



QUALICUM SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

TUESDAY, JUNE 24, 2025  
6:00 PM  
VIA VIDEO CONFERENCING

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Meeting ID: 282 151 234 751

Passcode: X4z3wf

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. ADOPTION OF THE AGENDA

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or, as amended*).

4. APPROVAL OF THE CONSENT AGENDA

- |    |   |         |
|----|---|---------|
| a. | Approval of Regular Board Meeting Minutes: May 27, 2025                                   | p 1-14  |
| b. | Approval of Special Board Meeting Minutes: May 20, 2025                                   | p 15-19 |
| c. | Ratification of In Camera Board Meeting Minutes: May 27, 2025                             | p 20    |
| d. | Receipt of Ministry News Releases   |         |
|    | • Minister's, parliamentary secretary's, K-12 Education Partners' Statement on Pride 2025 | p 21-22 |

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of June 24, 2025, as presented (or as amended.)

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

None

6. PUBLIC QUESTIONS AND COMMENTS (WRITTEN IN CHAT)

7. BUSINESS ARISING FROM THE MINUTES

- |    |                               |         |
|----|-------------------------------|---------|
| a. | 2025/2026 Annual Budget Bylaw | p 23-38 |
|----|-------------------------------|---------|

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 fiscal year.

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8. **MOUNT ARROWSMITH TEACHERS' ASSOCIATION**
  9. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
  10. **DISTRICT PARENTS ADVISORY COUNCIL**
  11. **ACTION ITEMS**
    - a. **2025-2026 School Impact Plans** (Peter Jory) **p 39**

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve the School Impact Plans for 2025-2026 as previously presented.
  12. **INFORMATION ITEMS**
    - a. **Superintendent's Report** (Peter Jory)
      - **Framework for Enhancing Student Learning (FESL)**
    - b. **Educational Programs Update** (Gillian Wilson/Rudy Terpstra)
  13. **FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Kellogg) **p 40-42**
    - a. **2026-2027 Five Year Capital Plan (Major Capital Projects)** (Ron Amos) **p 43**

*Recommendation:*  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve the proposed Five-Year Capital Plan (Major Capital Programs) for 2026/27 as provided on the Five-Year Capital Plan Summary for 2026/27 submitted to the Ministry of Education and Child Care.
  14. **POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Flynn) **p 44-46**
    - a. **Board Policy 706: Reporting of Suspected Child Abuse and Neglect** **p 47**

*Recommendation*  
**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 706: *Reporting of Suspected Child Abuse and Neglect* as currently written.

Revisions to Administrative Procedures provided for information. **p 48-52**
    - b. **Board Policy 707: Students Right to Engage in Peaceful Protests** **p 53**

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 707: *Students Right to Engage in Peaceful Protests* as currently written.
    - c. **Board Policy 708: Emergency Preparedness and Closures** **p 54-58**

*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 708: *Emergency Preparedness and Closures* as currently written with the Administrative Procedures to be reviewed by management staff in the Fall.

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**d. Board Policy 703: Student Fees and Subsidies**

**p 59-61**

*Recommendation:*

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 703: *Student Fees and Subsidies*.

**15. EDUCATION COMMITTEE OF THE WHOLE REPORT**

*(Trustee Young)*

**p 62-63**

**16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

**17. TRUSTEE ITEMS**

**18. NEW OR UNFINISHED BUSINESS**

**19. BOARD CORRESPONDENCE AND MEDIA**

**20. PUBLIC QUESTION PERIOD**

**21. ADJOURNMENT**



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**QUALICUM SCHOOL DISTRICT**  
**REGULAR BOARD MEETING MINUTES**

**TUESDAY, MAY 27, 2025**  
**6:00 PM**  
**VIA VIDEO-CONFERENCING**

**ATTENDEES**

**Trustees**

Eve Flynn	Board Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Ryan Brennan	Director of Instruction – Human Resources
Phil Munro	Director of Operations
John Williams	Principal, Nanoose Bay Elementary School Qualicum District Principals and Vice Principals Association

**Education Partners**

Mount Arrowsmith Teachers Association (MATA)  
Canadian Union of Public Employees (CUPE) Local 3570  
District Parents Advisory Council (DPAC)

**1. CALL TO ORDER**

Chair Flynn called the virtual meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board was meeting on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations Peoples and she thanked them for the stewardship of this land and allowing the Board to live, work, learn and play on these lands.

**3. ADOPTION OF THE AGENDA**

**25-49R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

**CARRIED UNANIMOUSLY**

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: April 22, 2025
- b. Ratification of In Camera Board Meeting Minutes: April 22, 2025
- c. Ratification of Special In Camera Board Meeting Minutes: April 28, 2025
- d. Receipt of Reports from Trustee Representatives
  - BC School Trustees Association AGM – Trustee Young
  - Early Years Table/OBLT Coalition – Trustee Young

**25-50R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 27, 2025, as presented.

CARRIED UNANIMOUSLY

**5. DELEGATIONS/PRESENTATIONS**

None

**6. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)**

None

**7. BUSINESS ARISING FROM THE MINUTES****a. Communications Working Group**

Superintendent Jory spoke to his briefing note as provided in the agenda package regarding the need for a new Communications Plan that would reflect and support the current context and directions of the 2023-2028 District Strategic Plan. Staff suggested the formation of a Communications Working Group to operate for one year beginning in June 2025, which would be responsible for gathering and reviewing plan examples, develop a Qualicum School District Communications Plan to be approved by the Board.

He then presented the DRAFT Terms of Reference for the Communications Working Group for the Board's consideration.

It was noted that the incorrect draft was included in the agenda package as the current version includes Indigenous participation. Should the Board approve the Terms of Reference as amended, Dr. Jory will ensure that the final version of the Terms of Reference be the one including Indigenous participation.

Trustees expressed some concern in the event the working group would have financial implications should a dedicated communications person be recommended and, if so, it was requested that any recommendations should come before the Board in time for the 26/27 budget discussions. However, the Board was generally in agreement that making the wider community aware of how the Board does business would be beneficial. Trustee Austin was nominated by her fellow trustees to Chair the Working Group, which would be confirmed at a later date.

**25-51R**

*Moved:* Trustee Young      *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the draft Qualicum School District Communications Working Group Terms of Reference as amended to include Indigenous participation.

CARRIED UNANIMOUSLY

**8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Chair Flynn congratulated Mr. Woods on his re-election as President of MATA.

Matt Woods, MATA President, stated that he, too, hoped that the recommendations by the Communications Working Group does not result in extra costs and looks forward to seeing how that work rolls out.

He then reported that MATA held its Annual General Meeting on May 13<sup>th</sup>, which had a great turnout of members where they shared Union developments, celebrated retired and retiring teachers and held elections. The following members were re-elected:

- Katie Tickell, Vice President
- Kerri Faa, Second Vice President/Secretary
- Dennis Mousseau, Local Representative
- Kaz Tomiyama, Treasurer

The following members were newly elected:

- Greg Lewis, In-district Pro-D Chair
- Taylor Wilson, Bargaining Chair
- Danny Hall, Political Action Contact
- Lauren Mitchell, Social Justice chair
- Melanie Switzer, TTOC Chair
- Josephine Granneman, New teacher/ Member at Large

Mr. Woods thanked all members for their commitment and support of MATA and wished all the best to those members not returning to the MATA executive next year. MATA appreciates these members volunteering their time to share their expertise and ideas to support members and strengthen union solidarity

Mr. Woods then referred to the recent demonstration at the Legislature, which highlighted the government's lack of funding for public education. This issue is reflected in the District's budget and funding model, which he had previously described as "Functional Budget Dystopia" which forces Boards to create unrealistic budgets that fail to support all students, and relies heavily on parents, Parent Advisory Councils, school vending contracts, and community donations to bring money into schools to pay fees for such things as bussing, school supplies and field trip experiences. Teachers are also often required to purchase resources, run programs with minimal budgets, and/or take teaching positions that are less than full time. Districts also rely on teachers taking less sick (health) days, all while the Boards face increased pressures to maintain balanced budgets.

He added that, despite efforts by Trustees to address underfunding, the situation remains dire. The loss of 100 students equates to a significant financial shortfall, exacerbated by inflationary pressures. Minister Beare's promise of funding protection for districts with declining enrollment comes with restrictive rules and thresholds, leading to inevitable cuts. The proposed budget includes the reduction of 11 FTE teachers, which will result in that work being downloaded onto other teachers or incorporated into processes that require additional work to be added. It will increase class sizes and reduce supports for the

remaining teachers. Consequently, for those reasons, MATA could not support the budget as presented.

**9. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570**

Ewen Rycroft, CUPE Local 3570 President, acknowledged the hard work and dedication of everyone involved in the District's education community.

He noted that as the District navigates the challenges posed by the budget constraints, it is essential to remember the real impact of the decisions being made.

Mr. Rycroft then stated that the upcoming reductions to all support staff have raised significant concerns among CUPE 3570 member. Clerical staff play an indispensable role in keeping schools running smoothly; they are the backbone of administrative functions to ensure that everything from daily operations to student support services run efficiently. Similarly, library clerks not only manage books, they provide vital access to educational resources and create inclusive spaces where all students can thrive. Losing these positions can negatively affect not only staff but also the children who rely on these essential services. It is important to consider that CUPE members are committed to their roles and often go above and beyond working additional hours without compensation. This commitment underscores their dedication but also reveals their troubling reality. Many are struggling to make ends meet as the District looks to streamline operations. He believed the District must prioritize equitable approaches that do not compromise the quality of education for our students.

While he understood that the Board faces difficult choices, he urged the Board to consider alternatives before finalizing cuts that impact frontline services. A hiring freeze and discussions with stakeholders could lead to more sustainable solutions and conversations about potential efficiencies might reveal ways to maintain essential programs without sacrificing support staff.

Additionally, cuts to educational assistants will have a cascading effect on our classrooms. Reducing the support will lead to increased behavioural challenges and decreased learning time for all students. Educational assistants' roles have evolved significantly and now encompass more than academic support. They are crucial in managing behaviours that can disrupt learning environments.

Mr. Rycroft stated, as the District strives for educational excellence, it must place its students' needs at the forefront of its decision-making process. When it makes choices that prioritize the wealth of a few over the needs of students, the District may find itself failing in its mission to provide quality education. He was standing on behalf of CUPE 3570 advocating for students, staff and the community. CUPE 3570 wishes to work collaboratively with the Board to explore alternatives and raise its collective concerns. He urged the Board to work together with stakeholder to strive to find some solutions that ensure the Qualicum School District schools remain a nurturing environment where every student can succeed. CUPE 3570 did not support the budget as it stood.

**10. DISTRICT PARENT COUNCIL (DPAC)**

Maleah Bajich, DPAC representative, reported on the following:

- DPAC held its Annual General Meeting on May 21<sup>st</sup>. No nominations were received for the executive roles. Therefore, instead of dissolving DPAC, an Interim Committee was formed to maintain DPAC operations through to the fall to give

PACs across the District time to consider participation and, hopefully, recruit members for a DPAC executive and school PAC representatives. The members of the interim Committee are Maleah Bajich from Winchelsea Learning Centre, Jason from Qualicum Beach Elementary, Erin from Errington Elementary, and Raani from Ecole Oceanside Elementary.

- Parents/Caregivers in the District were asked to communicate to others the need for PAC and DPAC volunteers who care deeply about education and value working together to improve schools.
- Appreciation was expressed to all the volunteers who have taken on leadership roles this year and to those offering their time and energy to support schools next year as DPAC and PACs are an important part of the education system and are run entirely through the work of volunteers. DPAC also serves as the legislated voice of parents at the District level and it was hoped that there continues to be a strong parent/caregiver presence.
- Parents/caregivers have expressed concerns regarding budget constraints that they believe will compromise learning supports when more are needed and vital. They strongly believe that any budget solutions should prioritize keeping resources in the classroom and not increase the burden on families or PACs to fill in the gaps.
- DPAC values the District teachers, education assistants, counsellors and support staff and would like to see learning supports, mental health, and inclusive education continue to be a priority for the District and district leaders were urged to continue working with parents/caregivers to protect a strong, inclusive education for every student.

