <b>139,537,355</b>	 131,897,524

# School District No. 71 (Comox Valley)

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

Year Ended June 30, 2026

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
<b>1 Instruction</b>							
1.02 Regular Instruction	45,344,904	1,428,353		106,215		3,585,508	<b>50,464,980</b>
1.03 Career Programs	748,700		52,129	234,368		17,500	<b>1,052,697</b>
1.07 Library Services	384,560			887,149		91,670	<b>1,363,379</b>
1.08 Counselling	1,991,616			105,612	332,175	15,759	<b>2,445,162</b>
1.10 Inclusive Education	5,203,704	313,125	8,031,356	415,393	340,810	593,129	<b>14,897,517</b>
1.20 Early Learning and Child Care				43,962		6,224	<b>50,186</b>
1.30 English Language Learning	354,200			40,615			<b>394,815</b>
1.31 Indigenous Education	483,230	220,056	1,441,336	235,437	151,053	500	<b>2,531,612</b>
1.41 School Administration		5,049,253		2,410,521		746,710	<b>8,206,484</b>
1.62 International and Out of Province Students	1,082,840	169,311		174,847	258,746	45,000	<b>1,730,744</b>
1.64 Other				186,466			<b>186,466</b>
<b>Total Function 1</b>	<b>55,593,754</b>	<b>7,180,098</b>	<b>9,524,821</b>	<b>4,840,585</b>	<b>1,082,784</b>	<b>5,102,000</b>	<b>83,324,042</b>
<b>4 District Administration</b>							
4.11 Educational Administration				28,155	1,306,757		<b>1,334,912</b>
4.20 Early Learning and Child Care		28,111					<b>28,111</b>
4.40 School District Governance					294,732		<b>294,732</b>
4.41 Business Administration				513,550	1,751,013	7,500	<b>2,272,063</b>
<b>Total Function 4</b>	<b>-</b>	<b>28,111</b>	<b>-</b>	<b>541,705</b>	<b>3,352,502</b>	<b>7,500</b>	<b>3,929,818</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				25,274	841,944		<b>867,218</b>
5.50 Maintenance Operations				6,332,761		325,350	<b>6,658,111</b>
5.52 Maintenance of Grounds				616,226			<b>616,226</b>
5.56 Utilities							<b>-</b>
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,974,261</b>	<b>841,944</b>	<b>325,350</b>	<b>8,141,555</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					15,003		<b>15,003</b>
7.70 Student Transportation							<b>-</b>
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,003</b>	<b>-</b>	<b>15,003</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>55,593,754</b>	<b>7,208,209</b>	<b>9,524,821</b>	<b>12,356,551</b>	<b>5,292,233</b>	<b>5,434,850</b>	<b>95,410,418</b>

**School District No. 71 (Comox Valley)**

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

Year Ended June 30, 2026

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2026 Amended Annual Budget	2026 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	<b>50,464,980</b>	13,106,107	<b>63,571,087</b>	4,451,206	<b>68,022,293</b>	63,894,413
1.03 Career Programs	<b>1,052,697</b>	274,778	<b>1,327,475</b>	334,200	<b>1,661,675</b>	1,663,749
1.07 Library Services	<b>1,363,379</b>	343,353	<b>1,706,732</b>	393,751	<b>2,100,483</b>	2,042,634
1.08 Counselling	<b>2,445,162</b>	654,277	<b>3,099,439</b>	126,324	<b>3,225,763</b>	3,170,909
1.10 Inclusive Education	<b>14,897,517</b>	3,854,661	<b>18,752,178</b>	944,061	<b>19,696,239</b>	18,268,947
1.20 Early Learning and Child Care	<b>50,186</b>	13,551	<b>63,737</b>	17,793	<b>81,530</b>	148,728
1.30 English Language Learning	<b>394,815</b>	106,600	<b>501,415</b>	-	<b>501,415</b>	495,817
1.31 Indigenous Education	<b>2,531,612</b>	641,045	<b>3,172,657</b>	563,808	<b>3,736,465</b>	3,187,990
1.41 School Administration	<b>8,206,484</b>	1,984,278	<b>10,190,762</b>	1,171,141	<b>11,361,903</b>	11,013,901
1.62 International and Out of Province Students	<b>1,730,744</b>	453,011	<b>2,183,755</b>	754,125	<b>2,937,880</b>	2,924,780
1.64 Other	<b>186,466</b>	50,346	<b>236,812</b>	207,300	<b>444,112</b>	477,909
<b>Total Function 1</b>	<b>83,324,042</b>	<b>21,482,007</b>	<b>104,806,049</b>	<b>8,963,709</b>	<b>113,769,758</b>	107,289,777
<b>4 District Administration</b>						
4.11 Educational Administration	<b>1,334,912</b>	353,893	<b>1,688,805</b>	476,346	<b>2,165,151</b>	1,962,992
4.20 Early Learning and Child Care	<b>28,111</b>	7,449	<b>35,560</b>	11,250	<b>46,810</b>	47,560
4.40 School District Governance	<b>294,732</b>	78,104	<b>372,836</b>	247,069	<b>619,905</b>	599,982
4.41 Business Administration	<b>2,272,063</b>	602,002	<b>2,874,065</b>	1,358,950	<b>4,233,015</b>	3,709,440
<b>Total Function 4</b>	<b>3,929,818</b>	<b>1,041,448</b>	<b>4,971,266</b>	<b>2,093,615</b>	<b>7,064,881</b>	6,319,974
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	<b>867,218</b>	229,939	<b>1,097,157</b>	541,986	<b>1,639,143</b>	1,570,960
5.50 Maintenance Operations	<b>6,658,111</b>	1,722,786	<b>8,380,897</b>	2,054,932	<b>10,435,829</b>	10,165,372
5.52 Maintenance of Grounds	<b>616,226</b>	151,381	<b>767,607</b>	245,000	<b>1,012,607</b>	966,570
5.56 Utilities	-	-	-	2,399,000	<b>2,399,000</b>	2,399,000
<b>Total Function 5</b>	<b>8,141,555</b>	<b>2,104,106</b>	<b>10,245,661</b>	<b>5,240,918</b>	<b>15,486,579</b>	15,101,902
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	<b>15,003</b>	3,976	<b>18,979</b>	7,000	<b>25,979</b>	25,979
7.70 Student Transportation	-	-	-	3,190,158	<b>3,190,158</b>	3,159,892
<b>Total Function 7</b>	<b>15,003</b>	<b>3,976</b>	<b>18,979</b>	<b>3,197,158</b>	<b>3,216,137</b>	3,185,871
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>95,410,418</b>	<b>24,631,537</b>	<b>120,041,955</b>	<b>19,495,400</b>	<b>139,537,355</b>	131,897,524

