



QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

TUESDAY, NOVEMBER 28, 2023
6:00 PM
VIA VIDEO CONFERENCING

[Click here to join the meeting](#)
Meeting ID: 297 193 643 719
Passcode: 2rSyyu

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: October 24, 2023 | p 1-8 |
| b. | Ratification of In Camera Board Meeting Minutes: October 24, 2023 | p 9 |
| c. | Receipt of Ministry News Releases | |
| | • Province makes systems change to improve outcomes for K-12 Indigenous students | p 10-11 |
| | • Increased wages recognize early childhood educators' vital role | p 12-14 |
| | • Campaign will inform youth of the effects of vaping | p 15-16 |
| | • BC to make Holocaust Education mandatory for high school students | p 17 |
| | • Joint statement on safe, caring and inclusive schools | p 18 |
| d. | Receipt of Reports from Trustee Representatives | |
| | • Tribune Bay Outdoor Education Centre Society – Trustee Young | p 19 |

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of November 28 2023, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

- a. **Health Risks Associated with AvGas (leaded fuel) Provided at Qualicum Beach Airport** (Todd Provost of the Qualicum Woods Residents Association)

6. BUSINESS ARISING FROM THE MINUTES

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

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8. **CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**
9. **DISTRICT PARENTS ADVISORY COUNCIL**
10. **PUBLIC QUESTIONS AND COMMENTS (WRITTEN)**
11. **ACTION ITEMS**
12. **INFORMATION ITEMS**
- a. **Superintendent's Report** (Peter Jory)
- b. **Educational Programs Update** (Gillian Wilson/Rudy Terpstra)
13. **FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** (Trustee Young) p 20-21
- a. **Statement of Financial Information (SOFI) Report** (Ron Amos) p 22-76
- Recommendation:*
THAT the Board of Education of School District No. 69 (Qualicum) receive the Statement of Financial Information (SOFI) Report for the year ended June 30, 2023.
14. **POLICY COMMITTEE OF THE WHOLE REPORT** (Trustee Kellogg)
- a. **Administrative Procedures to Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools** p 77-79
For Information Only
- b. **Board Policy 100: Sustainable Practices** p 80-82
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 100: *Sustainable Practices* at its Regular Board Meeting of November 28, 2023.
- c. **Board Policy 105: Use of School Facilities** p 83-92
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 105: *Use of School Facilities* at its Regular Board Meeting of November 28, 2023.
- d. **Board Bylaw 5 – Parent/Student Appeals to the Board of Education** p 93-101
- Recommendation:*
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 5: *Parent/Student Appeals to the Board of Education* at its Regular Board Meeting of November 28, 2023.

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- e. Board Bylaw 6 – Indemnification** p 102-105
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 6: *Indemnification* at its Regular Board Meeting of November 28, 2023.
- f. Board Bylaw 7 – Bylaw and Policy Development and Review** p 106-108
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 7: *Bylaw and Policy Development and Review* at its Regular Board Meeting of November 28, 2023.
- g. Board Bylaw 2 – Board Structure** p 109-111
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve Board Bylaw 2: *Board Structure* as currently written at its Regular Board Meeting of November 28, 2023.
- h. Board Bylaw 3: Meetings of the Board** p 112-121
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board* at its Regular Board Meeting of November 28, 2023.
- i. Board Bylaw 4: Banking** p 122
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of November 28, 2023.
- j. Board Policy 103: New/Repurposed Facilities** p 123-124
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of November 28, 2023.
- k. Board Policy 600: Personnel** p 125
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 600: *Personnel* at its Regular Board Meeting of November 28, 2023.
- 15. EDUCATION COMMITTEE OF THE WHOLE REPORT** (Trustee Austin) p 126-129
- 16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

- 17. TRUSTEE ITEMS**
 - a. Report on BC School Trustees Association Fall Academy**

- 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, OCTOBER 24, 2023
6:00 PM
VIA VIDEO-CONFERENCING

ATTENDEES

Trustees

Julie Austin	Vice Chairperson (Acting Chairperson)
Carol Kellogg	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
Phil Munro	Director of Operations
Ben Braun	Vice-Principal, École Oceanside Elementary School Qualicum District Principals and Vice Principals Association

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
District Parents Advisory Committee (DPAC)

1. CALL TO ORDER

Acting Chairperson Austin called the video-conferencing meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Acting Chairperson Austin acknowledged that the Board was meeting on the shared territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations and she thanked them for allowing the Board and meeting attendees to live, work and play on their lands.

3. ADOPTION OF THE AGENDA

22-94R

Moved: Trustee Kellogg *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: September 26, 2023
- b. Ratification of In Camera Board Meeting Minutes: September 26, 2023
- c. Receipt of Reports from Trustee Representatives
 - Tribune Bay Outdoor Education Centre Society – Trustee Young
 - OBLT Early Years Coalition – Trustee Young

23-95R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of October 24, 2023, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, thanked the District for its commitment to providing \$100,000 for this year's learning grants. Teachers appreciate the opportunity and look forward to seeing how funds get used to support the broader landscape of the teaching community in the District.

He then referred back to the September Board Meeting minutes where it was noted by the Superintendent that teachers have been taught how to use results of the Foundation Skills Assessments (FSA) in their classrooms. Mr. Woods suggested that they have not been specifically taught, rather shown how to use the results. The FSA data typically does not guide classroom practices or pedagogy and MATA would like to remind the Board that teachers are assessing students on a daily basis, which drives teachers to form the planning and learning in their classrooms.