## 11. ACTION ITEMS

None

## 12. INFORMATION ITEMS

### a. Superintendent's Report

Superintendent Jory reported on the following:

- School Plans were presented by Principal and Vice Principal Teams to Trustees on May 13<sup>th</sup> and were structured to give each Board member a clear look at one goal from every school—why it was chosen, how it was being addressed, what impact it had, and the next steps - showcasing focused, meaningful progress. The learning shared was powerful, thoughtful, and a strong reflection of the Strategic Plan in action.
- The Transportation Review process is ongoing. The District has shared a survey with the San Pareil parents/caregivers to check in on the residents' intentions about school preference and see how transportation changes might potentially impact student attendance out of that neighbourhood, which is divided between three elementary schools: Springwood, Nanoose Bay, and Oceanside for French Immersion. So far, the information has been inconclusive, and any recommendations for Phase 2 boundary changes are on hold for now. He noted that even though Springwood Elementary is hovering around its maximum capacity for 2025/2026, revised projections have those numbers softening considerably over the next several years, as they are across the district, so concern about finding new learning spaces is dampened for the time being.
- Director of Instruction Terpstra has been working with a group of the District's educators on some classroom guidelines to support the District's students and educators with their use of Artificial Intelligence (AI). This is



an emerging issue and the District is following in the footsteps of those districts who have the capacity to take the lead. The District will need to use AI with intention in its classrooms, and teachers will need to work with it rather than against it, in order to remain relevant, as will senior staff.

- On Thursday, May 29<sup>th</sup>, a group of staff will be visiting False Bay School where Director of Operations Munro, with the help of a consultant, will be presenting the draft floor plans and build timelines for the newly approved building with the local community, and setting up a system to collect feedback.
- Further to the District's improved Numeracy outcomes on the Foundation Skills Assessments (FSA), especially at Grade 4, Superintendent Jory shared that the District has had a big uptake on its Carol Fullerton sessions, paid greater attention to triangulation through EdPlan Insight, had lots of in-school collaborative groups toiling away on numeracy strategies, and there has been a big push on assessment fidelity. He noted that in post-COVID times, the District's improvements are especially notable. The province has seen a recent slide in these outcomes, and the Ministry is concerned. Superintendent Jory has stated that Literacy and Numeracy matter, that parents and caregivers take notice of these results, and that the perceived effectiveness of the system and the confidence it generates is impacted in large part by this work.
- The District's current budget situation is similar to trends across the province and globally, driven by inflation, rising costs, and the end of COVID-related funding. With declining enrollment, the Qualicum School District is entering funding protection and will need to make reductions.
- Superintendent Jory reiterated how well the District's schools and departments have been staffed, and how the District intends to continue to do so, though with some necessary restraint. He had also spoken to the need of maintaining funding for adult learning, supplies, and infrastructure, and he believed that the District can do business successfully with what it is spending.

Superintendent Jory also acknowledged the disruptions and anxieties facing the workforce and complimented those who are handling these conversations for their thoughtfulness and sensitivity, and how displaced staff will be able to find their way through in time. He stated his belief that the District can not only function but continue to grow its practice, support its strategic plan, and provide a great learning environment for its students as he has great faith in the District's personnel, its leadership, and its emerging structures.

**b. Educational Programs Update**

Director of Instruction Terpstra shared the following:

- The FSA district and school results can be viewed on the [Student Success Website](#). He acknowledged the work done by administrators and teachers as well as the hard work of the students who are focusing on their literacy and numeracy skills. A Literacy Initiative will be funded by the Ministry of Education and Child Care in 2025/26, and the district will focus on continuing the development and growth of students' Literacy skills amongst their learnings, along with Numeracy.
- The last month of school means summarizing and closing out the learning for the year as well as reflecting on that growth of learning and that will

culminate in Summaries of Learning being sent home by the end of June to all students across the system.

- There have been a lot of students doing *Work in Trades* and *Training in Trades* Programs through the Vancouver Island University as well as dual credit programs. Many of those students will be graduating and telling stories about their experiences in those programs at the Graduation Ceremonies in June.
- A highlight of the year is the Cardboard Boat Challenge, which will take place on Monday, May 30<sup>th</sup>, where students create boats with the goal to paddle them the full way across the swimming pool.
- Mr. Terpstra acknowledged and thanked administrators and teachers with whom he has the pleasure of working, whether as the Chair or as a participant on the Curriculum Implementation Advisory Committee (CIAC), the Assessment Working Group, or the Technology Working Group that is focusing on Artificial Intelligence (AI). He wished to recognize the hard work of people who are interested in furthering student learning through these avenues and he appreciated everyone's participation and involvement in those groups.
- Mr. Terpstra looked forward to seeing everyone at graduation, which is the culmination not only of the school year but a big symbol of the goal of graduating the District's students with dignity, purpose and options so they can transition into fulsome lives.

Associate Superintendent Wilson shared the following:

- Recognition and acknowledgement that May is Mental Health Month and the District has done a few things around mental health. One tradition in the District for 8 years is the Grade 7 Health and Wellness Conference to promote what services are available in the community to support students and families as well helping them transition to high school.
- Thank you to the members of the Integrated Child and Youth (ICY) Team as well as the Crisis Centre, who, with support from District counsellors and Child and Youth Care Workers, have finished sessions at both high schools talking about making mental health a conversation, and the key frame was "stronger together" with conversations about mental health and suicide prevention. Focus was placed on the Grade 10's, knowing that is a critical year with lots going on in terms of the course requirements, and on the Grade 12's as that is one of their bigger transitions moving from Grade 12 public education to public to work or post-secondary school or a gap year. Feedback from the students was that they were grateful for the presentation despite the difficult topics and conversations.
- In regard to Kindergarten students, an introduction to Kindergarten began with the *Pete the Cat, First Steps to School* event, followed by the *Pre-Kindergarten Program*, which has just completed, and now the *Welcome to Kindergarten* events are being held at each elementary school to welcome the new students to their registered school and meet their teachers. She acknowledged Denise Spencer-Dahl who, rather than purchasing ready-made Kindergarten bags from Learning Forward, has created the District's own at a reduced cost for the past three years. The bags are decorated by students currently in the system and contain equipment and supplies, from tools for oral story-telling to books on the Hul'qumi'num language.

- On Wednesday, June 11<sup>th</sup> the Grad walks will be held. Grade 12s choose which school to go back to for their walk and the younger students get to observe that closure to what the goal of school is all about.
- Ms. Wilson had the privilege of attending an event on May 27<sup>th</sup> at Family Place for the rehanging of the reconditioned of the red shoes display, originally mounted to honour the 215 unmarked graves discovered at the Kamloops Residential School. The shoes had fallen into disrepair as well as having been vandalized. Val Levins, an Indigenous advocate within the community, repaired and repainted the shoes, and students from Ballenas Secondary were involved with repainting some of them. The ceremony, held to rehang the red shoes, was led by Val Levins and Chief Michael Recalma from the Qualicum First Nation.

### 13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

#### a. Transportation Fees

Trustee Austin expressed her agreement with the MATA president's comments regarding parents bearing the brunt of so many fees. While in isolation the transportation fees may be reasonable, and the proposed fees not out of line and somewhat lower when compared to fees in other districts, when one adds student fees and school supplies to that, it can become substantial.

She emphasized that the Board is committed to ensuring that parents experiencing financial hardship are aware of financial assistance available through their school principals. She proposed that the Board review transportation fees throughout the year by considering software data, whether the fee structure resulted in early sign-ups, and other ways of reducing the burden on families.

Chair Flynn noted that Board Policy 704 does state that the Board review the need for transportation fees and the cost of fees for courtesy riders during its budget deliberations in the spring of each year. An ongoing analysis against the Transportation software would stand the Board in good stead to back up any Board decision related to the fees and routes.

Secretary Treasurer Amos added that the intention from last year, when the question of fees was first raised, was that the Transportation Committee would review related policies, the work done on routing and stops, and monitor how the fee structure is rolling out.

Superintendent Jory noted that the District has a fairly extensive busing system and is currently transporting courtesy riders through additional routing above necessary routing which has increased the costs; therefore, the District is working to get some efficiency back to the Transportation system.

#### 25-52R

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve the 2025/26 Transportation Fees as presented.

CARRIED UNANIMOUSLY

**b. 2025/2026 Annual Facility Grant (AFG) Spending Plan**

Trustee Young stated that her questions regarding a hallway crack and science wall assessment were addressed at the Finance and Operations Committee by the Director of Operations, who advised that the assessments are done as a matter of due diligence, some of the cracks needed further investigation and all was determined to be ok.

Trustee Austin reminded people who may not have had the opportunity to attend the committee meetings where attendees take a deeper dive into some of the information that the AFG is just one of a few capital grants that the District receives, and there have been other grants through other programs that are used to address some of the other issues in the District's schools. Therefore, what is listed does not indicate all of the work being done.

Director of Operations Munro mentioned that the projects are fairly fluid in the AFG as some unanticipated projects that are not in the AFG plan (i.e. water system break) may need to be addressed with the AFG as the operating budget does not have the ability to pick-up those sorts of repairs; therefore, this is one of those capital budgets that is managed throughout the whole year, not just during the summer.

**25-53R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) receive and support the 2025/2026 Annual Facility Grant Spending Plan as presented.  
CARRIED UNANIMOUSLY

**c. 2024 Climate Change Accountability Report**

Secretary Treasurer Amos reminded Trustees that the Climate Change Action Report (CCAR) is part of a provincial initiative aimed at reducing British Columbia's carbon footprint by 2030. Over the past four years, the initiative has evolved to include broader climate risks beyond just reducing greenhouse gases. Surveys have highlighted the need to plan for heat domes, water management, flooding, and other climate-related perils occurring in BC. Despite the District's size and limited resources and expertise, those risks are incorporated into its planning, with a fund created by the Director of Operations through the AFG or Operating funds to provide some consulting by a BC Hydro Energy Manager to assist the District in staying ahead of some of these risks.

The report showed the GHG emissions by source over a four year period and last year it was pointed out that the District had reduced by a fair amount; however, it does not become a trend until there is more data. It does appear as though the District is making headway in large part due to the work by the Director of Operations and the staff in the Operations department through managing the buildings emissions which are the primary source of GHG, approximately 70%. Therefore, if the District can make an impact in that area, it can substantially reduce its emissions and this will factor into the value that it has to buy as an offset investment.

Trustee Austin reported that this topic was discussed at length at the Committee meeting and she is concerned that, because of some very pressing challenges that are affecting governments around the world, climate change seems to have

receded in importance. Despite the other challenges, she believes it is still one of the most devastating things facing the planet. She reported that the BC government has proposed Bills 14 and 15, which would give it more sweeping powers and raises concerns about what happens with our environment and it steps on a lot of First Nations rights. A number of years ago the District had created the Climate Action Task Force (CATF) and joined the West Coast Climate Action Network (WCCAN) as an organization. WCCAN recently sent a letter to the government urging it not to pass Bills 14 and 15, noting that it is not supported by the First Nations Leadership Council or the Union of BC Municipalities because it bypasses a lot of measures currently in place for some of these environmental projects. She assured the public that Trustees are still involved with that issue and continue to look for solutions towards climate change.

Trustee Young added that, from data provided by the BC School Trustees' Association, the District did not seem to be doing as well in comparison to other districts and had sought clarity on the District's next steps, which was provided by the Director of Operations at the Finance and Operations Committee. She acknowledged Trustees Austin and Kurland for their work on the CATF and suggested that the Board continue to have robust discussions at the Finance and Operations Committee around environmental sustainability.

#### **25-54R**

*Moved:* Trustee Kellogg      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) receive the 2024 Climate Change Accountability Report as presented.

**CARRIED UNANIMOUSLY**

#### **d. 2025/2026 Preliminary Annual Budget Bylaw**

Secretary Treasurer Amos presented the 2025-2026 Preliminary Annual Budget for the Board's consideration, noting that the recommendations contained therein are being put forward to close the funding gap. Staff have done their best to provide a balanced and fair approach to the recommendations and he acknowledged the difficult decision the Board had to make that evening.