## **School District No. 71 (Comox Valley)**

### Schedule 3

## Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2026

	<b>2026 Amended Annual Budget</b>	<b>2026 Annual Budget</b>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>19,143,314</b>	17,580,848
Other	<b>110,000</b>	-
Other Revenue	<b>3,181,150</b>	3,087,347
Investment Income	<b>22,150</b>	22,653
<b>Total Revenue</b>	<b>22,456,614</b>	20,690,848
<b>Expenses</b>		
Instruction	<b>22,038,500</b>	20,331,079
Operations and Maintenance	<b>350,494</b>	350,494
Transportation and Housing	<b>67,620</b>	9,275
<b>Total Expense</b>	<b>22,456,614</b>	20,690,848
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2026

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		14,766	819,527	996,301			3,000	69,525
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	350,494	439,866			170,000	39,200	324,904	627,949
Provincial Grants - Other			49,000	3,000,000				
Other			21,510					
Investment Income								
	350,494	439,866	70,510	3,000,000	170,000	39,200	324,904	627,949
<b>Less:</b> Allocated to Revenue	350,494	454,632	86,300	3,000,000	170,000	39,200	327,904	697,474
<b>Recovered</b>								
<b>Deferred Revenue, end of year</b>			<b>803,737</b>	<b>996,301</b>				
<b>Revenues</b>								
Provincial Grants - Ministry of Education and Child Care	350,494	454,632			170,000	39,200	327,904	697,474
Provincial Grants - Other			64,790	3,000,000				
Other Revenue			21,510					
Investment Income								
	350,494	454,632	86,300	3,000,000	170,000	39,200	327,904	697,474
<b>Expenses</b>								
Salaries								
Teachers							40,566	
Principals and Vice Principals							27,222	
Educational Assistants			357,978				75,018	
Support Staff	252,492				133,858	30,866		341,054
Other Professionals								
Substitutes							21,667	
	252,492	357,978	-	-	133,858	30,866	164,473	341,054
Employee Benefits	68,173	96,654			36,142	8,334	32,888	92,085
Services and Supplies	29,829		86,300	3,000,000			130,543	264,335
	350,494	454,632	86,300	3,000,000	170,000	39,200	327,904	697,474
<b>Net Revenue (Expense)</b>								

Additional Expenses funded by, and reported in, the Operating Fund

67,187

DRAFT - Not Finalized

January 20, 2026 13:00

# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2026

Schedule 3A

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Early Childhood Education Dual Credit Program	Student & Family Affordability	ECL Early Care & Learning
<b>Deferred Revenue, beginning of year</b>			\$ 163,160	\$ 9,275	\$ 71,527	\$ 35,025	\$ 125,971	\$
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	1,678,702	12,426,109	201,510	58,345	51,000			175,000
Provincial Grants - Other								
Other								
Investment Income	1,678,702	12,426,109	201,510	58,345	51,000	-	-	175,000
<b>Less:</b> Allocated to Revenue	1,678,702	12,426,109	201,510	67,620	122,527	35,025	125,971	175,000
Recovered			163,160					
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-
<b>Revenues</b>								
Provincial Grants - Ministry of Education and Child Care	1,678,702	12,426,109	201,510	67,620	122,527	35,025	125,971	175,000
Provincial Grants - Other								
Other Revenue								
Investment Income	1,678,702	12,426,109	201,510	67,620	122,527	35,025	125,971	175,000
<b>Expenses</b>								
Salaries								
Teachers			9,459,670			8,496		
Principals and Vice Principals	298,691							138,370
Educational Assistants	617,140							
Support Staff	182,464							
Other Professionals								
Substitutes	224,693	332,523	158,669			8,496		138,370
	1,322,988	9,792,193	158,669	-	-			
Employee Benefits	355,714	2,633,916	42,841			2,294		36,630
Services and Supplies				67,620	122,527	24,235	125,971	
	1,678,702	12,426,109	201,510	67,620	122,527	35,025	125,971	175,000
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>					18,079			25,414