Mr. Woods also referred to the class size report provided in the agenda package and, while noting that MATA appreciates the open conversations with Associate Superintendent Wilson regarding some classes that are over class size limits and that there is remedy that follows, it is the union's position that, as much as possible, classes should not be over ministry guided numbers.

8. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

No Report

9. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Karri Kitazaki, DPAC President, introduced the Board to the members of the 2023/24 DPAC Executive, noting that they are each also an executive member of the PAC at their child(ren)'s school.

She then thanked the District for sending out a letter on October 20, 2023, to staff and parents reaffirming its commitment to the educational community. DPAC appreciates that the District strives to create safe spaces and a sense of belonging in the Qualicum School District.

She also thanked everyone involved in organizing the upcoming parent information session scheduled for Thursday, October 26 at Ballenas Secondary. The session will build parent/guardian/caregiver awareness about the realities and risks faced by youth in the community and will be of benefit to all families.

Trustee Young thanked DPAC, MATA and all the other community members for their support of the Inclusive Rally that took place on October 21 as it was affirming that so many people came out to support us and thank you for continuing that type of support as it is important for all our students to feel safe and included and that they belong to our schools and community.

10. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

11. ACTION ITEMS

a. Change in Nomenclature for Winchelsea Place

Superintendent Jory spoke to part of the rationale of the proposal to refer to Winchelsea Place as “Winchelsea Learning Centre” and Autumn Taylor, Principal of the Parksville Alternate Secondary School (PASS) and the Collaborative Education Alternative Program (CEAP) provided additional information on how the staff and students determined the new name so it is representative of what occurs in that building.

23-96R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve “Winchelsea Learning Center” as the official name for the site informally known as Winchelsea Place.

CARRIED UNANIMOUSLY

12. INFORMATION ITEMS

a. Superintendent’s Report

Superintendent Jory spoke to the following:

- The first couple of months of the school year have been going well despite some recent high numbers of staff and student absences. While there are a few shortages to deal with overall, the District is well staffed compared to the rest of the province.
- Interviews for the Vice Principal pool will be on Friday, October 27th and senior staff are looking for the opportunity to welcome and grow a crew of new educational leaders into those formal roles. Thank you to everyone who have volunteered their time on the competition panel.
- The first Equity Scan of this year is scheduled on the afternoon of Thursday, October 26. Participants will be looking at the new District Strategic Plan, discussing interview questions for the next Indigenous students’ survey process, and sharing recent progress towards Truth & Reconciliation with

a focus on the last week of September as well as setting some goals for the coming school year.

- Staff have been accelerating the rebranding work in response to last month's Board approval of the nomenclature "Qualicum School District" and Dr. Jory showed a picture of the new door decals being added to the white fleet.
- The new Strategic Plan brochures will be picked up later this week to distribute to schools as a hard copy and the on-line version is also available on the District's website along with a revised version of the District Technology Plan and other operational plans as well as the most recent Framework for Enhancing Student Learning publication.
- In regard to achievement and the MATA President's comments about the FSA, Dr. Jory reminded everyone that one of the designers of the FSA was brought in a couple of years ago to provide two fulsome workshops for MATA members in the related grades who are facilitating the FSA's. He recognized that should be something the District does on a regular basis to capture staff turnover; however, he thought those members who had attended were pleased about their burgeoning understanding of the assessment and how they might use it. Dr. Jory noted that if teachers are not using the FSA data as a means to guide their practice, he does not believe that is an FSA problem. Teachers should be taking the opportunity to acknowledge what their students have been doing on those particular exercises, which are designed to assess the curriculum.

b. Enrolment Report

Gillian Wilson, Associate Superintendent, advised that the ECHO report shows that there are four less students than originally projected. She noted that there is some old language in the Collective Agreement with the BC Teachers Federation that is no longer used by districts (i.e. special needs and special education) and, instead, districts refer to learning support. Non-enrolling teachers provide support for learning in different ways: Speech-Language Pathologists, Deaf and Hard of Hearing, Vision teacher, Occupational Therapists, Physical Therapists and anything the district does with SET-BC. She then spoke to the ratio of non-enrolling teachers to students, noting that the Qualicum School District's non-enrolling teachers are higher than required as the District looks at needs-based requirements and needs-based staffing.

Trustee Young added that, while the District is better than some others in the province, the provincial ratio is over 600 students per teaching FTE and the Qualicum School District is staffing at approximately 300 students per teaching FTE. She stated that she believes that the Board still has some advocacy to make the province understand how important non-enrolling teachers are, specifically counsellors. She encouraged the Board to continue to advocate for the right kinds of supports in the right areas and for support for a needs-based budget.

c. Class Size Report

Gillian Wilson, Associate Superintendent, referred to the class size report provided in the agenda package, acknowledging that there is one site that has a higher than usual number of classes over 30 and there is an anomaly with a Grade 10 English cohort at that site, which staff are monitoring.

d. Educational Programs Update

Rudy Terpstra, Director of Instruction, reported on the following:

- The French Language Advisory, Education Technology and Assessment for Student Learning Committees have been established with meetings planned during November and December. The District appreciates having ratified teachers joining those committees as well as managers and school administrators.
- Revisions have been made to the Qualicum Learns Portal of the staff page of the website so that it is easier for staff to find the information they are looking for.
- A large number of teachers participated in the provincial professional development day held on Friday, October 20th. Sessions were offered on-line and in person. Of note was a virtual keynote presentation by Justice Murray Sinclair, Chair of the Truth and Reconciliation Commission, hosted by the BC Teachers of English Language Arts (BCTELA), which was very popular and well-attended.
- The Teaching and Learning Team, Learning Support, Indigenous Education teams, the Director of Instruction and all the principals and senior administrators look forward to planning how we can support not only our students in the classrooms but also teachers in learning to support those students.