He spoke to his briefing note as contained in the agenda package, which outlined the budget requirements and the processes undertaken to create the 2025-2026 Annual Budget. He then reviewed the 2025/2026 Projected operating grant, which included a funding protection grant, versus the 2024/2025 amended annual budget. He also outlined the budgeted revenue shortfalls and cost pressures, and described the staff's response to the budget deficit, noting that the resulting staffing reductions were done to minimize the impact on students.

Trustees acknowledged the difficult decisions the Board was required to make in order to balance the budget while keeping as much funding as possible to support students and regretted that process has resulted in layoffs. They also agreed with earlier comments made about the lack of sufficient funding for public education, that all districts were experiencing challenges with their budgets, and that the Board would continue to advocate for fully funded public education.

Secretary Treasurer Amos then provided clarity on efficiencies identified in the areas of replacement costs, custodial workforce planning, monitoring utilities and reviewing bus routes' start and stop time for gains on fuel use, noting that supplies and services make up 10% of the operating budget while 90% relates to staffing and benefits costs. He further clarified that, while the District has used reserves in

the past to address budget shortfalls, he was not recommending that the Board do so this year as its reserves are currently below the recommended threshold of 2 to 4% of its operating budget.

Associate Superintendent Wilson provided additional details to the teaching and education assistant reductions. The elimination of the Needs Response Team (NRT) and the Teaching and Learning Team, French Immersion has two less classrooms, and low enrolment have resulted in reductions having the least amount of direct impact on students. In regard to meeting student needs in classrooms, as new learners arrive in the district, staff determine what supports might be needed and distribute those accordingly. Learning supports for the most vulnerable students were not affected, nor were they for the LEAP program.

Superintendent Jory stated that the District is at a critical point and must handle the ongoing decline in enrollment. It would not be beneficial to have this conversation annually; instead, the system would benefit from a decisive approach and a more optimistic perspective. Staff have proposed a solution to navigate this fiscal year responsibly, understanding that future reductions may be necessary but ideally less severe. Staff are asking the Board for responsible decision-making now to stabilize the system and move forward, which is why they have opted for the budget as presented.

#### **25-55R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2025-2026 fiscal year at its Regular Board Meeting of May 27, 2025.

MOTION DEFEATED

Secretary Treasurer Amos then provided information on wages that are set by bargaining tables and the Presidents' Council. Once those are bargained, it becomes the responsibility of the school districts to support those increases. Until they are announced, districts cannot budget for them. Based on past history, the true costs of the wage benefits have not been fully funded.

Trustees agreed that the budget presented was the best option given the circumstances. They also expressed their hope that enrolment would increase by September and/or that other funding would be provided by the province at which time some of the reductions could, perhaps, be revisited in the Fall.

#### **25-56R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 fiscal year.

CARRIED UNANIMOUSLY

#### **25-57R**

*Moved:* Trustee Kellogg *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$72,124,658 for the 2025-2026 fiscal year.

CARRIED UNANIMOUSLY

It was noted that the third reading of the budget bylaw will be done at the June 24<sup>th</sup> Regular Board Meeting.

**14. POLICY COMMITTEE OF THE WHOLE REPORT**

**a. Board Policy 702: Provision of Menstrual Products**

**25-58R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 702: *Provision of Menstrual Products* as currently written.

CARRIED UNANIMOUSLY

**b. Board Policy 704: Student Catchment Areas/Cross Boundary Transfers/  
District Bus Transportation**

**25-59R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 704: *Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation* as currently written.

CARRIED UNANIMOUSLY

**c. Board Policy 705: Corporate/Community Sponsorships, Partnerships  
and Advertising in Schools**

**25-60R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve Board Policy 705: *Corporate/Community Sponsorships, Partnerships and Advertising in Schools* as currently written.

CARRIED UNANIMOUSLY

**d. Board Policy 703: Student Fees and Subsidies**

**25-61R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 703: *Student Fees and Subsidies*.

CARRIED UNANIMOUSLY

**e. Board Policy 600: Personnel**

**25-62R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 600: *Personnel*.

CARRIED UNANIMOUSLY

f. **Board Policy 602: Exempt Staff Supplementary Employment Benefits**

**25-63R**

*Moved:* Trustee Flynn *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employment Benefits*.

CARRIED UNANIMOUSLY

15. **EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Young drew attendees attention to the photos from the Mindfulness in May exhibit and noted that other presentations made would be posted on the district website with the notes of May's committee meeting.

a. **School Fees**

It was requested that, prior to being posted, the School Fees Schedule include a reference to direct any parent/caregiver facing financial hardship to contact their school principal.

**25-64R**

*Moved:* Trustee Young *Seconded:* Trustee Kellogg

**THAT** the Board of Education of School District 69 (Qualicum) approve the 2025/2026 School Fees as presented.

CARRIED UNANIMOUSLY

16. **REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

17. **TRUSTEE ITEMS**

a. **Board of Education 2025/2026 Meeting Schedule**

The proposed dates and times for the 2025/2026 Meetings was presented for information and will remain as a DRAFT until further discussion by the Board at its August meeting.

b. **Trustee Comments**

- Trustee Young encouraged her fellow trustees to attend the student Cardboard Boat Challenge at Ravensong Pool on Friday, May 30<sup>th</sup>.
- Trustee Young reported that the learning round for the School Plan Presentations was excellent, where Trustees were given good examples of how each school's goals were developed and what the right inquiry questions were to ask.
- Trustees Young, Kellogg and Flynn attended the Try a Trade event at Ballenas Secondary, which provides an opportunity for Grade 8 and 9 students to try various trades and equipment used in trades.
- Trustee Kellogg attended the Moose Hide Campaign Walk at Ballenas Secondary on May 15<sup>th</sup>, which she found to be a very moving event.
- Capstone presentations are scheduled in June.



**18. NEW OR UNFINISHED BUSINESS**

None

**19. BOARD CORRESPONDENCE AND MEDIA**

None

**20. PUBLIC QUESTION PERIOD**

Trustees and Senior Staff received comments/questions on the following topics:

- Appreciation to the parents who stepped forward as members of the interim DPAC and to those who have stepped down. Hope was expressed that DPAC would continue next year as it is an important member of the school district.
- The misperception by some staff that parent volunteers are doing the work of education assistants, which they are not. Also, in the past, having parent volunteers was about helping students, not about bringing money and it seems as if that is now becoming the norm. Communication at the school level (possibly from the district level) regarding parent volunteers was recommended to avoid conflicts and misunderstandings about each role.

**21. ADJOURNMENT**

Trustee Kellogg moved to adjourn the meeting at 8:25 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



SPECIAL BUDGET BOARD MEETING MINUTES

TUESDAY, MAY 20, 2025

6:00 PM

VIA VIDEO CONFERENCING

**ATTENDEES**

**Trustees**

Eve Flynn	Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent
Rudy Terpstra	Director of Instruction
Ryan Brennan	Director of Instruction – Human Resources
Phil Munro	Director of Operations
Lesley Rowan	District Principal – IT
	Qualicum District Principals and Vice Principals Association
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

District Parents Advisory council (DPAC)  
Canadian Union of Public Employees (CUPE) Local 3570  
Mount Arrowsmith Teachers Association (MATA)

**1. CALL TO ORDER**

Chair Flynn called the Special Budget Board Meeting to order at 6:00 p.m.

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Flynn acknowledged that the Board lives works and plays on the territory of the Qualicum and Snaw-Naw-As First Nations and thanked them for allowing us to live work and play on this great part of Vancouver Island and for stewardship of these lands over time.

**3. BUDGET PROCESS TO DATE**

Secretary Treasurer Amos began by outlining the annual budget cycle and the considerations and tasks undertaken to ensure a thorough budget process.

**Themes from Budget Conversations and Survey**

Secretary Treasurer Amos then presented the results from the 133 responses received from the 2025-2026 Budget Survey as follows:

Things working well	
Committed, Caring Educators	Teachers and EAs are widely appreciated for being passionate, committed, and supportive of students' learning and well-being.
Positive School Environment	Schools are seen as welcoming, inclusive, and community-focused, with students generally happy, engaged, and feeling a sense of belonging.
Valued Programs & Enrichment	Programs like trades, Outdoor Ed, ROAMS, field trips, and project-based learning are highly valued for offering real-world, diverse learning experiences.
Support of Community Engagement	Opportunity to give feedback is appreciated and there was recognition of the Boards challenging role
Valuable Cultural Learning Opportunities	Programs such as cultural bins, land acknowledgements, and year-end celebrations are appreciated for providing meaningful exposure to Indigenous culture and history.
Facility Conditions	Buildings and grounds are clean and well-maintained, however the age of facilities is of concern, with hope for continued modernization, i.e. bathroom updates
Challenges	
Academic Concerns	Some concerns expressed about literacy levels, classroom support, and academic rigor, especially in early grades.
Need for Better Communication	Communication between schools and families is lacking in some areas.
Financial concerns	Frustration about funding priorities, especially non educational spending vs. student/EA supports

#### 4. **2025-2026 OPERATING GRANT AND OTHER ANNOUNCEMENTS**

Secretary Treasurer Amos then reviewed the BC government budget as announced in mid-March within the context of the provincial budget deficit, federal immigration policy, new global tariffs and the unknown impact on the BC economy, although general opinion is that this will slow down.

#### 5. **2025-2026 BUDGET PLANNING**

Secretary Treasurer Amos stated that the BC Budget renewed a commitment by the province to provide safe and healthy schools and to expending the childcare programs.

The District had applied for and has been approved to receive funds for some minor capital projects as well as two major capital projects for the replacement of False Bay School and for a childcare facility at the Qualicum Beach Elementary School site. Secretary Treasurer Amos also outlined the special purpose funds the district has received in the past which have been confirmed for the upcoming year.

There is no new funding in the operating grant, beyond the 2024/2025 labour settlement funds. There has been a small increase to the Classroom Enhancement and CommunityLink Funds based on settlement allocations; however, no increases were provided for replacement cost pressure or other inflationary factors. More districts are estimating declining enrolment, including Unique Student Needs categories, and more districts will be receiving funding protection and enrolment decline supplements than in previous years, of which the Qualicum School District is one.

Secretary Treasurer Amos then reviewed the net loss to the district due to declining enrolment and a reduction in areas of supplemental funding in the amount of approximately \$800,000. Added to that is a decrease in rental income due to the closure of rental sites and declining interest rates for a total decrease in operating revenues of approximately \$1,665,000 before taking cost escalations and other requests into consideration.

**6. COST PRESSURES**

Secretary Treasurer Amos provided details of the budget pressures on the District due to increasing benefit costs, replacement costs, and additional requests amounting to \$825,000 resulting in a budget deficit of approximately \$2.5 million.