DRAFT - Not Finalized

January 20, 2026 13:00

# School District No. 71 (Comox Valley)

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2026

Schedule 3A

	Feeding Futures Fund	Professional Learning Grant	National School Food Program	Work Experience Enhancement	Professional Development	CVCF Student Travel	BC Parks Foundation	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	340,871	225,589	181,353	23,692	218,729	6,439		<b>3,304,750</b>
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	1,159,491		340,150					<b>18,042,720</b>
Provincial Grants - Other							110,000	<b>110,000</b>
Other					99,033	36,000		<b>3,184,033</b>
Investment Income						640		<b>22,150</b>
	1,159,491	-	340,150	-	99,033	36,640	110,000	<b>21,358,903</b>
<b>Less:</b> Allocated to Revenue	1,500,362	225,589	521,503	23,692	75,000	42,000	110,000	<b>22,456,614</b>
Recovered								<b>163,160</b>
<b>Deferred Revenue, end of year</b>	-	-	-	-	<b>242,762</b>	<b>1,079</b>	-	<b>2,043,879</b>
<b>Revenues</b>								
Provincial Grants - Ministry of Education and Child Care	1,500,362	225,589	521,503	23,692				<b>19,143,314</b>
Provincial Grants - Other							110,000	<b>110,000</b>
Other Revenue					75,000	41,360		<b>3,181,150</b>
Investment Income						640		<b>22,150</b>
	1,500,362	225,589	521,503	23,692	75,000	42,000	110,000	<b>22,456,614</b>
<b>Expenses</b>								
Salaries								
Teachers	40,094		109,520					<b>9,658,346</b>
Principals and Vice Principals								<b>464,283</b>
Educational Assistants								<b>1,050,136</b>
Support Staff	454,785			13,154				<b>1,408,673</b>
Other Professionals	81,000							<b>81,000</b>
Substitutes		61,500						<b>799,052</b>
	575,879	171,020	-	13,154	-	-	-	<b>13,461,490</b>
Employee Benefits	130,676	43,070		3,552				<b>3,582,969</b>
Services and Supplies	793,807	11,499	521,503	6,986	75,000	42,000	110,000	<b>5,412,155</b>
	1,500,362	225,589	521,503	23,692	75,000	42,000	110,000	<b>22,456,614</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-

Additional Expenses funded by, and reported in, the Operating Fund **110,680**

**DRAFT** - Not Finalized

January 20, 2026 13:00

**School District No. 71 (Comox Valley)**

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2026

2026 Amended Annual Budget			
	Invested in Tangible Capital Assets	Local Capital	Fund Balance
	\$	\$	\$
<b>Revenues</b>			
Investment Income		39,602	<b>39,602</b>
Amortization of Deferred Capital Revenue	6,650,647		<b>6,650,647</b>
<b>Total Revenue</b>	<b>6,650,647</b>	<b>39,602</b>	<b>6,690,249</b>
<b>Expenses</b>			
Amortization of Tangible Capital Assets			
Operations and Maintenance	9,761,519		<b>9,761,519</b>
<b>Total Expense</b>	<b>9,761,519</b>	-	<b>9,761,519</b>
<b>Net Revenue (Expense)</b>	<b>(3,110,872)</b>	<b>39,602</b>	<b>(3,071,270)</b>
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased		375,000	<b>375,000</b>
Local Capital		2,175,000	<b>2,175,000</b>
<b>Total Net Transfers</b>	<b>375,000</b>	<b>2,175,000</b>	<b>2,550,000</b>
<b>Other Adjustments to Fund Balances</b>			
Tangible Capital Assets Purchased from Local Capital		2,633,173	<b>(2,633,173)</b>
<b>Total Other Adjustments to Fund Balances</b>	<b>2,633,173</b>	<b>(2,633,173)</b>	-
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(102,699)</b>	<b>(418,571)</b>	<b>(521,270)</b>
			<b>(1,086,168)</b>



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School District No. 71

**Office of the Superintendent of Schools**

**BRIEFING NOTE**

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**TO:** Board of Education **DATE:** January 27, 2026

**FROM:** Dr. Jeremy Morrow, Superintendent

**RE:** **Safe Schools Annual Update**

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### **Purpose**

To provide the Board with the District's Safe Schools Annual Update, highlighting current priorities, programs, training, and supports in place to promote student safety, wellbeing, and preparedness across Comox Valley Schools.

### **Strategic Alignment**

This update aligns with the Board's Strategic Plan and the district's commitment to safe, inclusive, and equitable learning environments. The work supports student wellbeing, mental health, equity, and prevention-focused practices, and reflects alignment with provincial frameworks, ERASE, Safer Schools Together, and partner agencies including Island Health.

### **Background**

The District provides regular updates on initiatives to ensure transparency and shared understanding of system-wide practices. The update outlines ongoing and emerging work related to student safety, mental health and substance use, emergency preparedness, online and cyber safety, and equity-focused practices. The update reflects cross-departmental coordination and collaboration with external partners.