Gillian Wilson, Associate Superintendent, reported on the following:

- Appreciation to Sheila Morrison, Early Learning Principal, for her work around Early Learning. Ms. Morrison has been actively looking at funding opportunities, including one received from the Ministry regarding new initiatives that other districts have obtained in order to support transitioning into Kindergarten. She then referenced the program piloted in the district last year and, if the District receives this funding, it would be used to support that work.
- Thank you to Iain Hay, District Social Worker, for his work in organizing the Parent Information Session scheduled for October 26, 2023. This is a great opportunity to have the community come together to talk about issues facing youth in the community and the resources available to them.
- Kindergarten snapshots have finished and that is part of some of the data that the Director of Instruction referred to. Teachers are doing the school reviews to learn who their learners are, which is a process that has been unique to the District.
- Feeding Futures Funding – While the District appreciates the funding, it still requires people to implement the initiative to provide meals during the school day to students in need. Credit was given to the principals and vice principals for collecting information on students with food insecurities and for the Human Resources department who supported schools which needed additional staffing to do the work to provide food to students. The District has been working with Nanaimo Food Share (in collaboration with Loaves and Fishes), a non-profit organization, which makes and delivers the lunches to one school from which the other participating schools can pick up for their students. Other sites have had staffing added to make the lunches and positions have been posted at other sites. Ms. Wilson noted that this is a trial year and a more fulsome report will be provided at the December meeting as to how the Feeding Futures Fund is being used throughout the District.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

Trustee Young referred to her committee report provided in the agenda.

a. Three-Year Financial Plan

Trustee Young highlighted that the three-year financial plan is an interesting planning document for the district to not only consider the current and next year's financial position of the district but expanding to consider how it might be in 3 to 5 years. She encouraged people to read and think about the report in some detail.

Secretary Treasurer Amos added that the longer range plan was suggested by the Ministry and, while not currently required, it likely would be after this year. The document was created to ensure transparency and to dovetail with the work the Superintendent is leading with governance and business forecasting (Strategic Plan, Facilities Review) and tying it all together for educational purposes.

23-97R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) receive the Qualicum School District 2023-2026 Three-Year Financial Plan as presented.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. Administrative Procedure to Board Policy 603: Employee Attendance Support

Changes were noted on the document for information.

b. Board Bylaw 2 – Board Structure

23-98R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 2: *Board Structure* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

c. Board Bylaw 3: Meetings of the Board

23-99R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

d. Board Bylaw 4: Banking

23-100R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 4: *Banking* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

e. **Board Policy 103: New/Repurposed Facilities**

23-101R

Moved: Trustee Kellogg

Seconded: Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 103: *New/Repurposed Facilities* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

f. **Board Policy 600: Personnel**

23-102R

Moved: Trustee Kellogg

Seconded: Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 600: Personnel at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

g. **Board Bylaw 1: Board of Education**

Trustee Kellogg noted that *Powell River Regional District* will be changed to *qathet Regional District* on the final version of Board Bylaw 1.

23-103R

Moved: Trustee Kellogg

Seconded: Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 1: *Board of Education* at its Regular Board Meeting of October 24, 2023.

CARRIED UNANIMOUSLY

At 6:52 p.m. Secretary Treasurer Amos assumed the Chair for the remainder of the meeting due to technical difficulties being experienced by Acting Chairperson Austin.

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

As provided in the agenda package.

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

None

17. **TRUSTEE ITEMS**

a. **Vancouver Island School Trustees Association (VISTA) Fall Meeting Report**

As provided in the agenda package.

18. **NEW OR UNFINISHED BUSINESS**

None

19. **BOARD CORRESPONDENCE AND MEDIA**

None

20. PUBLIC QUESTION PERIOD

21. ADJOURNMENT

Trustee Kellogg moved to adjourn the meeting at 6:58 p.m.

CHAIRPERSON

SECRETARY TREASURER



QUALICUM SCHOOL DISTRICT

IN-CAMERA MEETING

**SECTION 72 REPORT
October 24, 2023
Via ZOOM**

ATTENDEES:

Trustees

Julie Austin	Vice Chairperson (Acting Chairperson)
Carol Kellogg	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

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

The Board of Education discussed the following topics:

- Labour Relations/Personnel
- Land
- Legal

The Board of Education approved motions on the following topics:

- Personnel

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2023ECC0076-001650
Oct. 25, 2023

Ministry of Education and Child Care

Province makes systemic change to improve outcomes for K-12 Indigenous students

VICTORIA – Indigenous people will soon have more input into the decisions and processes affecting the education of Indigenous children and youth in B.C. public schools.

“These proposed changes acknowledge the crucial importance of First Nations involvement in the education of Indigenous students,” said Rachna Singh, Minister of Education and Child Care. “Part of reconciliation is to listen and make the changes needed to ensure First Nations students succeed in school.”