	Revenues	Expenses	Notes
<b>Decrease in Operating revenues</b>	<b>(1,665,118)</b>		<b>Before cost escalations and requests</b>
<b>Increases in Expenses</b>			
Estimated additional benefits		250,000	Escalating benefit rates
Estimated replacement cost increase		75,000	Escalating replacement costs
Cyber security software		150,000	Global risks continue
Increase in unfunded facility needs		150,000	Disposition and carrying charges for non educational sites
District and School supplies		200,000	Needs for the entire school system
<b>Increase in Expenses</b>		<b>825,000</b>	
<b>Budget Deficit</b>		<b>(2,490,118)</b>	<b>Gap resulting from decreasing revenues and increasing costs</b>

**7. BUDGET RESPONSE CONSIDERATIONS**

Secretary Treasurer Amos provided information on the District's responses to budget deficits in past years, which was done by first reducing supply costs before considering staffing reductions which, if necessary, were kept away from the classroom as much as possible. However, the magnitude of this year's budget deficit is forcing the District to respond differently. Therefore, most of the recommended responses to the deficit being proposed are to reduce staffing by 11 FTE teaching staff, 9 FTE support staff and 3 FTE administrators to address the \$2.5m shortfall. He then reviewed the rationale to the proposed reductions and outlined how those numbers break down as follows:

		Teachers	Support Staff	Administration	Total Reductions
Collaboration/NRT staffing	staffing discontinued	(2.6)			
French Immersion divisions	enrolment related	(2.0)			
Other classroom divisions	enrolment related	(2.4)			
Teaching and Learning Team	eliminated team	(3.0)			
Curriculum Support Team	reduced allocations to schools	(1.0)			
Operations/Maintenance	reductions plus facility closures		(4.0)		
Inclusive Education	reduced hours being allocated		(3.0)		
Clerical/Library Assistants	rebalance allocations at school level		(2.0)		
School/Program Administration	not filling retirement / resignation			(2.0)	
Program manager	not filling resignation			(1.0)	
		(11.0)	(9.0)	(3.0)	\$ 2,490,118

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**8. PUBLIC QUESTIONS/COMMENTS**

Trustees and Senior Staff then received comments/questions and provided clarification on the following:

- Replacement costs for administration. *Replacement costs for exempt staff was not included as they are not replaced. However, it was noted that administration absences have been increasing at the same rate as the other employee groups.*
- \$825,000 increase in expenses – are those guaranteed or is there a priority? *They are not necessarily prioritized as presented. Those items listed are the cost pressures identified and it is the recommendation of staff to reinstate some of those items back into the budget. Some costs the district has no control over; however, should the Board not have an appetite to approve the other items, then staff would need to find another way to fund them.*
- If class sizes are maximized due to lower enrolment, will it allow room for students who may move into the area for the next school year? *The district does not wish to create a new division unless necessary; however, it does hold spaces to accommodate new students that may arrive in the district over the summer months.*
- Will any of these reductions affect any of the district's electives? *No, although instead of there being four exploratories between three grade 6/7 classes, there are now three.*
- Confirmation of the 2.6 FTE reduction to the Needs Response Team in the amount of \$246,000. *The reduction would eliminate any school-based release time to support the NRT. Some time had been added to get the NRT in place. In the Superintendent's Strategic Planning budget there are still funds that can be allocated to release time. It is hoped that the NRT initiative can continue with the TTOC costs being the only expense; therefore, the NRT continues in a limited way.*
- What is the amount of the District's Accumulated Operating Surplus and is any of that being used to reduce the deficit? *The District has \$1.2 million in Operating Surplus of which \$300,00 is targeted to items such as the busing software. It is not recommended to use any portion of the remaining \$900,000 to address the deficit for 25/26 as the Board would then have to find reductions again the following year while replenishing the Operating Surplus. If the District can plan appropriately, it can address the deficit now rather than tapping into a reserve fund that is rapidly declining. If the budget is balanced thoughtfully and the district is firm in its choices this year, it should make the next couple of year more manageable rather than year after year challenges in balancing the budget.*

**9. DATE OF NEXT REGULAR PUBLIC BOARD MEETING**

Tuesday, May 27, 2025 at 6:00 p.m. via Microsoft Teams

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**10. ADJOURNMENT**

Trustee Kellogg moved to adjourn the Special Budget Board Meeting at 7:44 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



## QUALICUM SCHOOL DISTRICT

### IN-CAMERA MEETING

### SECTION 72 REPORT MAY 27, 2025 Via Video-Conferencing

#### ATTENDEES:

##### Trustees

Eve Flynn	Board Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

##### Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools

The Board of Education discussed the following topics:

- Land
- Personnel
- Labour Relations
- Board of Education Scholarships/Bursaries

The Board of Education passed motions on the following topics:

- Personnel
- Board of Education Scholarships/Bursaries

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Chairperson

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Secretary Treasurer



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## STATEMENT

For Immediate Release

Ministry of Education and Child Care

2025ECC0019-000510

June 2, 2025

### **Minister's, parliamentary secretary's, K-12 education partners' statement on Pride 2025**

VICTORIA – Lisa Beare, Minister of Education and Child Care, alongside Jennifer Blatherwick, parliamentary secretary for gender equity; B.C. School Trustees Association; BC School Superintendents Association; BC Association of School Business Officials; BC Principals' & Vice-Principals' Association; BC Teachers' Federation; CUPE BC; BC Confederation of Parent Advisory Councils; BC Teachers' Council; BC Public School Employers' Association; First Nations Education Steering Committee; First Nations Schools Association; Métis Nation BC and Alliance of BC Modern Treaty Nations have issued the following statement to mark Pride 2025 and celebrate the 2SLGBTQIA+ community in B.C.'s education system:

"Pride Month is a time to celebrate diversity, embrace inclusion and honour the incredible ways 2SLGBTQIA+ friends, students, neighbours, colleagues and family members help make B.C. a wonderful place to call home.

"Pride is also a call to act. Many 2SLGBTQIA+ community members continue to face discrimination or exclusion today, and school can be one of the very first places a child experiences it. That's why it's up to all of us to make sure that every day, when students, staff and community members walk through the school doors, they're welcomed for who they are. When we stand together, we send a strong message: everyone belongs, and discrimination and bullying have no place in our schools or communities. These are important messages for kids to see, hear and feel as they learn and grow. We know this support changes lives – and saves lives.

"Honouring Pride means acknowledging both pain and progress, while recognizing our individual responsibility to build an inclusive future for every child and youth. By fostering a sense of belonging and safety for all students and staff in schools, we can create learning environments where young people can thrive, because they're supported to be who they are as individual people.

"To all those helping to stand up and make B.C.'s schools more inclusive, welcoming spaces for all students, thank you. From colourful crosswalks to vibrant community events, the widespread support for the 2SLGBTQIA+ community is clear. There are hundreds of thousands of people taking part in Pride throughout the province recognizing the significance of supporting and being an ally. This reflects decades of dedication from many organizations and 2SLGBTQIA+ advocates fighting for human rights and continuing to lead the way, with a commitment to equality and inclusion that inspires and brings people together.

"This month and every month, we will continue working together as partners to make sure B.C.'s schools are places where everyone can feel safe and free to be who they are.

"As we celebrate Pride 2025, we encourage everyone to stand together – recognizing and



honouring the contributions and resilience of 2SLGBTQIA+ students, families and educators in their communities, with love and pride throughout B.C.”

**Learn More:**

If you or a friend is experiencing discrimination or harassment related to sexual orientation or gender identity, get help here: <https://www2.gov.bc.ca/gov/content/erase>

**Contact:**

Ministry of Education and Child Care  
Media Relations  
778 678-2889

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)

Annual Budget

## **School District No. 69 (Qualicum)**

June 30, 2026

# School District No. 69 (Qualicum)

June 30, 2026

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

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) 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 \$72,124,658 for the 2025/2026 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2025/2026.

READ A FIRST TIME THE 27th DAY OF MAY, 2025;

READ A SECOND TIME THE 27th DAY OF MAY, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF JUNE, 2025;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Annual Budget Bylaw 2025/2026, adopted by the Board the 24th DAY OF JUNE, 2025.

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Secretary Treasurer

# School District No. 69 (Qualicum)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	4,298,000	4,395,000
Adult	-	0.500
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>4,298,000</b>	<b>4,395,500</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education and Child Care	62,259,450	62,893,275
Other	2,849,415	2,800,314
Tuition	3,850,000	3,650,000
Other Revenue	2,108,000	2,115,000
Rentals and Leases	350,000	750,000
Investment Income	350,000	550,000
<b>Total Revenue</b>	<b>71,766,865</b>	<b>72,758,589</b>
<b>Expenses</b>		
Instruction	54,612,816	55,710,224
District Administration	3,300,962	3,319,109
Operations and Maintenance	11,401,782	11,368,108
Transportation and Housing	2,809,098	2,902,130
<b>Total Expense</b>	<b>72,124,658</b>	<b>73,299,571</b>
<b>Net Revenue (Expense)</b>	<b>(357,793)</b>	<b>(540,982)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		195,165
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(357,793)</b>	<b>(345,817)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(357,793)	(345,817)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(357,793)</b>	<b>(345,817)</b>

School District No. 69 (Qualicum)

Annual Budget - Revenue and Expense  
Year Ended June 30, 2026

Statement 2

	2026 Annual Budget	2025 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	58,935,944	60,394,185
Special Purpose Funds - Total Expense	9,131,506	9,159,255
Capital Fund - Total Expense	4,057,208	3,746,131
<b>Total Budget Bylaw Amount</b>	<b>72,124,658</b>	<b>73,299,571</b>

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

DRAFT

**School District No. 69 (Qualicum)**  
Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2026

Statement 4

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(357,793)</b>	<b>(540,982)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Amortization of Tangible Capital Assets	<b>3,057,208</b>	2,996,131
<b>Total Effect of change in Tangible Capital Assets</b>	<b>3,057,208</b>	2,996,131
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>2,699,415</b>	<b>2,455,149</b>

# School District No. 69 (Qualicum)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	53,850,944	54,714,020
Other	150,000	150,000
Tuition	3,850,000	3,650,000
Other Revenue	385,000	385,000
Rentals and Leases	350,000	750,000
Investment Income	350,000	550,000
<b>Total Revenue</b>	<b>58,935,944</b>	<b>60,199,020</b>
<b>Expenses</b>		
Instruction	45,816,974	46,886,633
District Administration	3,101,579	3,119,726
Operations and Maintenance	7,771,664	8,062,099
Transportation and Housing	2,245,727	2,325,727
<b>Total Expense</b>	<b>58,935,944</b>	<b>60,394,185</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>(195,165)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>-</b>	<b>195,165</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 69 (Qualicum)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	52,286,714	52,732,827
Other Ministry of Education and Child Care Grants		
Pay Equity	936,176	936,176
Student Transportation Fund	426,341	426,341
Support Staff Benefits Grant		70,000
Labour Settlement Funding		548,676
ICY Clinical Counselling Funding	201,713	
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>53,850,944</b>	<b>54,714,020</b>
<b>Provincial Grants - Other</b>	<b>150,000</b>	<b>150,000</b>
<b>Tuition</b>		
International and Out of Province Students	3,850,000	3,650,000
<b>Total Tuition</b>	<b>3,850,000</b>	<b>3,650,000</b>
<b>Other Revenues</b>		
Miscellaneous		
Transportation revenue	100,000	100,000
Miscellaneous	110,000	110,000
Childcare fees	175,000	175,000
<b>Total Other Revenue</b>	<b>385,000</b>	<b>385,000</b>
<b>Rentals and Leases</b>	<b>350,000</b>	<b>750,000</b>
<b>Investment Income</b>	<b>350,000</b>	<b>550,000</b>
<b>Total Operating Revenue</b>	<b>58,935,944</b>	<b>60,199,020</b>

# School District No. 69 (Qualicum)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2026

	2026 Annual Budget	2025 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	21,570,706	22,563,124
Principals and Vice Principals	3,899,447	4,172,367
Educational Assistants	3,385,201	3,535,273
Support Staff	6,255,834	6,636,221
Other Professionals	2,123,434	2,147,576
Substitutes	2,431,513	2,443,045
<b>Total Salaries</b>	<b>39,666,135</b>	<b>41,497,606</b>
<b>Employee Benefits</b>	<b>11,060,491</b>	<b>11,317,884</b>
<b>Total Salaries and Benefits</b>	<b>50,726,626</b>	<b>52,815,490</b>
<b>Services and Supplies</b>		
Services	3,808,668	3,517,047
Student Transportation		-
Professional Development and Travel	391,500	391,500
Rentals and Leases	30,000	30,000
Dues and Fees	68,000	68,000
Insurance	205,000	230,000
Supplies	2,611,150	2,186,148
Utilities	1,095,000	1,156,000
<b>Total Services and Supplies</b>	<b>8,209,318</b>	<b>7,578,695</b>
<b>Total Operating Expense</b>	<b>58,935,944</b>	<b>60,394,185</b>