### **Analysis**

The update highlights several key areas of focus:

- Student Safety and Wellbeing: Continued implementation of Safer Schools Together practices, ERASE protocols, violent threat risk assessment, low-arousal training, and critical incident response structures.
- Mental Health and Substance Use: District mental health initiatives, student voice integration, substance use prevention resources, vaping education, and parent-facing learning opportunities.
- Health and Emergency Preparedness: District-wide availability of AEDs, naloxone kits, first aid training, CPR and wilderness first aid certifications, and alignment with updated Administrative Procedure 167.
- Online and Cyber Safety: Training and resources related to the Intimate Images Protection Act, digital literacy, privacy and safety, secure reporting pathways, and enhanced intake and support tools.
- Equity and Inclusion: Ongoing work in SOGI, anti-racism, equity scanning, cultural humility, and collaboration with Indigenous rights holders and partners.

Collectively, these initiatives demonstrate a comprehensive, layered approach to prevention, response, and continuous improvement in student safety and wellbeing.

**Recommendation**

THAT the Board of Education for School District No. 71 (Comox Valley) receive the Safe Schools Annual Update for information.

Respectfully submitted,

*Jeremy Morrow*

Dr. Jeremy Morrow  
Superintendent of Schools



# Comox Valley Schools

## Safe School Annual Update

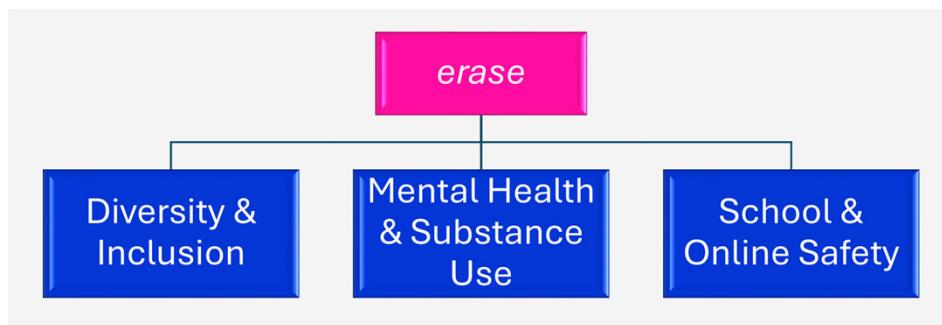
January 27<sup>th</sup>, 2026

Associate Superintendents Collyer, Dixon, Heslip

1

1

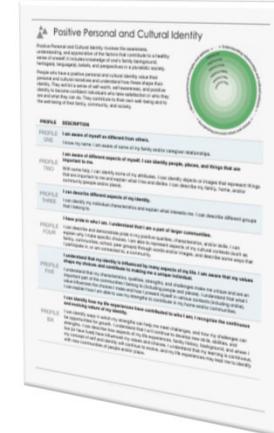
## Components of Student Safety



2

2

## Deeping Our Equity Practice



- SOGI
- Anti Racism
- Equity Scan, Cultural Humility, LEA

3

3

## Mental Health & Substance Use

- District Mental Health Committee
- Student Voice
- Compassionate Systems
- Island Health Vaping Resources
- Erase Resources
- Substance Use Prevention Series for Parents

4

4

## AEDs/ Naloxone / First Aid

- AED's available in all schools
- Naloxone and support training
- AP 167 – AED
- CPR Training
- AED Training & Simulators
- Wilderness First Aid
- Student First Aid Certifications



5

5

## Online / Cyber Safety

- Intimate Images Protection Act & Resources  
<https://takebackyourimages.gov.bc.ca/>
- Safe Schools Together Training & Resources
  - 24/7 critical incident support , Subject matter experts
  - Training for students, adults, and school staff
- Secure resource site for Safe School Coordinators
- New Safe School Together Snap Chat intake and support
- Digital Literacy – Privacy & Safety
- Community of Practice Sessions

6

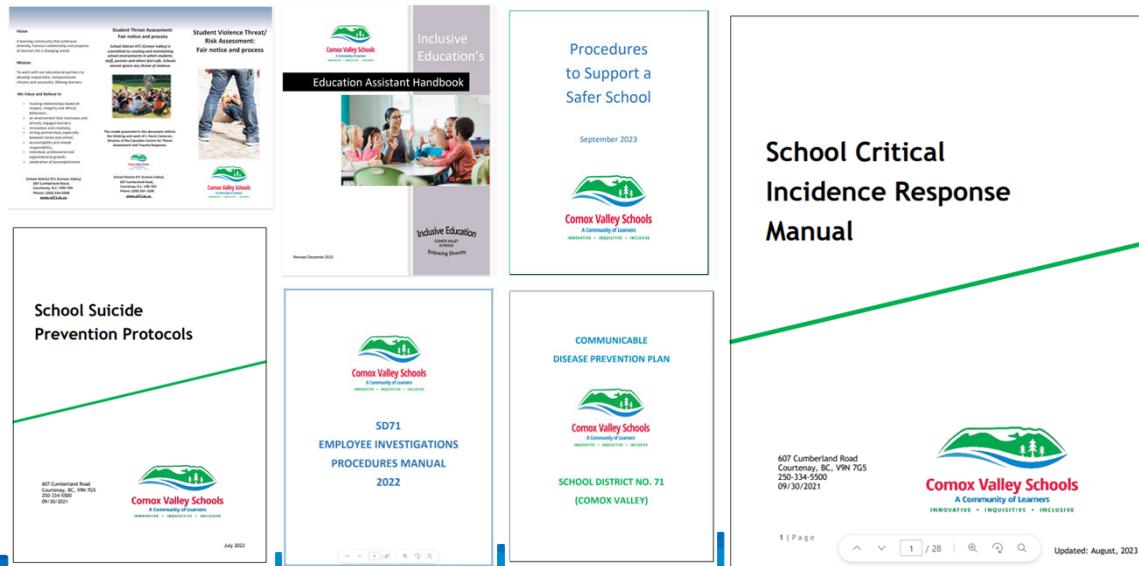
6

# Student Safety Priorities

- Ensuring safety processes, training, and resources
  - Safer Schools Together
  - ERASE
  - Violent Threat Risk Assessment
  - Critical Incident Response Team
  - Low Arousal Training