The Province is proposing amendments to the School Act to fulfil commitments in the Declaration Act Action Plan and the BC Tripartite Education Agreement (BCTEA). The changes are intended to support better education outcomes for First Nations and other Indigenous students attending provincial public schools, and more effective relationships between boards of education and First Nations. The proposed changes take a distinctions-based approach and were developed collaboratively with the First Nations Education Steering Committee and reflect consultation with First Nations and Indigenous people throughout B.C.

“Today is an important day for First Nation learners and the provincial education system in B.C. These changes to the School Act are aimed at improving First Nation student learning outcomes through effective relationships and processes that respect the inherent authority and role of First Nation governments, parents and communities in the education of their children and youth,” said Tyrone McNeil, president, First Nations Education Steering Committee (FNESC). “First Nations control of First Nations education underpins the First Nation education system we have spent three decades building in B.C. This work includes ensuring the provincial public school system is responsive to, and respects and incorporates the perspectives of, First Nations to better support this student population in a meaningful and appropriate way.

“Indigenous students, particularly First Nation students living on reserve, face systemic barriers that result in inequitable outcomes in the K-12 system, and so the changes in this suite of amendments represent systemic, transformative and welcome changes.”

The proposed legislation will ensure that First Nations and Treaty First Nations have the option to apply a model local education agreement (LEA) with boards of education should a First Nation request it. LEAs govern the purchase of educational services by First Nations from boards of education, and set out processes for information sharing, collaboration and decision-making. LEAs can establish a foundation for positive relationships between First Nations and school boards to support improved student outcomes and engage on broader issues.

Changes to the School Act will require all boards to establish an Indigenous education council (IEC) in their school district to ensure Indigenous people have input into decisions affecting

Indigenous students. The membership and function of IECs will recognize and reflect the local First Nations in whose territories the board operates. IECs will support boards in the provision of ongoing, comprehensive and equitable education and support services for Indigenous students, including providing Indigenous perspectives for the benefit of all students, and advice on and approving the board's spending plans and reports in relation to Indigenous education-targeted funds.

Finally, the new school-of-choice provision in the School Act will enable First Nations to decide which school First Nations students who live on reserve, self-governing or Treaty Lands will attend.

This legislation was collaboratively developed with FNESC and reflects commitments in BCTEA and the Declaration Act Action Plan, including actions 1.6 (LEAs), 4.3 (IECs) and 4.4 (school of choice). Additionally, the Province engaged with First Nations and Indigenous people throughout the province to consult and create the legislation.

Learn More:

For information about the First Nations Education Steering Committee, visit:

<https://www.fnesc.ca/>

Contact:

Ministry of Education and Child Care
Media Relations
250 208-7705

Connect with the Province of B.C. at: news.gov.bc.ca/connect

NEWS RELEASE COMMUNIQUÉ

For Immediate Release
2023ECC0079-001671
Oct. 30, 2023

Ministry of Education and Child Care
Ministry of Families, Children and Social Development

Increased wages recognize early childhood educators' vital role

VICTORIA – Early childhood educators (ECEs) will receive another hourly raise, starting on Jan. 1, 2024, to support the essential work they do to educate and care for young children.

New annual grants recognizing ECEs with specialized training will be available in the new year.

Eligible ECEs working at participating licensed child care facilities will receive a \$2-per-hour raise in January 2024, based on hours worked in December 2023, on top of the existing \$4-per-hour raise. This government-funded raise is the most recent in a series of increases to the ECE Wage Enhancement, bringing the total raise to \$6 per hour and increasing the median wage for ECEs up to approximately \$28 per hour.

“ECEs play a vital role in children’s early development and are critical for families and our economy, and we are taking steps to ensure their compensation continues to grow,” said Grace Lore, B.C.’s Minister of State for Child Care. “We look forward to introducing and refining a wage grid as we test a new funding model to help us continue to build child care as a core service here in B.C. While we do this work, these new investments will provide people working in this important sector with a much-needed boost.”

In addition to the latest increase, ECEs who hold an infant toddler educator or special needs educator certification through the ECE Registry will be able to apply for a further \$2,000 per year. ECEs who hold both certificates will be eligible to receive \$3,000 per year. ECEs with specialized training are needed to ensure families have access to quality, inclusive child care.

“If we are to succeed in building an early learning and child care system for families across the country, we need a dedicated, well-compensated and valued early childhood workforce,” said Jenna Sudds, federal Minister of Families, Children and Social Development. “Today’s announcement is an important step to recognize the early childhood educators who help take care of children in the province. I look forward to the continued efforts by provinces, territories and Indigenous partners to recruit, retain and recognize this vital workforce.”

In 2018, as part of ChildCareBC, government launched an ECE recruitment and retention strategy to help ensure a sufficient number of qualified ECEs in the province. This has resulted in more families finding child care to meet their needs, enabling them to work, train or pursue other opportunities. Government has also helped families by reducing the cost of child care and funding the creation of new spaces.

In addition to supporting ECEs through enhanced wages and the new grants, government is also:

- helping with the cost of education;

- offering ECE dual-credit programs in high schools in 30 school districts;
- offering work-integrated learning and new student spaces at post-secondary institutions throughout the province;
- prioritizing international ECEs under the Provincial Nominee Programs; and
- recently introduced legislation that will help remove barriers and get internationally trained ECEs working in B.C. quicker.