# School District No. 69 (Qualicum)

Schedule 2C

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	17,358,047	804,860		8,801		1,489,085	19,660,793
1.03 Career Programs	152,336			48,479			200,815
1.07 Library Services	678,682	41,494		232,774			952,950
1.08 Counselling	939,504						939,504
1.10 Inclusive Education	1,817,720	166,124	2,886,285	58,540	206,606	454,111	5,589,386
1.20 Early Learning and Child Care			74,453				74,453
1.30 English Language Learning	149,141						149,141
1.31 Indigenous Education	113,936	153,452	424,463			10,000	701,851
1.41 School Administration		2,388,890		1,132,675		29,270	3,550,835
1.62 International and Out of Province Students	361,340	161,900		91,205	143,168		757,613
<b>Total Function 1</b>	<b>21,570,706</b>	<b>3,716,720</b>	<b>3,385,201</b>	<b>1,572,474</b>	<b>349,774</b>	<b>1,982,466</b>	<b>32,577,341</b>
<b>4 District Administration</b>							
4.11 Educational Administration		182,727			504,590		687,317
4.40 School District Governance					130,881		130,881
4.41 Business Administration				465,847	752,880	3,000	1,221,727
<b>Total Function 4</b>	<b>-</b>	<b>182,727</b>	<b>-</b>	<b>465,847</b>	<b>1,388,351</b>	<b>3,000</b>	<b>2,039,925</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				64,767	309,437	500	374,704
5.50 Maintenance Operations				2,789,880		300,472	3,090,352
5.52 Maintenance of Grounds				280,468			280,468
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,135,115</b>	<b>309,437</b>	<b>300,972</b>	<b>3,745,524</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				58,540	75,872	500	134,912
7.70 Student Transportation				1,023,858		144,575	1,168,433
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,082,398</b>	<b>75,872</b>	<b>145,075</b>	<b>1,303,345</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>21,570,706</b>	<b>3,899,447</b>	<b>3,385,201</b>	<b>6,255,834</b>	<b>2,123,434</b>	<b>2,431,513</b>	<b>39,666,135</b>

# School District No. 69 (Qualicum)

Schedule 2C

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 Annual Budget	2025 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	19,660,793	5,452,840	25,113,633	1,332,400	26,446,033	26,793,557
1.03 Career Programs	200,815	51,639	252,454	297,500	549,954	549,954
1.07 Library Services	952,950	251,631	1,204,581	28,700	1,233,281	1,268,252
1.08 Counselling	939,504	248,919	1,188,423		1,188,423	1,188,423
1.10 Inclusive Education	5,589,386	1,779,288	7,368,674	71,000	7,439,674	7,792,951
1.20 Early Learning and Child Care	74,453	22,197	96,650		96,650	114,132
1.30 English Language Learning	149,141	39,855	188,996		188,996	188,996
1.31 Indigenous Education	701,851	209,991	911,842	95,668	1,007,510	1,096,510
1.41 School Administration	3,550,835	908,421	4,459,256	97,800	4,557,056	4,766,208
1.62 International and Out of Province Students	757,613	203,284	960,897	2,148,500	3,109,397	3,127,650
<b>Total Function 1</b>	<b>32,577,341</b>	<b>9,168,065</b>	<b>41,745,406</b>	<b>4,071,568</b>	<b>45,816,974</b>	<b>46,886,633</b>
<b>4 District Administration</b>						
4.11 Educational Administration	687,317	138,722	826,039	108,000	934,039	952,186
4.40 School District Governance	130,881	17,734	148,615	105,340	253,955	253,955
4.41 Business Administration	1,221,727	296,858	1,518,585	395,000	1,913,585	1,913,585
<b>Total Function 4</b>	<b>2,039,925</b>	<b>453,314</b>	<b>2,493,239</b>	<b>608,340</b>	<b>3,101,579</b>	<b>3,119,726</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	374,704	83,882	458,586	293,300	751,886	766,886
5.50 Maintenance Operations	3,090,352	859,616	3,949,968	1,445,610	5,395,578	5,621,013
5.52 Maintenance of Grounds	280,468	79,232	359,700	103,500	463,200	463,200
5.56 Utilities	-	-	-	1,161,000	1,161,000	1,211,000
<b>Total Function 5</b>	<b>3,745,524</b>	<b>1,022,730</b>	<b>4,768,254</b>	<b>3,003,410</b>	<b>7,771,664</b>	<b>8,062,099</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	134,912	32,310	167,222	27,500	194,722	274,722
7.70 Student Transportation	1,168,433	384,072	1,552,505	458,500	2,011,005	2,011,005
7.73 Housing	-	-	-	40,000	40,000	40,000
<b>Total Function 7</b>	<b>1,303,345</b>	<b>416,382</b>	<b>1,719,727</b>	<b>526,000</b>	<b>2,245,727</b>	<b>2,325,727</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>39,666,135</b>	<b>11,060,491</b>	<b>50,726,626</b>	<b>8,209,318</b>	<b>58,935,944</b>	<b>60,394,185</b>

# School District No. 69 (Qualicum)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2026

	2026 Annual Budget \$	2025 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	7,408,506	7,429,255
Other Revenue	1,723,000	1,730,000
<b>Total Revenue</b>	<b>9,131,506</b>	<b>9,159,255</b>
<b>Expenses</b>		
Instruction	8,795,842	8,823,591
District Administration	199,383	199,383
Transportation and Housing	136,281	136,281
<b>Total Expense</b>	<b>9,131,506</b>	<b>9,159,255</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 69 (Qualicum)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
<b>Deferred Revenue, beginning of year</b>	\$ -	\$ -	\$ 651,446	\$ -	-	\$ -	\$ -	\$ -	\$ -
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	199,383	180,746		96,000	22,050	105,000	442,357	456,281	4,568,269
Other			1,660,000						
	199,383	180,746	1,660,000	96,000	22,050	105,000	442,357	456,281	4,568,269
<b>Less:</b> Allocated to Revenue	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
<b>Deferred Revenue, end of year</b>	-	-	<b>588,446</b>	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	199,383	180,746		96,000	22,050	105,000	442,357	456,281	4,568,269
Other Revenue			1,723,000						
	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
<b>Expenses</b>									
Salaries									
Teachers									3,627,600
Principals and Vice Principals				31,535		54,099			
Educational Assistants		152,901					340,896	205,000	
Support Staff	181,517							133,439	
Substitutes									
	181,517	152,901	-	31,535	-	54,099	340,896	338,439	3,627,600
Employee Benefits	17,866	27,845		6,821		19,500	101,461	117,842	940,669
Services and Supplies			1,723,000	57,644	22,050	31,401			
	199,383	180,746	1,723,000	96,000	22,050	105,000	442,357	456,281	4,568,269
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)

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

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	15,700	-	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care		140,529	55,000	6,750	55,400			19,000	175,000
Other	-	140,529	55,000	6,750	55,400	-	-	19,000	175,000
Less: Allocated to Revenue	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Deferred Revenue, end of year	-	15,429	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care		140,800	55,000	6,750	55,400			19,000	175,000
Other Revenue	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Expenses									
Salaries									
Teachers			44,636						63,070
Principals and Vice Principals					42,448				68,220
Educational Assistants		106,784							
Support Staff									
Substitutes	-	106,784	44,636	-	42,448	-	-	-	131,290
Employee Benefits		34,016	10,364		12,952				43,710
Services and Supplies	-	140,800	55,000	6,750	55,400	-	-	19,000	175,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

**School District No. 69 (Qualicum)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2026

Schedule 3A

	Feeding Futures Fund	Health Career Grants	Professional Learning Grant	National Food Program	TOTAL
	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	39,539	200,000		<b>906,685</b>
<b>Add:</b> Restricted Grants					
Provincial Grants - Ministry of Education and Child Care	498,142	50,000		98,789	<b>7,168,696</b>
Other					<b>1,660,000</b>
	498,142	50,000	-	98,789	<b>8,828,696</b>
<b>Less:</b> Allocated to Revenue	498,142	89,539	200,000	98,789	<b>9,131,506</b>
<b>Deferred Revenue, end of year</b>	-	-	-	-	<b>603,875</b>
<b>Revenues</b>					
Provincial Grants - Ministry of Education and Child Care	498,142	89,539	200,000	98,789	<b>7,408,506</b>
Other Revenue					<b>1,723,000</b>
	498,142	89,539	200,000	98,789	<b>9,131,506</b>
<b>Expenses</b>					
Salaries					
Teachers		46,500			<b>3,718,736</b>
Principals and Vice Principals	63,070				<b>211,774</b>
Educational Assistants					<b>809,465</b>
Support Staff	155,500				<b>577,240</b>
Substitutes			150,000		<b>150,000</b>
	218,570	46,500	150,000	-	<b>5,467,215</b>
Employee Benefits	74,500	9,500	50,000		<b>1,467,046</b>
Services and Supplies	205,072	33,539		98,789	<b>2,197,245</b>
	498,142	89,539	200,000	98,789	<b>9,131,506</b>
<b>Net Revenue (Expense)</b>	-	-	-	-	<b>-</b>



# School District No. 69 (Qualicum)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2026

	2026 Annual Budget			2025 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education and Child Care	1,000,000		<b>1,000,000</b>	750,000
Other	2,699,415		<b>2,699,415</b>	2,650,314
<b>Total Revenue</b>	<b>3,699,415</b>	-	<b>3,699,415</b>	3,400,314
<b>Expenses</b>				
Operations and Maintenance	1,000,000		<b>1,000,000</b>	750,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,630,118		<b>2,630,118</b>	2,556,009
Transportation and Housing	427,090		<b>427,090</b>	440,122
<b>Total Expense</b>	<b>4,057,208</b>	-	<b>4,057,208</b>	3,746,131
<b>Net Revenue (Expense)</b>	<b>(357,793)</b>	-	<b>(357,793)</b>	(345,817)
<b>Net Transfers (to) from other funds</b>				
<b>Total Net Transfers</b>	-	-	-	-
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	-	-	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(357,793)</b>	-	<b>(357,793)</b>	(345,817)



# QUALICUM SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS

Yath ćisum  
Always growing  
Grandissons ensemble

## Briefing Note

**Date:** June 24, 2025  
**To:** Board of Education  
**From:** Peter Jory, Superintendent of Schools  
**RE:** **Qualicum School District - School and Program Impact Plans**

---

### **Background:**

School and program principals have been working with their school staffs on their school plans, as per usual district practice. For the third year now, we have adopted the Observable Impact framework and its S-E-T format, which asks for not just school goals, but also clear outcomes categorized by student, educator, and the tasks or artifacts that provide evidence of success. Schools presented their shared work on their school goals and key outcomes to the Board in five minute “ignite” style sessions on May 12<sup>th</sup> of this year, before making final changes to the School Impact Plans that have been shared with the Board.

### **Next Steps:**

We are very pleased with the progress we are seeing in our schools in support of the District Strategic Plan. The next learning sessions will be co-developed in an upcoming PVP meeting, but the work has advanced to the point where we can focus less tuning on the plan design, and more on the systems and structures to further support the plan operationalization.

### **Recommendation:**

**THAT** the Board of Education of School District 69 (Qualicum) approve the School Impact Plans for 2024-2025 as previously provided.

Respectfully submitted,

Peter Jory  
Superintendent of Schools/CEO



**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Tuesday, June 16, 2025  
Via Video Conferencing  
10:30 a.m.**

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**Facilitator: Trustee Carol Kellogg**

**Mandate:** *To discuss and make recommendations to the board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.*

**1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**

Trustee Kellogg gave thanks and acknowledged that the lands on which the District works and learns are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**2. PRESENTATIONS (10 MINUTES)**

**a. Cybersecurity**

Lesley Rowan, District Principal of IT, gave an overview of the District's efforts to secure and protect the computer systems and software used by the School District. The highlights included 3 areas of focus to provide security:

- technology to monitor attempts to breach and prevent exposures;
- intelligence to know and be aware of potential vulnerabilities; and ,
- human ingenuity to train staff and students on best practices for password protections and data storage.

Some discussion on training opportunities which will include small bite training starting in early Fall to provide all staff with information on new initiatives, including Office 365 and MFA (multi factor authentication).

**3. PROJECT UPDATES**

**a. Oceanside Community Track**

Phil Munro, Director of Operations, provided an update to the final work being done to complete the track. Rubberized surface is now complete with lines painted for various events including hurdles and sprint. Rudy Terpstra, Director of Instruction shared that the planning for a grand opening event in the Fall is underway, including designing of a permanent sign to be placed on the site to acknowledge the partners and donors' contributions.

**b. False Bay School Replacement**

Phil Munro, Director of Operations, shared an overview of the various capital programs that fall within the Ministry's Capital Envelope for funding. He mentioned that the program to fund the False Bay replacement fell within Major projects as the anticipated costs were beyond the \$5 million threshold used for Minor capital. It was shared that a recent request for proposals (RFP) for Architect firms provided a good opportunity to review submissions and to award the contract. This will now set in motion the next phase for the building design and consultation stage of the project that is anticipated to take place over the next 12-14 months.