7

7



8

8

## Emergency Management

- Emergency Information and Preparedness
- District Incident Response Team
- Emergency Supplies
- Emergency Communications
- Scenario Training
- Hour Zero

9

## Erase Supports For Families

- Report It Tool
- Website
- Videos
- Family Resources
- Student Resources
- Educator Resources



10

## Student Safety Supports- 2025 Snapshot

- ERASE Report It Tool

Year Total	2022	2023	2024	2025
12	20	26	48	

The columns above represent ERASE Report It tips received between January 01 and December 31 of the year listed.

- Worrisome Behaviour Reports

Year Total	37	15	28	3

The columns above represent WOB (Worrisome Online Behaviour) Reports Provided to SD71 by Safer Schools Together (SST) between January 01 and December 31 of the year listed.

- SST Case Consultations

Year Total	30	23	26	35

The columns above represent Case Consultation Requests made by SD71 to Safer Schools Together (SST) between January 01 and December 31 of the year listed.

11

11




## Closing Remarks & Reflections <sup>12</sup>

12



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# Comox Valley Schools

School District No. 71

Office of the Director of Operations

## BRIEFING NOTE

**TO:** Board of Education  
**FROM:** Molly Proudfoot, Director of Operations  
**RE:** Major Capital Projects Update – January 2026

**DATE:** January 27, 2026

### Purpose

To update the Board of Education on Major Capital Expansion & Child Care Centre Projects as of January 2026.

### 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:

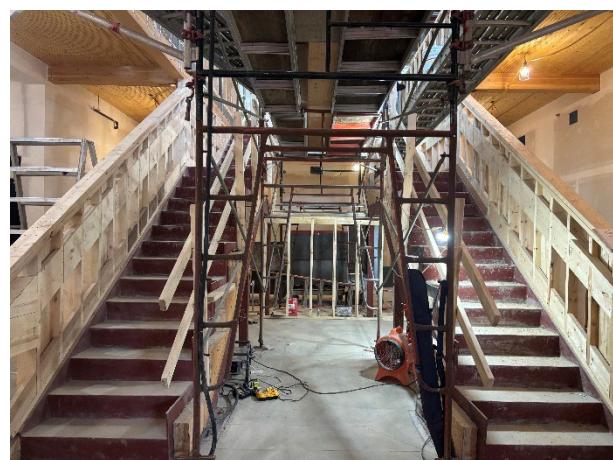
**Construction Manager | Prime Consultant:** Knappett Projects Inc. and studioHuB Architects

**Capital Project Funding Agreement Signed:** June 25<sup>th</sup>, 2024

**Current Project Status:** Relocation of Aspen portables to G.P. Vanier Secondary complete. Interior finishing work 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 24<sup>th</sup>, 2024

**Current Project Status:** Building cladding and interior finishes 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 3<sup>rd</sup>, 2024

**Current Project Status:** Fire lane / retaining wall work, foundation wall waterproofing and slab prep underway – slab on concrete pour to commence.

**Construction Start:** 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 – January 2026' briefing note, dated January 27<sup>th</sup>, 2026, as presented.

Respectfully submitted,



Molly Proudfoot  
Director of Operations



## Comox Valley Schools

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# Comox Valley Schools

School District No. 71

Office of the Secretary Treasurer

## BRIEFING NOTE

**TO:** Board of Education

**DATE:** January 27, 2026

**FROM:** Candice Hilton, Director of Finance

**RE:** Quarter 2 Financial Update – 2025-26 Annual Budget

### Purpose

The intent of this report is to provide the Board with the second 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. The final September enrolment was confirmed through the recalculated MECC grant in December 2025 and the draft amended budget has been prepared with anticipated adoption by the Board no later than February 2026. Future quarterly financial updates will be compared to the final adopted amended budget with forecasts provided to the end of the year.

### Discussion

#### Revenues:

Recalculated Provincial Grants from the Ministry of Education and Child Care (MECC) based on confirmed September enrolment will be adjusted and reflected in the amended budget. Other Provincial Grants represent Skilled Trades BC funding that supports the Careers department trades programs.

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 89% of the annual budgeted revenue has been recognized by quarter two.

#### Expenses:

The second quarter of the 2025/26 school year includes the months of July to December and represents 50% of the year. However, it should be noted that this only represents 40% of the school year since students are not back in classrooms until September. Expenses such as Teachers, Support Staff, and Substitutes seem slightly higher than expected, this is due to the fact that the amended budget has not yet been adopted. Higher budgets in these areas will be captured in the amended annual budget as

staffing and substitute budgets have been increased along with increased enrolments. EA's remain lower than expected due to position vacancies and daily unfill.