“I think it is important to note that early childhood educators require a minimum of two years’ post-secondary education,” said Susanne McMillan, an ECE and Camosun College early learning and care program graduate. “As professionals in this field, we create kind, inclusive and responsive environments that support each child to reach their potential in a constantly changing world. The additional hourly wage raise is another financial step to keep us in the field, while the grants acknowledge the additional specialized education many of us undertake.”

The Province is committed to developing a wage grid for ECEs. As a first step toward developing a wage grid that recognizes the level of education and experience that ECEs bring to their workplaces, the Province will start testing the first iteration of a funding model at select child care centres this year.

These additional investments for ECEs represent further progress in partnership with the federal government under the Canada-British Columbia Canada-wide Early Learning and Child Care Agreement. To support the goal of ensuring access to high-quality, affordable, flexible and inclusive early learning and child care, the Government of Canada is contributing \$3.2 billion over five years for early learning and child care in B.C. through March 2026.

Quote:

Lori Zehr, dean, school of health and human services, Camosun College –

“The early learning and care program at Camosun College prepares students for a career in early childhood education through a combination of academic and hands-on practical experience. Enhanced wages and the two new grants for specialized training recognize the work of early childhood educators in making a difference in the life of each child.”

Learn More:

To learn more about becoming an ECE, visit: www.gov.bc.ca/earlychildhoodeducator

For more information and to read the Early Care and Learning Recruitment and Retention Strategy, visit: www.gov.bc.ca/childcare/ecestrategy

For more information about Canada-wide Early Learning and Child Care: <https://canada.ca/child-care>

To find out more about ECEBC or the ECE Education Support Fund, visit: <https://www.ecebc.ca/>

A backgrounder follows.

BACKGROUND

For Immediate Release
2023ECC0079-001671
Oct. 30, 2023

Ministry of Education and Child Care
Ministry of Families, Children and Social Development

Support for early childhood educators in B.C.

- Early childhood educators (ECEs) will be able to apply to access the specialized certification grants through Early Childhood Educators of BC (ECEBC) in January 2024.
 - More information will be available on the ECEBC website soon.
- More than 12,000 eligible ECEs working at participating licensed child care facilities will receive the additional \$2 per hour (total of \$6 per hour) effective Dec. 1, 2023.
 - The first payments will be provided in January 2024, based on hours reported for December 2023.
- ECE students may also be eligible for funding through the ECE Education Support Fund to help with the cost of their education.
- B.C. anticipates more than 12,000 job openings for certified ECEs and ECE assistants in the coming decade.
 - Government’s recruitment and retention initiatives are helping to reduce the gap between supply and demand.
- The overall number of ECEs has increased by approximately 4,000 from 10,400 in 2018-19 to 14,400 in 2023-24.
- Sector-wide retention for ECEs receiving the wage enhancement was 90% between 2021-22 and 2022-23.

Contacts:

Esme Mills
Ministry of Education and Child Care
Media Relations
esme.mills@gov.bc.ca
250 896-4891

Soraya Lemur
Press Secretary
Office of the Honourable Jenna Sudds
Minister of Families, Children and Social
Development
soraya.lemur@hrsdc-rhdcc.gc.ca

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NEWS RELEASE

For Immediate Release
2023HLTH0130-001722
Nov. 6, 2023

Ministry of Health

Campaign will inform youth of the effects of vaping

VICTORIA – Young people in B.C. will be better informed as the Province launches its anti-vaping campaign in schools to help children and youth learn about the adverse effects of vaping and make educated decisions.

“We know that vaping is addictive and everyone, especially younger generations, should know the risks and effects it may have on their health,” said Adrian Dix, Minister of Health. “That is why we implemented vaping regulations and announced the A-Z of vaping campaign, a campaign that provides children and youth in B.C. with digestible, effective information. Now, with this information being shared in schools, young people can stay informed and feel empowered to take control of their health and wellness.”

Vaping products contain nicotine, the same addictive substance in cigarettes and other commercial tobacco products. They also contain numerous chemicals, such as formaldehyde, and new chemicals may be created when the e-liquid is heated. When inhaled, these substances can irritate and cause damage to the lungs.

“It’s critical that our kids know the health risks of vaping,” said Rachna Singh, Minister of Education and Child Care. “The A-Z of vaping campaign continues our work with parents, schools and teachers to help students in B.C. get the right information and make informed decisions about their health.”

Although the legal age to purchase vaping products in B.C is 19, children and youth are more likely to develop a nicotine dependence. Nicotine dependence can result in withdrawal and cause symptoms such as headaches, shakes, dizziness and feelings of anxiety or depression. Nicotine also affects memory and concentration, can alter brain development, reduce impulse control, and cause cognitive and behavioural issues in children and youth.

On Oct. 30, new anti-vaping posters, signage and pamphlets were distributed to B.C. schools, providing information about the risks of vaping and resources for youth who want to learn more and/or take steps to quit vaping.

This campaign follows the launch of the Province’s A-Z of vaping campaign, which was successfully introduced online and social media platforms in spring 2023. Through youth engagement and feedback, the A-Z of vaping campaign was designed to talk about the ingredients commonly found in vaping products and explain the negative effects.

QuitNow also launched a new website aimed at encouraging young people to adopt a vape-free lifestyle. The site shares information about the environmental, economic, social and health impacts of vaping.