#### 4. ITEMS FOR DISCUSSION

##### a. **Feeding Futures-Financials/Program/Foods Rooms**

Ron Amos, Secretary Treasurer opened the discussion on the District's food programs, highlighting the included financial summary and the interest in using the food rooms in the best way possible to potentially support these programs.

Sheila Morrison, District Principal of Early Learning and Child Care provided a presentation on the current food programs being offered through the Feeding Futures funding. The highlights included how each school is supporting their students' needs in various ways to address the uniqueness of their students. Currently through the school programs about 450 lunches are provided daily to students as well as other meals supported through breakfast and snack programs to reach the many needs. She also shared some of the challenges in providing these programs including finding staff, finding replacements, finding available space for storage of bulk food and for building a menu to match the diverse dietary needs.

Sheila Morrison, District Principal of Early Learning and Child Care, then spoke to the Hands & Hearts Food Program that is supported within the District to provide additional food supplies for families through a monthly backpack filling program.

Gillian Wilson, Associate Superintendent, further addressed the difference between the two programs stating that the Feeding Futures Funds provided by the Ministry supports students to ensure they are properly fed to improve student academics and health. The Hands & Hearts Food Program (formerly known as the District 69 Backpack Program) is a community-led program that has supported families within the Oceanside community for 15 plus years, providing food supplies and supports to families beyond the school day.

##### b. **Ravens Program at Errington**

Trustee Austin shared that she recently attended an event where the students were able to share a group project they were working on. Bear-proof garbage bins were a recent focus and identified as a need for their school. This request would be passed to the Operations and Maintenance Department.

#### 5. INFORMATION ITEM(S)

##### a. **2024-2025 Year to Date Financial Summary**

Ryan Hung, Assistant Secretary Treasurer, provided an overview of the year-to-date summary as of May 31, 2025. He shared that expenditures are generally tracking better than this time last year. There are some positive trends in replacement costs and revenues received.

##### b. **Capital Projects Financial Summary**

Ryan Hung, Assistant Secretary Treasurer, provided a brief overview of the capital financial summary which is now being used to track and share the expenditures of capital projects against the funded budgets.

##### c. **2026-2027 Five Year Capital Plan (Major Capital Projects)**

Phil Munro, Director of Operations, shared the overall approach to the Major Capital projects plan for the next five years. The priorities identified within this program include moving forward the previously identified Seismic Mitigation projects as well as additional requests within the Childcare New Spaces fund.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD**

- a. **2026-2027 Five Year Capital Plan (Major Capital Projects)**

**7. FUTURE TOPICS**

- a. **2026-2027 Minor Capital submission**
- b. **Audited Financial Statements and Financial Statement Discussion and Analysis**
- c. **Multi-Year Financial Plan**

**8. NEXT MEETING DATE:**

Monday, September 15, 2025 at 10:30

**9. ADJOURNMENT**

CAPITAL PLAN - 2026/27 Call for Projects (as submitted via CAPS program)

School District No. 69 (Qualicum)

Major Projects:

Seismic Mitigation Project (SMP)							Approved	Planning				
Priority	Facility Name	Project Type	Facility Code	Risk Rating	Project Description	Comments	25/26	26/27	27/28	28/29	29/30	30/31
1	Ballenas Secondary	Seismic upgrade	6969012	H2	Seismic Upgrade of 1 H2 block	submitted in 24/25		18,093,739				
2	Kwalikum Secondary	Seismic upgrade	6969014	H3	Seismic Upgrade of 2 H3 block				16,709,272			
3	Kwalikum Secondary	Seismic upgrade	6969014	H2	Seismic Upgrade of 1 H2 block				6,730,084			
4	Winchelsea Elementary	Seismic upgrade	6969013	H3	Seismic Upgrade of 2 H3 block							
5	Qualicum Commons	Seismic upgrade	6969006	H3	Seismic Upgrade of 1 H3 block					1,891,324		

Replacement Program (REP)								25/26	26/27	27/28	28/29	29/30	30/31
X	False Bay Elementary	Replacement	Building Renewal	Replacement	Identified for Seismic upgrade-Facility requires a complete seismic upgrade. Replacing would be more cost effective	2023/24	2025/26	14,221,936					

CC - New Spaces								25/26	26/27	27/28	28/29	29/30	30/31
X	Qualicum Beach Elem	CC - New Spaces	165381		Stand alone childcare centre (75 spaces)	2024/25	2025/26	4,937,100					
1	Winchelsea Elementary	CC - New Spaces	165589		Stand alone childcare centre (75 spaces)	2024/25			5,060,600				
2	Errington Elementary	CC - New Spaces	167671		Stand alone childcare centre					4,500,000			
3	Bowser Elementary	CC - New Spaces	167672		Stand alone childcare centre					4,500,000			



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
MONDAY, JUNE 16, 2025  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Facilitator: Trustee Eve Flynn**

*Mandate: To discuss and make recommendations to the Board on all matters related to Bylaws, Policy, and Administrative Procedures.*

**1. INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGEMENT**

Chair Flynn gave thanks to the Qualicum and Snaw-Naw-As (Nanoose) First Nations People for their stewardship of the land on which the District lives, works, plays and learns.

**2. FOR INFORMATION**

**3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN**

**a. Board Policy 706: Reporting of Suspected Child Abuse and Neglect**

Trustees were assured that there is an annual review provided to continuing and new staff, who are provided with the relevant support materials as well as extensive training for counsellors and Child & Youth Care Workers. There are also one or two workshops organized by the Ministry of Children and Family Development (MCFD). It is always stressed that staff are only to report the facts and not judge or investigate as that is the purview of the RCMP and/or MCFD.

It was also noted that the Trilateral Protocol Agreement is still relevant and had only needed to be invoked a couple of times over the years with the Qualicum School District working closely with MCFD and the RCMP. Alongside that is also the Safer Schools and Threat Assessment Protocol.

A change to the administrative procedure was recommended in order to advise staff, who may be unsure whether a report should be made, that they should also consult with their school principal/counsellor or site manager.

It was also recommended to check the links to ensure that they are current.

No revisions to the policy were suggested. The policy will be presented to the Board at its June meeting for approval as currently written with the revised administrative procedures brought forward for information.

**b. Board Policy 707: Students Right to Engage in Peaceful Protests**

Trustees debated the need for this policy; however, after discussion, it was determined that, while students had that right with or without a district policy, it was important for students to know that the Board upheld that right and that they could be comfortable raising their concerns in a peaceful manner.

It was determined that no revisions were needed. The policy will be presented to the Board at its June meeting for approval as currently written.

**c. Board Policy 708: Emergency Preparedness and Closures**

Trustees requested that the administrative procedures be melded into one document to avoid confusion. Consideration was given as to whether it might also be more fitting in the future to place it in another policy section.

No revisions to the policy were suggested. The policy will be presented to the Board at its June meeting for approval as currently written, with the Administrative Procedures to be reviewed by management staff and any changes required will be brought forward in the Fall.

**d. Board Policy 709: Board of Education Scholarships-Bursaries**

Trustees discussed the purpose of the policy and whether it was more relevant to refer to it as a Bursary.

Trustees agreed to remove the references to whom would organize and facilitate the interview process, and to include wording so that the committee might have latitude as to how the funds for each secondary school/program were allocated. Changing references under definitions was also suggested in order to emphasize economic need as is the first consideration in the administrative procedure.

The policy was not forwarded for first reading. The Director of Instruction will redraft the policy and administrative procedures for consideration by the Policy Committee in September.

**e. Board Policy 710: Resolution of Student and Parent/Caregiver Complaints**

Trustees debated whether to merge this policy with 701: Student Discipline. Staff and partner group representatives felt they should remain separate; however, there was consensus in giving each policy a more thorough review prior to deciding if they should be combined. Ensuring that any missing links were included and current links still relevant was also recommended.

The policy will not be forwarded for first reading. Policy 710 and Policy 701 will be reconsidered in the Fall with any revisions being brought forward for consideration to the Committee in October.

**4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING**

None

**5. BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING**

**a. Board Policy 703: Student Fees and Subsidies**

Wording was presented to provide clarity as to when a boarding subsidy might be provided for a student to attend school beyond the grade levels offered at False Bay School.

It was acknowledged that a further review would be given to this policy once the new school is built, if that school accommodates the opportunity for students to remain on the island for secondary grades.

Changes were recommended to remove '*that is required for graduation*' from the second sentence of the policy statement, to refer to a '*meaningful*' graduation program in the 1<sup>st</sup> Guiding Principle, and ensure that parents/caregivers have '*access*' to procedures to request financial assistance with school fees.



The policy and its administrative procedures will be brought forward for third and final at the June Regular Board Meeting.

**6. FUTURE TOPICS**

- a. **Continue Review of 600 and 700 Series**
- b. **Review of 800 Series**

**7. NEXT MEETING DATE:**

Monday, September 15, 2025 at 1:00 p.m.



REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

Page 1 of 1

**Context:**

*The Child, Family and Community Service Act* (Section 14) delineates every person's responsibility to report suspected child abuse or neglect to the Ministry of Children and Family Development. The Board is responsible for the safety of all students and supports the proper reporting of any harm to a student.

**Policy Statement:**

The Board is responsible for the safety of all students and supports the proper reporting of any harm to a student while in the care of Qualicum School District.

**Guidelines:**

1. The Board requires that all staff be supported in identifying and responding appropriately to any signs and/or symptoms of child abuse or neglect.
2. The Board will provide, annual review, support and materials to staff in order to facilitate reporting.
3. The Board expects all staff to understand and use the information provided in the British Columbia Handbook for Action on Child Abuse and Neglect – For Service Providers, and/or Responding to Child Welfare Concerns as well as the Administrative Procedures for this policy to guide and assist in reporting.

**References:**

- [Administrative Procedures to Board Policy 706: Reporting of Suspected Child Abuse and Neglect](#)
- [B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers](#)
- [Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report](#)
- [Child, Family and Community Services Act](#)
- District 69 Tri-lateral Protocol (see [Administrative Procedures to Board Policy 706: Reporting of Suspected Child Abuse and Neglect](#))

**Dates of Adoption/Amendments:**

Adopted: 1980.01.23:

Amended: 1985.07.03: 1987.11.25: 1989.01.25: 1991.02.12: 1996.06.18: 2001.02.27:  
Interim Revision September 2010: 2017.01.24: **2022.04.26**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 706  
REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

**Purpose**

*The Child, Family and Community Service Act* requires anyone who has reason to believe that a child has been or is likely to be at risk has a legal duty to make a report to a child welfare worker or directly to the police if a child is in immediate danger.

The Ministry of Children and Family Development (MCFD) has the lead responsibility for responding to suspected child abuse and neglect. It also delegates authority for child protection and family support to Aboriginal Child and Family Services Agencies, which provide services to their communities. Police also play a role in responding to suspected child abuse and neglect if it is believed that a child is in immediate danger, or if a criminal offence against a child is suspected.

The Board recognizes the need to protect the personal and physical well-being of students. The role of Qualicum School District Staff is to be aware of, and alert to, signs and symptoms of possible child abuse or neglect – and to respond appropriately if there are concerns about a child's safety or well-being. It is important to ensure that we provide a collaborative response to incidents of suspected child abuse and neglect.

**Training and Review**

New employees will be informed of the administrative procedures regarding reporting suspected child abuse and neglect as part of their orientation to the district. In addition, principals will review this document with all staff (e.g. teachers, education assistants, custodians) at the beginning of each school year with the assistance of the school counselors if requested.

Volunteers and other itinerant staff (e.g. teachers on call) in the schools will be provided with a copy of this administrative procedure for their reference.

**DUTY TO REPORT**

Under *the Child, Family, and Community Services Act*, the legal duty to report is the responsibility of every individual. Any person who has reason to believe that a child needs protection, has a duty to report directly to a Child Protection Social Worker at the Ministry of Children and Family Development.

In this context, ***reason to believe*** means that, based on what you have seen, or information you have, you believe a child could be at risk. If you are unsure about whether a report should be made or have questions around reporting a case, **consult with your school counsellor or site administrator regarding the contacting of** a Child Protection Social Worker.