Service and supply budget percentages spent to the end of December will not align with general estimated expectations throughout the year due to the timing of payments.

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 2 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,

*Candice Hilton*

Candice Hilton, CPA, CGA  
Director of Finance

Attachment – Appendix A, Operating Fund Update Q2

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

**OPERATING FUND UPDATE - Q2**

**As at December 31, 2025**

	<b>2025-26 ANNUAL BUDGET</b>	<b>2025-26 ACTUAL Revenues &amp; Expenditures to Dec 31st</b>	<b>2025-26</b>	<b>2024-25</b>		
			<b>Actual % Collected or Spent to December 31st</b>	<b>Actual % Collected or Spent to December 31st</b>		
<b>OPERATING FUND</b>						
<b>REVENUE</b>						
Provincial Grants						
Ministry of Education	128,669,494	52,413,064	41%	41%		
Other	197,600	75,600	38%	36%		
Tuition	3,326,500	2,944,047	89%	98%		
Other Revenue	571,117	461,665	81%	75%		
Rentals and Leases	170,000	112,025	66%	67%		
Investment Income	600,000	370,875	62%	74%		
<b>TOTAL OPERATING REVENUE</b>	<b>133,534,711</b>	<b>56,377,276</b>	<b>42%</b>	<b>43%</b>		
<b>EXPENSES</b>						
Salaries						
Teachers	53,560,228	22,300,156	42%	41%		
Principals/Vice-Principals	7,215,735	3,463,102	48%	52%		
Educational Assistants	8,548,248	3,218,272	38%	40%		
Support Staff	12,089,412	5,242,738	43%	47%		
Other Professionals	5,101,372	2,491,945	49%	53%		
Substitutes	4,475,957	2,065,608	46%	48%		
<b>Total Salaries</b>	<b>90,990,952</b>	<b>38,781,821</b>	<b>43%</b>	<b>43%</b>		
<b>Employee Benefits</b>	<b>23,444,452</b>	<b>10,289,731</b>	<b>44%</b>	<b>45%</b>		
<b>Total Salaries and Benefits</b>	<b>114,435,404</b>	<b>49,071,552</b>	<b>43%</b>	<b>44%</b>		
Services and Supplies						
Services	4,441,208	2,388,662	54%	53%		
Student Transportation	3,159,892	1,043,272	33%	39%		
ProD and Travel	1,116,677	409,290	37%	44%		
Rentals & Leases	230,000	87,723	38%	35%		
Dues and Fees	110,000	80,618	73%	60%		
Insurance	270,300	261,981	97%	108%		
Supplies	5,735,043	2,405,360	42%	41%		
Utilities	2,399,000	700,328	29%	31%		
<b>Total Services and Supplies</b>	<b>17,462,120</b>	<b>7,377,234</b>	<b>42%</b>	<b>44%</b>		
<b>TOTAL OPERATING EXPENSES</b>	<b>131,897,524</b>	<b>56,448,786</b>	<b>43%</b>	<b>44%</b>		
Surplus Appropriation	207,813	207,813	100%	100%		
Transfer to Local Capital	(1,470,000)	(1,470,000)	100%	100%		
Tangible Capital Assets Purchased	(375,000)	(37,325)	10%	7%		
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>(1,371,022)</b>				



January 6, 2026

Ref: 314812

Michelle Waite, Chair  
Board of Education  
School District No. 71 (Comox Valley)  
Email: [c/o Candace.Jesson@sd71.bc.ca](mailto:c/o Candace.Jesson@sd71.bc.ca)

Dear Michelle Waite:

Thank you for your letter of December 4, 2025, sharing the Gender-Based Violence Working Committee Report conducted by School District No. 71 (Comox Valley). I want to express my sincere appreciation to the Board of Education and to the Gender-Based Violence Working Committee for your commitment to safe and inclusive learning environments.

I have shared the District's draft Gender-Based Violence and Sexual Misconduct Policy as well as the Working Committee's Report with the Ministry of Education and Child Care Student Safety team. This team met with Superintendent Jeremy Morrow and District Vice-Principal Tara Ryan in October 2025, to discuss the efforts of the Working Committee in preventing and responding to gender-based violence.

The Student Safety team led by Danielle Carter-Sullivan, Executive Director of Early Learning, Mental Health and Student Safety, will reach out to the District early in the new year to schedule a meeting to discuss potential next steps.

The safety and well-being of students and school staff is my highest priority. Thank you for taking the time to write and share with the Ministry the important work the District is undertaking to prioritize safety.

Sincerely,

Lisa Beare  
Minister

cc: Cloë Nicholls, Assistant Deputy Minister, Education Programs and Policy Division,  
Ministry of Education and Child Care  
Danielle Carter-Sullivan, Executive Director, Early Learning, Mental Health and Student  
Safety, Ministry of Education and Child Care  
Jeremy Morrow, Superintendent, School District No. 71 (Comox Valley)  
Tara Ryan, District Vice-Principal, School District No. 71 (Comox Valley)



491 Fourth Street, 1<sup>st</sup> Floor, Courtenay, BC V9N 1G9 Office: (250) 338-1461

December 4, 2025

To: School District 71 Trustees

**Re: Establishment of a Sanctuary School Administrative Policy**

Good day School District 71 Trustees,

The CDTA would like to request that the Board of Education establish a Sanctuary Schools Policy that will recognize the importance of not only providing education to all students, regardless of their immigration status, but also preserving access to schools that are so vital in lives that can otherwise be filled with chaos.