The long-term effects of vaping continue to be studied and the Province will continue to inform youth and parents of the known effects.

Learn more:

To learn more about the A-Z of vaping campaign, visit:

<https://www2.gov.bc.ca/gov/content/vaping/the-a-z-of-vaping>

Health information for youth is available here:

<https://www2.gov.bc.ca/gov/content/vaping/health-info-for-youth>

For support and information about quitting vaping, visit: <https://www.quitnow.ca/>

Contact:

Ministry of Health Communications

Media Relations

250 952-1887

Connect with the Province of B.C. at: news.gov.bc.ca/connect

NEWS RELEASE

For Immediate Release
2023PREM0077-001688
Oct. 30, 2023

Office of the Premier

B.C. to make Holocaust education mandatory for high school students

VANCOUVER – Premier David Eby and the B.C. government committed to make Holocaust education mandatory for high school students in British Columbia at an event at the Jewish Community Centre of Greater Vancouver.

“For our friends and neighbours in the Jewish community, this has been an incredibly frightening time. We have seen a rise in antisemitism in B.C. following the terrorist attacks in Israel, which evokes the history of persecution of Jews,” said Premier Eby. “Combatting this kind of hate begins with learning from the darkest parts of our history, so the same horrors are never repeated. That’s why we are working with the Jewish community to make sure learning about the Holocaust becomes a requirement for all high school students.”

While many students learn about the Holocaust, there is more work to do to ensure all students graduate with an understanding about this topic. According to a study commissioned by the Canadian charity Liberation75 last year, a third of North American students surveyed believe the Holocaust was either exaggerated or fabricated. Incidents of antisemitism have been on the rise across B.C. in recent years, including a surge in violent incidents.

The provincial government is committed to broadening the scope of the required Grade 10 social studies curriculum. This will ensure that when learning about discriminatory policies and injustices in Canada and around the world, all students in B.C. will also learn about the Holocaust.

The changes will take effect in the 2025-26 school year to allow for consultation and development with the Vancouver Holocaust Education Centre, the Jewish community and education partners.

Other additions to the Grade 10 social studies curriculum will also be considered to reflect the diversity and history of B.C. clearly. This includes more learning on topics such as the destruction of Hogan’s Alley, Japanese internment and discrimination against other culturally diverse groups such as Muslim, East-Asian, Black and South-Asian communities. Conversations with stakeholders will happen over the next year to ensure the provincial government is moving forward together with partners and communities.

STATEMENT

For Immediate Release
2023ECC0094-001835
Nov. 24, 2023

Ministry of Education and Child Care

Joint statement on safe, caring and inclusive schools

VICTORIA – Rachna Singh, Minister of Education and Child Care; Sonia Furstenau, MLA for Cowichan Valley; BC School Trustees Association; BC School Superintendents Association; BC Association of School Business Officials; BC Principals’ and Vice-Principals’ Association; BC Teachers’ Federation; CUPE BC; BC Confederation of Parent Advisory Councils; Federation of Independent School Associations; First Nations Education Steering Committee; First Nations Schools Association; and Métis Nation BC have released the following statement about safe, caring and inclusive schools:

“All of B.C.’s provincial education partners for K-12 schools, joined by Minister Rachna Singh and MLA Sonia Furstenau, are standing together in solidarity to ensure every school is a place where all students deserve to be welcomed, included and respected in a safe learning environment, while being fully and completely themselves.

“There is no room for any type of discrimination in our schools. The B.C. Human Rights Code protects B.C. students from discrimination based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. Every school in B.C. should be a place where everyone is welcome, and no student should feel unsafe or excluded.

“We want to recognize the work being done to ensure all students and staff are protected from discrimination at school. Building an education system that is welcoming for all of B.C.’s K-12 students, staff and families is critical with a focus on student success and well-being at the centre. As provincial education partners, we stand unified in this commitment.”

Contact:

Ministry of Education and Child Care
Media Relations
250 893-0763

Connect with the Province of B.C. at: news.gov.bc.ca/connect



Qualicum School District

Trustee Representative Committee Report

Trustee Representative: Elaine Young
Committee Name: Tribune Bay Outdoor Education Centre
Meeting Location: In Person and via Teams
Meeting Date & Time: October 25, 2023 at 1:00 p.m.

This was a combined meeting of the Directors of the Society and members of the Governing Committee. The Qualicum and Comox Valley school districts share the governing duties as they hold the current park use permit which expires on December 31 2024.

Business arising from the previous minutes had directors reporting on connections they are making to expand attendance and programming at the Centre such as orienteering, runners clubs and a back country cooking workshop . Additional ideas to generate user groups using the site for accommodations and meals were shared for future consideration.

The Centre Managers then reviewed the 2023 season report which included the piloting of two new initiatives to increase revenue and retain staff. The first was the operating of a Snack Shack for the community and campers, which was deemed to be a success with sales grossing of approximately \$6800 (net income will be reported at the Society's Annual General Meeting). The Centre staff were also invited to operate an information and food booth at the Hornby Island Fall Fair which was also well-received with sales of \$900 (net income to be reported at the Society's Annual General Meeting).

Busing and transportation were challenging this year as there were no drivers available, which resulted in the program manager having to drive the bus. Ferry fares also increased; however, there were also more sailings added to the Denman Island to Hornby Island route.