Informing any other agency or person (e.g. principal or counsellor), does not discharge your legal duty to report directly to a Child Protection Social Worker. The legal duty to report overrides any duty of confidentiality, except a solicitor-client relationship or where provisions of the *Youth Criminal Justice Act* apply.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 706  
REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

**When Protection Is Needed**

Any child under the age of 19 is in need of protection when child abuse and/or neglect are suspected. Child abuse and neglect means physical or emotional harm, sexual abuse or exploitation, negligent treatment or maltreatment as a result of an act or omission by a person who is responsible for the child's care (e.g. parent, supervisor, or legal guardian).

**Child abuse includes the following:**

**Physical Abuse** – a deliberate act of physical force or action that results in or is likely to result in physical harm to a child that exceeds what could be considered reasonable discipline.

**Sexual Abuse and Exploitation** – when a child is used or likely to be used for the sexual gratification of another person. It may include any behaviour of a sexual nature towards a child.

**Emotional Abuse** – may occur separately from or along with other forms of abuse and neglect and involves acts or omissions that are likely to have serious, negative emotional impacts.

**Neglect** – the failure to provide for the child's basic needs (e.g. physical, emotional, medical) that results in or is likely to result in harm to the child.

**PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

**Completing a Report**

Staff must make a report when there is any reason to believe that a child has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child. If a child is in immediate danger, call 911 for local police assistance.

If the suspected abuser is a parent, care giver, student, school district employee, or adult in the community report the incident to MCFD at 1- 800-663-9122 (any time of the day or night, 24 hours a day 7 days a week).

Inform the Principal that a report has been filed. The Principal will inform the Superintendent that a report has been made to the MCFD.

Obtain and complete a copy of the confidential **Report of Suspected Abuse** form from the Principal. Return a copy to the Principal for safekeeping. A second copy is to be placed in an envelope marked Confidential and delivered to the Board Office, to the Superintendent's attention. Do not place the child's name on the outside of the envelope.

If the suspected abuser is a District employee, inform the Principal of the suspected abuse after the report has been made. The Principal will inform the Superintendent. The Superintendent will work with the appropriate authorities under the terms of the **District 69 Tri-Lateral Protocol** signed with the RCMP and MCFD.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 706  
REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

**REMINDERS**

No communication is to be made with a suspected abuser. This is the responsibility of the MCFD child welfare worker and/or police.

Schools shall provide a private space where an MCFD child welfare worker can interview children.

It is the responsibility of the Ministry of Children and Family Development and the police to investigate and to inform the parents and victims of their concerns. Schools are to direct any inquiries back to these agencies. Schools are not to discuss or release information to any other individuals.

In reporting incidents of suspected child abuse or neglect, staff will be guided by the provisions of the *Child, Family and Community Services Act* procedures described in the *British Columbia Handbook for Action on Child Abuse and Neglect - For Service Providers*.

**References:**

- [Board Policy 706: Reporting of Suspected Child Abuse and Neglect](#)
- [B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers](#)
- [Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report](#)
- [Child, Family and Community Services Act](#)
- District 69 Tri-lateral Protocol (see [Administrative Procedures to Board Policy 706: Reporting of Suspected Child Abuse and Neglect](#))

**Dates of Adoption/Amendments:**

Adopted: 1980.01.23:

Amended: 1985.07.03: 1987.11.25: 1989.01.25: 1991.02.12: 1996.06.18: 2001.02.27: Interim  
Revision September 2010: 2017.01.24: **2022.04.26**

**QUALICUM SCHOOL DISTRICT**

**REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT FORM**

Page 4 of 5

**CONFIDENTIAL**

**School Name:** \_\_\_\_\_

**PLEASE PRINT AND PROVIDE DETAILS**

**1. PERSON MAKING THE VERBAL REPORT TO THE MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT (MCFD)**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_

**2. RECORD OF THE VERBAL REPORT TO MCFD**

Date and time of verbal report: \_\_\_\_\_

Name of person to whom you reported: \_\_\_\_\_

Position: \_\_\_\_\_ Phone number: \_\_\_\_\_

Office Address: \_\_\_\_\_

**3. STUDENT INFORMATION – COLLECT DATA FROM VERIFICATION SHEET**

Name: \_\_\_\_\_ Date of birth (d/m/y): \_\_\_\_\_

Home address where student currently lives: \_\_\_\_\_

\_\_\_\_\_

Classroom or homeroom teacher: \_\_\_\_\_

Name and address of person(s) who has legal custody of the child at the time of report: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Special Needs, if any, including any barriers to communication: \_\_\_\_\_

\_\_\_\_\_

Sibling names, ages and schools, if known: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUALICUM SCHOOL DISTRICT

REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT FORM

Page 5 of 5

4. INFORMATION FROM THE STUDENT'S DISCLOSURE OR YOUR REASONS TO BELIEVE THE STUDENT HAS BEEN OR IS LIKELY TO BE IN NEED OF PROTECTION (CONVERSATION, EVENTS, OBSERVATIONS OR CIRCUMSTANCES): ATTACH ANOTHER SHEET IF NECESSARY. (*FOCUS ON FACTUAL INFORMATION*)

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Attach the child's writing, drawing, or artwork that supports this report.  
Sign and date these.

5. DOCUMENT ANY INFORMATION THE CHILD PROTECTION WORKER SHARED WITH YOU.

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6. WERE THE POLICE INVOLVED IN THE INVESTIGATIONS? Yes: \_\_\_\_ No: \_\_\_\_

7. YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

8. **RETURN A COPY OF THIS FORM TO THE PRINCIPAL FOR SAFEKEEPING. SEAL THE ORIGINAL COPY OF ALL INFORMATION IN AN ENVELOPE. DATE, SIGN, MARK IT 'CONFIDENTIAL TO THE ATTENTION OF THE EXECUTIVE ASSISTANT OF THE SUPERINTENDENT'. PROVIDE TO THE EXECUTIVE ASSISTANT OF THE OFFICE OF THE SUPERINTENDENT AT THE SCHOOL BOARD OFFICE. IT WILL BE FILED CONFIDENTIALLY.**

DO NOT PLACE IN STUDENT FILE.



**STUDENTS' RIGHT TO ENGAGE IN PEACEFUL PROTESTS**

Page 1 of 1

**Context**

The Board of Education recognizes international law through the United Nations Universal Declaration of Human Rights (1948 Article 19) which guarantees the right to freedom of expression, The Canadian Bill of Rights (1960 Section 1d) which guarantees freedom of speech, and the Canadian Charter of Rights and Freedoms (1982 Fundamental Freedoms Section c) which guarantees freedom of peaceful assembly.

**Policy Statement**

1. The Board of Education supports the efforts of students to engage in organized, purposeful peaceful protests, including during school time, on issues of recognized local, regional or global significance as part of their learning experience.
2. Students will not be penalized for participating in peaceful protests as long as these protests are held in accordance with this policy and its administrative procedure.
3. Students will be responsible for ensuring that missed school work is made up with support from teachers.

**Guiding Principles**

1. The Board of Education believes in the right to freedom of expression, speech and peaceful assembly.
2. The Board believes in the right of people to disagree with governing bodies and to exercise that disagreement through peaceful protest.
3. The Board expects that student protests will be held in ways that are safe and appropriate as learning experiences within a participatory democracy, which includes the students understanding the balance of rights and responsibilities as citizens in exercising their Charter rights.

**References**

- [Universal Declaration of Human Rights \(United Nations 1948\)](#)
- [Canadian Bill of Rights \(1960\)](#)
- [Canadian Charter of Rights and Freedoms \(1982\)](#)

**Dates of Adoption/Amendments:**

Adopted: 2020.02.25

Amended: **2022.06.28**





## EMERGENCY PREPAREDNESS AND CLOSURES

Page 1 of 1

### Context:

Along with all levels of government, the Board recognizes that being prepared for various types of emergencies and responding appropriately is essential to maintaining a safe learning and working environment.

### Policy:

The Board will develop and maintain a robust emergency preparedness plan and protocol that will include clear direction to all staff and students about preparing, training, rehearsing and reacting to emergencies. These plans and protocols will work together with the plans of local, regional, and provincial governments.

### Guiding Principles:

The Board expects that:

1. The District Emergency Preparedness Plan will be maintained and regularly updated.
2. All schools and work sites will maintain and update a Site Emergency Preparedness Plan.
3. Training and rehearsal for emergencies will be on-going in each school and worksite.
4. Any potential emergency situation identified by the Health and Safety Committee will be included in the plans.
5. All employees will safeguard children under their care in the event of an emergency or school closure.
6. Parents/guardians will be fully informed of the plans in the case of an emergency, including school closures.

### References:

- [Administrative Procedures to Board Policy 708: Emergency Preparedness and Closures](#)
- [Emergency Management in B.C.](#)
- [Emergency Management Oceanside](#)

### Dates of Adoption/Amendments:

Adopted: 1994.04.26

Amended: 1996.11.26: 2011.05.24: 2018.02.27: **2022.05.24**



### **Purpose**

These Administrative Procedures were written in support of Policy 708: Emergency Preparedness and Closures.

### **Emergency Planning**

Site Administrators, in cooperation with the appropriate authorities, shall have Emergency Preparedness Plan procedures in place to ensure the safety of staff and students. That plan should provide for the evacuation, care, and reuniting of students with parents.

All employees shall be informed about the Site Emergency Preparedness Plan procedures to be followed at their worksite to ensure their safety and the safety of others.

At the beginning of each school year, parents shall be informed of the District Emergency Procedures and Site Emergency Preparedness Plan. This information will outline emergency procedures to be followed by staff and students in case of an emergency.

Emergency drills, including fire, earthquake, and lockdown, shall be undertaken in conformity with the District Emergency Procedures and Site Emergency Preparedness Plan.

The Board of Education will endeavor to ensure that each district school has sufficient staff trained in the following:

- a. Emergency planning
- b. The reduction of hazardous conditions
- c. Basic First Aid, C.P.R. Systematic Search and Basic Rapid Building Damage Assessment

If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the Site Emergency Preparedness Plan, then it shall be the responsibility of each worksite to obtain and maintain supplies in good order.

The Site Emergency Preparedness Plan must be easily identifiable and located in the main office of the worksite and any other locations that can be easily accessed by all site employees

The Director of Operations shall also develop an Emergency Preparedness Plan to address the safety of students and staff on school buses. Copies of this plan will be located at the Transportation Department Office, on each school bus and at each school.

In the event that a Site Administrator (or designate) must implement emergency procedures, the Superintendent of Schools (or designate) must be kept informed of the situation.

In the event of an advance warning of an impending natural disaster or any other occurrence which is a threat to the safety of children in school, the following action will be taken:

- a. The Superintendent of Schools (or designate) and/or Principal shall order a school or school(s) to be locked down or closed.
- b. Parents will be notified in accordance with established school procedures.
- c. Students will be dismissed and a student release/transportation plan enacted.



- d. The Director of Operations shall be responsible for providing the immediate transportation of students.
- e. The Superintendent of Schools (or designate) shall immediately notify the public of the threat to student safety and the nature of the emergency.

### **School Closure**

The Board of Education has the responsibility, under the *School Act*, to keep District schools in session for all students and staff according to the annual School Calendar established by the Ministry of Education. However, the Board of Education also recognizes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at times for any of several reasons, including the following:

- Inclement weather
- Power outage
- Failure of heating or water services
- Emergency health issues
- Other emergency situations

The Superintendent of Schools, or designate, has the authority to close schools by reason of weather emergencies or for other causes that might endanger the health or safety of students and staff.

There are occasions when the Director of Operations, in consultation with the Superintendent of Schools, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.

Changes in bus operations or school closures shall be communicated to the following media outlets, which usually make such announcements between 6:30 and 8:00 a.m.:

- CIBH Radio ("The Beach" – 88.5 FM) Parksville
- CHPQ Radio ("The Lounge" – 99.9 FM) Parksville
- CHWF Radio ("The Wolf" – 106.9 FM) Nanaimo
- CKWV Radio ("The Wave" - 102.3 FM) Nanaimo
- CKNW (980 AM) Vancouver
- CBC Radio One (690 AM) Vancouver
- CHEK TV News Victoria
- Parksville/Qualicum Beach News (PQB News)

Prior to the end of October each year, parents will be reminded through school newsletters of the procedures that will be implemented in the event of emergent conditions.