Sanctuary school policies match with School District 71's strategic plan of equity and inclusion. The goal of such a policy is to ensure support for all families in our community, including those who are made vulnerable by our immigration system, providing access to education, protection of personal information, flexibility with enrollment, and creating a safe and welcoming environment for those whose immigration status may be precarious. The Comox Valley is becoming a more popular location for a variety of families, including those who are seeking various forms of asylum and safety. SD 71 should be ensuring that school and education are not concerns for these families.

Numerous other school districts already have policies in place. The CDTA is willing to work with the trustees and district in gathering information on existing policies and work towards crafting a policy that will meet the needs of our district, match with our strategic plan, and put us among those who have already taken this step towards increased inclusion.

Thank you for your consideration of this matter.

Sincerely,

Shawn Holland – President

Comox District Teachers' Association



# SCHOOL DISTRICT 5

## SOUTHEAST KOOTENAY

January 6, 2026

The Comox Valley School District (SD71)  
c/o Michelle Waite, Board Chairperson  
607 Cumberland Rd  
Courtenay, BC V9N 7G5

Dear Ms. Waite and Board of Trustees ,

RE: Provincial Action Plan to address Gender-Based Violence in K-12 Education

At the School District 5 (SD5), Southeast Kootenay public Board Meeting of September 9<sup>th</sup>, 2025, the Board carried the following motion:

*THAT the Board write a letter of support to the Board of Education for Peace River North.*

*And*

*THAT the Board propose a joint motion with the Board of Education Peace River North for the BCSTA AGM.*

Additionally, at the School District 5 (SD5), Southeast Kootenay public Board Meeting of December 9<sup>th</sup>, 2025, the Board carried the following motion:

*THAT the BC School Trustees Association urge the Ministry of Education and Child Care to strengthen British Columbia's response to gender-based violence (GBV) in the K-12 system by:*

*Mandating the explicit inclusion of the term "Gender-Based Violence" in all provincial K-12 policies, district Codes of Conduct, and administrative procedures; and*

*Providing and funding mandatory, high-quality, trauma-informed training for educators, along with strengthened and embedded GBV related curriculum across Grades 10, 11, and 12.*

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• Nicole Heckendorf • Chris Johns • Sarah Madsen • Wendy Turner

The SD5 Board of Education shares your interest in, and commitment to, advancing a coordinated, province-wide framework for K-12 Gender-Based Violence (GBV) prevention and response.

In November 2023, our Board submitted, with the support of the Kootenay Boundary Branch, to the BCSTA a motion titled *Gender Based Violence Education*, which was carried at the April 2024 AGM (attached).

This motion resulted from previous correspondence with the Ministry of Education and Child Care (MECC), which our Board believed fell short of our desired goal for the MECC to address GBV with meaningful, evidence-based teacher resources and programming dedicated to secondary school curriculums. This correspondence is part of the package included with this letter, which includes:

- *March 29, 2023* letter to Minister Singh re: Educational Resources for Gender Based Violence Education.
- *August 4, 2023* letter from Minister Singh, responding to the March 29<sup>th</sup> letter, on which Melanie Stewart, Assistant Deputy Minister, Learning and Education Programs is copied.
- *October 11, 2023* letter from SD5 to Minister Singh and Melanie Stewart, clarifying SD5's original request as outlined in the March 29, 2023 letter to Minister Singh.
- *November 29, 2023* letter from Minister Singh to SD5 in response to our letter of August 4<sup>th</sup>, 2023

Our Board did not submit a motion at the 2025 BCSTA AGM, as a similar motion was presented by your Board, titled *Action to Address Misogyny & Sexism*. This motion also carried, and in Nov 2025 the BCSTA met with PS Blatherwick to discuss current activities by the Gender Equity Office to address misogyny and sexism. While steps the BCSTA can take to "move forward the discussion on the development of a K-12 Action Plan to address misogyny and sexism" took place, no action appears to be imminent.

To that end, our Board has drafted a motion (included), to be presented and discussed at our KBB motion building session in this month, and will be submitted to the BCSTA for consideration at the 2026 AGM either jointly, or as a stand-alone by SD5.

We would like to invite your Board, and perhaps your Branch, to consider joining our Board/Branch as movers of this motion and would consider editing the

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motion, if required, to be inclusive of Comox Valley District and/or Branch priorities.

If you wish to discuss the draft motion prior to committing your support, I invite you to contact our Media/Communications Committee Chair, Trustee Trina Ayling, who has drafted this motion, and is best suited to speak to it.

We appreciate your review of our materials, and your consideration of our invitation to collaborate on this important initiative. We look forward to receiving your response to our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Doug McPhee".