The Centre's boat was sold as it was not being used much and was costly to maintain. The Raven dorm roof project was put on hold as there may be a grant to replace the whole building with a wheelchair accessible winterized yurt. Six groups from the Qualicum School district attended the site this year, which is an increase from one group the prior year; however, this is still lower than the number of groups that attended in 2019.

Staffing was a major challenge this season with some interpersonal issues arising. Plans for next season are to avoid staff burnout by reducing the hours of shifts, implementation of day and evening shifts, and to include ways to improve staff relations during the spring training sessions.

The 2024 budget was discussed; however, it was not approved as there were some revisions needed as well as a year to date report for 2023. It was noted that some grants are currently being applied for. This year's project for the directors and managers will be to develop a Financial Policy now that the HR Policy has been finalized.

Park Use Permit – The Governing Committee will be scheduling a meeting prior to the application for renewal of the Park Use Permit to discuss a shared vision and discuss financial viability of the Centre.

The Annual General Meeting of the Society was scheduled for Friday, April 12, 2024 at 10:00 a.m.

The meeting adjourned at 2:28 p.m.



Yath ćisum
Always growing
Grandissons ensemble

**Qualicum School District
Finance & Operations Committee of the Whole Report
Monday, November 20, 2023
Via Video Conferencing
10:30 a.m.**

Facilitator: Trustee Elaine Young

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.

Mandate: *To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.*

1. PRESENTATIONS (10 MINUTES)

a. International Student Program Update

Ross Pepper and Kevin McKee, Principals of the International Student Program (ISP), provided an update of the program. They shared that the student numbers are better than budgeted at 140 FTE but less than the 2019/20 high of 170 FTE, which is due in part to the lack of good homestays. A 2023 summer program was held and will be repeated in 2024. The Global ROAMS program remains popular and continues to draw students.

Currently there are students coming from 21 different countries with European countries remaining strong and Asian countries are slowly returning after COVID. Staff are currently updating their business plan while working to restore exchange and short stay programming.

The ISP continues to provide benefits to the school district in terms of finances, as well as to the community financially through homestays and other spending along with providing more cultural diversity. The benefits to the district's students include expanding their understanding of the world and other cultures.

2. PROJECT UPDATES

a. Oceanside Community Track

Director of Operations Munro reported that there will be a meeting with engineers later in the week to virtually complete the drawings, after which the specific planning and tendering can begin. A full update and plan will come to the January Finance and Operations Committee meeting.

b. False Bay School and Operational Planning

Other projects were reported on including a progress report on the False Bay School replacement or seismic renewal indicating that a general plan was developed for each option. Once an option is approved, it is expected to take 4 years to complete.

It was shared that the District's Capital request submissions are sent to the Ministry in September; however, formal approval is not received until mid-March, which makes it difficult to plan. With their approval likely, Operations will be going ahead on some CNCP electrical improvement projects in the hopes of saving money and time which could be passed on to other projects.

Trustee Kellogg asked about recent discussions concerning the Kwalikum Secondary School (KSS) facility. Director Munro indicated that he will be attending the upcoming KSS PAC meeting to discuss potential upgrades to that site. He anticipated there would be discussion about the basketball court and the healing garden.

3. ITEMS FOR DISCUSSION

5. INFORMATION ITEM(S)

a. DRAFT 2024/2025 Budget Process Schedule

Secretary Treasurer Amos reviewed the Budget process indicating that it will be similar to past years and will include a public survey as well as various opportunities for stakeholders to be involved in the budget discussions. As in past years, the budget process schedule will be presented at the Regular Board meeting in December.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

a. 2022-2023 Statement of Financial Information (SOFI)

Secretary Treasurer Amos commented on the SOFI report and highlighted some areas that needed further clarity, including how employee expenses are being reported to include expenses paid to or on behalf of each employee and the impact of retirement allowances on all employee groups. There was some discussion on how employer paid benefits such as dental and extended health are added to the employee's remuneration and, therefore, depending on the employee rate as family or single, can impact the amount being reported. It is particularly noticeable for employees at similar salary grids.

7. FUTURE TOPICS

- a. Long Range Facility Plan**
- b. Amended Budget**
- c. Q2 Financial Summary**
- d. Budget Development – Schedule/Survey**
- e. Budget Development – Review Fees/Rates**

8. NEXT MEETING DATE:

Monday, January 15, 2024 at 10:30 via video conferencing

9. ADJOURNMENT



Ministry
of Education

SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

<small>SCHOOL DISTRICT NUMBER</small> 69	<small>NAME OF SCHOOL DISTRICT</small> Qualicum	<small>YEAR</small> 2023
<small>OFFICE LOCATION(S)</small> 100 Jensen Avenue East		<small>TELEPHONE NUMBER</small> 250-248-4241
<small>MAILING ADDRESS</small> PO Box 430		
<small>CITY</small> Parksville	<small>PROVINCE</small> BC	<small>POSTAL CODE</small> V9P 2G5
<small>NAME OF SUPERINTENDENT</small> Peter Jory		<small>TELEPHONE NUMBER</small> 250-954-4687
<small>NAME OF SECRETARY TREASURER</small> Ron Amos		<small>TELEPHONE NUMBER</small> 250-954-4675

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended
June 30, 2023

for School District No. 69 as required under Section 2 of the Financial Information Act.