### **Emergency Early Dismissal**

Each school shall have an established plan by which parents can be notified in the event of an early closure.



In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a Principal or designate has concerns for local road conditions in his/her school zone, the Principal or designate should contact the Superintendent of Schools. It is the responsibility of the Superintendent of Schools to notify the Principal or designate as soon as it becomes apparent that school emergency closure will be necessary.

When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and, therefore, staff will activate their plan to contact parents. On such occasions the Superintendent of Schools shall activate communication which notify parents that schools will be closed early and some or all bus schedules have been advanced.

If a school bus driver is unable to complete the school bus driver's normal bus run, the driver will so advise the Director of Operations. After discussion with the Director of Operations, the driver will either return the students to their home school or deliver them to an alternate location identified by the Director of Operations. Parents will be advised of such route changes either by direct telephone contact or other means.

**References:**

- [Board Policy 708: Emergency Preparedness](#)
- District Emergency Procedures attached to [Board Policy 708: Emergency Preparedness](#)

**Dates of Adoption/Amendments:**

Adopted: 1994.04.26

Amended: 1996.11.26: 2011.05.24: 2018.02.27: **2022.05.24**

# STAFF EMERGENCY PROCEDURES

## Lockdown

**Used in response to an armed or dangerous assailant WITHIN the school.**

- Gather people in your vicinity into a secure room - do this quickly
- Close and secure doors
- Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- Silence all cell phones and ask they be placed face down on the floor
- Alert other occupants by any means available and/or call 911 - only if safe to do so OR Leave Safely if no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

**\*Normal activities in the school cease. Await police response.**

## Hold & Secure

**Used if there is a security concern in the neighbourhood.**

- Bring everyone into the school and remain inside
- Secure exterior doors
- Close exterior window blinds/drapes (if available)
- No one may enter or exit the school during Hold and Secure

**\*Typically normal activities continue WITHIN the school.**

## Room Clear

**Used to move people away from a hazard contained in one room/area.**

- Direct students to leave the room/area and report to designated area (ex: Library)
- Summon assistance as needed and appropriate (ex: call First Aid Attendant, Principal/Vice Principal, Maintenance Staff, 911)

**\*Staff should remain to manage the situation arising or exit if the room is unsafe**

## Shelter in Place

**Used if an environmental hazard may impact the school.**

- Bring everyone into the school and remain indoors
- Secure exterior door and windows
- Close exterior window blinds/drapes (if available)
- Turn off all ventilation systems (if locally available/situation dependent)
- Staff designates will monitor access to the school via the main entrance
- Access may be denied if a risk exists that jeopardizes the safety of occupants

**\*Typically normal activities continue WITHIN the school**

## Evacuate

**Used to move people out of the school when a hazard exists inside.**

- Direct students and other staff to exit the school via the shortest safe route
- Report to and assemble outside at the designated assembly site

**\*Principal or designate will determine next steps**

## Drop, Cover, and Hold On

**Used in the event of an earthquake, explosion, or any event that shakes the school.**

- Quickly move away from obvious hazards
- **Drop** - low to the ground
- **Cover** - take cover under a sturdy table, desk, furniture, or other large sturdy items
- **Hold on** - to the furniture you are under and stay there until the shaking stops
- After the shaking stops, wait 60 seconds and then Evacuate via the shortest safe route
- Report to and assemble outside at the designated assembly site

**\*Principal or designate will determine next steps**

## EMERGENCY TERMINOLOGY QUICK REFERENCE

### SCHOOL DRILLS

- **Fire:** 6 drills/year as follows:
  - 3 drills before end of January
  - 3 drills after beginning of February
- Note: actual alarms and false alarms count as drills

- **Earthquake:** 3 drills/year

- **Lockdown:** 3 drills/year
  - 1 staff only (optional)
  - 2 with staff and students

- **Hold & Secure + Shelter in Place**
  - 1 review of procedure/year
  - Process of securing school exterior is to be rehearsed by Principal/VP and staff only

### FOR MORE INFORMATION CONTACT

Gillian Wilson  
Safe Schools Coordinator  
Email: [gwilson@sd69.bc.ca](mailto:gwilson@sd69.bc.ca)  
Office: 250-954-3078

Brant Prunkl  
District Health & Safety  
Email: [bprunkl@sd69.bc.ca](mailto:bprunkl@sd69.bc.ca)  
Office: 250-248-2067

### EMERGENCY ASSEMBLY AREA

This Site's Assembly Areas:



Qualicum School District  
Yath ciisum  
Always growing  
Grandissons ensemble





### Context

The School Act S82 and S168 (2) (j) governs school related fees and rentals. Board of Education Fees (Ministerial Order M236/07) and Provincial Fees (Ministerial order M140/89) further explains fees and rentals related to graduation from schools in B.C.

### Policy Statement

The Board will charge fees as needed in full compliance with the School Act and Ministerial Orders. No student will be denied access to a program, course or class. ~~that is required for graduation because they cannot afford the fee.~~

### Guiding Principles

The Board believes that:

1. Every student has a right to complete a meaningful graduation program.
2. Any fees charged will be on a cost recovery basis.
3. A monthly boarding subsidy may be provided to families of eligible students to assist with the costs associated with living away from home in order to attend school beyond the grade levels offered at False Bay School while pursuing graduation in a Qualicum School District ~~or~~ school.

### References:

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [Administrative Procedures to Board Policy 703: Student Fees and Subsidies](#)

### Dates of Adoption/Amendments:

Adopted: 1979.07.01

Amended: 1984.07.04: 1988.02.14: 1988.12.21: 1990.08.29: 1991.09.24: 1991.12.17:  
1995.09.26: 1999.03.23: Reviewed 2005.09.19: 2010.02.23: 2018.02.27:  
**2022.05.24**



ADMINISTRATIVE PROCEDURES to BOARD POLICY 703

STUDENT FEES AND SUBSIDIES

Page 1 of 2

**The Board of Education acknowledges that it may be necessary for students from Lasqueti Island, which is within the Qualicum School District's electoral boundary, to live away from home in order to attend school beyond the grade levels offered at False Bay School.**

Schools in which any student fees are to be levied must present their fee schedule to the Superintendent for approval by May 15 of each school year. Prior to June 30 each year, the Superintendent will present a schedule of fees for each school for Board approval.

Prior to the submission of the fee schedule to the Superintendent each school must present the proposed full fee schedule to the Parent Advisory Council of the school for consultation regarding the appropriateness and amount of the fees to be charged.

Each school must annually establish and communicate to parents/caregivers the procedures to facilitate participation by any student who would otherwise be excluded from, or experience hindered access to, a program, class or course. **All requests for funds to parents/caregivers must include access a link to those procedures.**

In general, the Board permits schools to charge the following types of fees to students provided that the above conditions are met by schools:

- Schools may charge for, or request that parents/caregivers provide for students, personal supplies and equipment which school do not typically provide, such as: writing tools, notebooks, binders, gym wear, basic art supplies, basic calculator, student planners and other supplies for a student's personal use.
- The rental or purchase of musical instruments for a student's personal use. No student will be denied participation in the instrument music program because of inability to pay for the rental of an instrument. Such cases will be determined by the teacher in consultation with the Principal of the school.
- Schools may charge students a returnable deposit for the use by students of school or district equipment or learning resources which are expected to be returned by students after use.
- Fees may be charged for optional school special events, clubs, sporting and social activities which are not regulated by the *School Act* and which are not essential to the educational curriculum of the school. The Board expects schools to be sensitive to the issue of student/family financial hardship in making decisions to sponsor or organize extra-curricular activities.
- Fees may be charged for optional field trips which are not essential to the educational curriculum. If such field trips occur during the normal operating hours of the classroom, the Board requires that students who do not participate in the optional field trip will be provided with quality alternative educational experiences.
- Fees may be charged where students opt to use materials of superior quality - for example, in a shop class - provided that all students have the option of selecting materials of satisfactory quality without charge.



- Fees may be charged for specialty academies in accordance with Specialty Academy provisions of the *School Act*.
- Students in “trades programs” (as defined in the *School Act*) may be required to provide their own tools, equipment and materials, or the Board may charge fees for the purchase or rental of these items as per the *School Act*.
- **Requests for Indigenous targetted funding and First Nations Band funding should be limited to enhancement activities which are in addition to those experienced by the general student population.**

**References:**

- [The School Act Sections 82 and 168](#)
- Ministerial Orders [236/7](#) and [140/89](#)
- [Administrative Procedures to Board Policy 703: Student Fees and Subsidies](#)

**Dates of Adoption/Amendments:**

- Adopted: 2018.02.27
- Amended: **2022.05.24**





**Qualicum School District  
Education Committee of the Whole Report  
Tuesday, June 17, 2025  
Via Video Conferencing  
2:30 a.m.**

**Facilitator: Trustee Elaine Young**

Mandate:

*To discuss and make recommendations to the Board on aspects of teaching, learning and educational equity. We will strive to have all students receive whatever they need to develop to their full academic and social potential and to thrive every day.*

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People

**1. PRESENTATIONS (15 Minutes Each)**

**I. PROGRAM(S)**

**i. Education Committee Evaluation**

The draft outline of presentations as attached to the agenda was reviewed. The Education Committee agenda beginning in September 2025 will feature a school/student presentation and a presentation of a program. School presentations would focus on school goals, environment and social justice. There would be room for emerging topics and for reports from Senior Staff. It was suggested that the new agenda be followed for the next meeting and continue to be evaluated. It was also suggested that the meeting adhere to being 90 minutes in length as normally scheduled.

**II. SCHOOL(S)**

**i. Pre-Kindergarten Program Survey Results**

Thanks to Sheila Morrison, District Principal of Early Learning and Child Care, for a very detailed and extensive report on this year's Pre-Kindergarten Program. The power point will be attached to this report after being posted on the District website.

**ii. Interact Club – Ballenas Secondary School/Rotary International**

Katie, JJ, Ella and Ethan from the Ballenas Interact Club introduced the Club, which is supported by Parksville Rotary and bottle recycling at the school. Students have participated in the following Rotary Programs—Short-term Exchange; Rotary Youth Leadership Assembly (RYLA) and the Rotary/Live Different Builds in Mexico. The students underlined the importance of giving both locally (through participation in the bottle drives on Saturdays and at school) and internationally. They affirmed that travelling beyond Canada, especially to Mexico, had been life-changing experiences.

**iii. International Student Program (ISP)**

Students Tibor, Kaity and Mason are International Student Program Ambassadors. These students assist in making International Students feel welcomed and at home in our schools and communities. The District welcomes students from 20 different countries and most students integrate well into our system. The ISP also provides short-term stays where younger

students come with their teacher and are guests at Elementary Schools. Mason spoke about visiting ISP students in their home countries and told us that the trip had expanded his understanding and interest in world cultures.

## **2. EDUCATION UPDATES**

### **i. Director of Instruction/Associate Superintendent**

Director of Instruction Terpstra presented a power point explaining the District's approach to Artificial Intelligence (AI). The District has guidelines on the use of AI that are available to all and has identified what sites may be used for learning. While the District is aware of the cybersecurity issues (covered in the Finance and Operations Committee Meeting Report), it is cautiously using AI in appropriate applications.

Director of Instruction Terpstra also presented updates to the assessment documentation. The power point will be attached to this report after being posted on the District website.

### **Grad Walk – June 11<sup>th</sup>**

Associate Superintendent Wilson reported on the Grad walk where graduating students attended their chosen Elementary Schools (in caps and Gowns) and participate in activities with students. It was a fabulous event!

A personal comment – As a Retired Teacher, I attended the local Retired Teachers' event on Wednesday. At my table was a retired teacher who had been invited back to her former Elementary School to attend a Grad Walk. Her comments were positive and very heart-warming. Great to hear the comments from someone outside the District.

## **3. ITEM(S) TO RECOMMEND FOR APPROVAL TO THE BOARD MEETING**

None

## **4. UPCOMING TOPICS**

- Program – Framework for Enhancing Student Learning (FESL)
- School Presentation - École Oceanside Elementary
- Continued Committee Evaluation

## **5. NEXT MEETING**

Tuesday, September 16, 2025 at 2:30 p.m. via video-conferencing (TBC)

## **6. ADJOURNMENT**