Doug McPhee, Board Chair

Cc: Honourable Lisa Beare, Minister of Education and Child Care

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The following Motion for Consideration was submitted by: Trina Ayling  
Email: [trina.ayling@sd5.bc.ca](mailto:trina.ayling@sd5.bc.ca)  
Phone: 250-421-3863

Review this Submitted Motion at: <https://bcstamotions.org/submit/view/119>

## **. That the BCSTA urge the MECC to strengthen British Columbia's response to gender-based violence (GBV) in the K–12 system**

### **Submitted by:**

### **Submitted Motion for Consideration:**

That the BC School Trustees Association urge the Ministry of Education and Child Care to strengthen British Columbia's response to gender-based violence (GBV) in the K–12 system by:

1. Mandating the explicit inclusion of the term "Gender-Based Violence" in all provincial K–12 policies, district Codes of Conduct, and administrative procedures; and
2. Providing and funding mandatory, high-quality, trauma-informed training for educators, along with strengthened and embedded GBV-related curriculum across Grades 10, 11, and 12.

### **Rationale:**

While BC's curriculum includes healthy relationships and consent content from K–10, GBV-specific education is not mandated after Grade 10, and GBV is not explicitly named in most district policies. The PHE curriculum in Grades 11–12 contains no embedded consent or GBV content at the age when risk is highest. Supplementary resources are optional and inconsistently used, and educators report limited training in trauma-informed practice, online misogyny, digital exploitation, and responding to disclosures. Naming GBV in policy, strengthening curriculum, and providing mandatory educator training would close existing gaps, support prevention, and align the K–12 system with BC's Gender-Based Violence Action Plan and the Premier's 2025 declaration of GBV as an epidemic.

Unlike the post-secondary sector—where the *Sexual Violence and Misconduct Policy Act* requires all institutions to maintain sexual violence policies—the K–12 system has no legislated requirement to name or define sexual or gender-based violence. District policies typically use broad terms such as "violence," "harassment," "bullying," or "discrimination," but these do not address the systemic nature of GBV.

Terms such as sexual exploitation, stalking, indecent exposure, voyeurism, and distribution of intimate images exist in criminal law, but they do not capture the interconnected social, cultural, and gendered power dynamics that define GBV.

United Nations Women identifies GBV as including intimate partner violence, sexual violence, femicide, and technology-facilitated violence. Without naming GBV explicitly, districts cannot effectively distinguish these harms from general student "misconduct", nor can they develop targeted prevention, intervention, and reporting frameworks.

Nationally, sexual offences are the most commonly reported crimes against girls aged 12–17, with over 4.7 million Canadian women aged 15+ reporting experiencing sexual assault. This includes BC, where femicide has doubled since the average 2010 - 2015 rates.

BC's Physical and Health Education curriculum includes healthy relationships, respect, consent, and stereotyping content

in Grades K–10. However, grade 10 PHE is optional, meaning many students receive their final formal instruction by Grade 9. Nothing is embedded in Grades 11–12, despite these being the ages where:

- police-reported violence against girls peaks (age 15),
- digital exploitation accelerates,
- harmful online misogyny (e.g., Andrew Tate's content) is most influential, and
- dating violence and coercion risks increase.

The Grade 12 course *Social Justice 12* includes systemic analysis of inequality and power dynamics relevant to GBV, but it is an elective and not specifically designed to deliver GBV prevention content.

BC's 2023 Gender-Based Violence Action Plan focuses on survivor supports and Indigenous-led approaches but does not include K–12 curriculum change or system-wide educator training. Educators were not included in the expert panel informing the plan. Advocacy organizations, including Battered Women's Support Services, emphasize that prevention requires bold, coordinated education—not voluntary or supplementary resources.

Mandatory training is essential and action is urgent. Research from the University of Toronto and Dalhousie University highlights that educators are encountering increased misogynistic attitudes influenced by online influencers. Teachers report discomfort or lack of preparation in addressing these issues, responding to disclosures, or facilitating trauma-informed learning. Without mandatory training, implementation of GBV-related content remains uneven and dependent on individual knowledge and comfort levels.

BC has a strong foundation in consent and healthy-relationships education, but key gaps in policy language, curriculum coverage, teacher training, and district-level consistency limit the province's ability to effectively address the *prevention* of GBV. This motion proposes targeted, impactful changes to close these gaps.

#### Reference(s):

Secondary curriculum:

<chromeextension://efaidnbmnnibpcajpcglclefindmkaj/https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/subject/pl>

YWCA stats on GBV in BC: <https://ywcavan.org/gender-based-violence-gbv-happens-everywhere-bc>

United Nations: Types of violence against women:

<https://www.unwomen.org/en/articles/faqs/faqs-types-of-violence-against-women-and-girls#:~:text=Gender%2Dbased%20violence,causes%20of%20violence%20against%20women.>

Quote: <https://aurafreedom.org/root-causes/>

BC Battered Women's Support Services: <https://www.bwss.org/our-prevention-priorities/>

Premier Eby on GBV: <https://ywcavan.org/blog/2025/04/declaring-gender-based-violence-epidemic-bc#:~:text=The%20Close%20to%20Home%20campaign,at%20sshortt@ywcavan.org.>

National Post; Tate inspired misogyny: <https://nationalpost.com/news/canada/boys-are-adopting-andrew-tates-misogynistic-views-and-bringing-them-to-class-study-finds#comments-areattps://ici.radio-canada.ca/rca/en/news/2180895/misogyny-online-influencers-boys-classrooms>

UoT & Dalhousie University abstract: <https://www.tandfonline.com/doi/full/10.1080/09540253.2025.2515863?src=>

Social Media influences: <https://www.theguardian.com/media/2024/feb/06/social-media-algorithms-amplifying-misogynistic-content>

**This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.**