<small>SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION</small>	<small>DATE SIGNED</small>
<small>SIGNATURE OF SUPERINTENDENT</small>	<small>DATE SIGNED</small>
<small>SIGNATURE OF SECRETARY TREASURER</small>	<small>DATE SIGNED</small>

EDUC. 6049 (REV. 2008/09)

Statement of Financial Information for Year Ended June 30, 2023

Financial Information Act-Submission Checklist

	<i>Due Date</i>
a) <input type="checkbox"/> A statement of assets and liabilities (audited financial statements).	<i>September 30</i>
b) <input type="checkbox"/> An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i>September 30</i>
c) <input type="checkbox"/> A schedule of debts (audited financial statements).	<i>September 30</i>
d) <input type="checkbox"/> A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i>September 30</i>
e) A schedule of remuneration and expenses, including:	<i>December 31</i>
<input type="checkbox"/> i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
<input type="checkbox"/> ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
<input type="checkbox"/> iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f) <input type="checkbox"/> An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i>December 31</i>
g) <input type="checkbox"/> Approval of Statement of Financial Information.	<i>December 31</i>
h) <input type="checkbox"/> A management report approved by the Chief Financial Officer	<i>December 31</i>

School District Number & Name: School District No. 69 (Qualicum)

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2023

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Documents are arranged in the following order:

1. Management Report
2. Audited Financial Statements with Note Disclosure
3. Schedule of Debt (Schedule 1)
4. Schedule of Guarantee and Indemnity Agreements (Schedule 2)
5. Schedule of Remuneration and Expenses (Schedule 3)
6. Statement of Severance Agreements (Schedule 4)
7. Schedule of Payments for Goods and Services (Schedule 5)
8. Comparison of Scheduled Payments to Audited Financial Statements (Schedule 6)

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2023

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, MPS Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District

Peter Jory, Superintendent

Date:

Ron Amos, Secretary Treasurer

Date:

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

Audited Financial Statements of

School District No. 69 (Qualicum)

And Independent Auditors' Report thereon

June 30, 2023

School District No. 69 (Qualicum)

June 30, 2023

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School District No. 69 (Qualicum)

MANAGEMENT REPORT

Version: 9787-9041-7059

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 69 (Qualicum) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

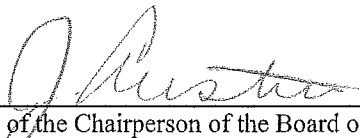
The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.


Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

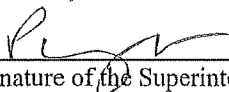
The Board of Education of School District No. 69 (Qualicum) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

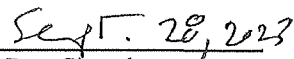
The external auditors, MPS Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 69 (Qualicum) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

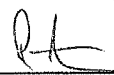
On behalf of School District No. 69 (Qualicum)

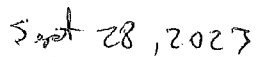

Signature of the Chairperson of the Board of Education

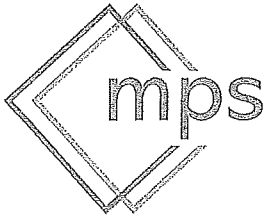

Date Signed


Signature of the Superintendent


Date Signed


Signature of the Secretary Treasurer


Date Signed



MacLean Pazicka Souchuck
Chartered Professional Accountants

Campbell B. MacLean, Ltd.
Stana Pazicka, Inc.
Leanne M. Souchuck, Ltd.

INDEPENDENT AUDITORS' REPORT

To the Board of Education of School District No. 69 (Qualicum), and
To the Minister of Education, Province of British Columbia

Opinion

We have audited the accompanying consolidated financial statements of School District No. 69 (Qualicum), which comprise the statement of financial position as at June 30, 2023, the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of School District No. 69 (Qualicum) as at June 30, 2023, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the School District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the School District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School District's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the School District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

MPS

CHARTERED PROFESSIONAL ACCOUNTANTS



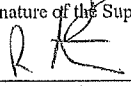
Parksville, Canada
September 26, 2023

School District No. 69 (Qualicum)

Statement 1

Statement of Financial Position

As at June 30, 2023

	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$
Financial Assets		
Cash and Cash Equivalents	15,283,965	15,043,883
Accounts Receivable		
Due from Province - Ministry of Education and Child Care	893,469	879,929
Other (Note 3)	270,770	189,702
Total Financial Assets	<u>16,448,204</u>	<u>16,113,514</u>
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	4,522,972	4,333,188
Unearned Revenue (Note 5)	2,002,491	2,335,775
Deferred Revenue (Note 6)	878,670	733,952
Deferred Capital Revenue (Note 7)	43,484,830	44,274,713
Employee Future Benefits (Note 8)	6,439,537	6,358,157
Asset Retirement Obligation (Note 18)	2,817,927	2,817,927
Total Liabilities	<u>60,146,427</u>	<u>60,853,712</u>
Net Debt	<u>(43,698,223)</u>	<u>(44,740,198)</u>
Non-Financial Assets		
Tangible Capital Assets (Note 9)	59,288,636	60,465,886
Prepaid Expenses	226,119	163,668
Total Non-Financial Assets	<u>59,514,755</u>	<u>60,629,554</u>
Accumulated Surplus (Deficit) (Note 13)	<u>15,816,532</u>	<u>15,889,356</u>
Accumulated Surplus (Deficit) is comprised of:		
Accumulated Surplus (Deficit) from Operations	15,816,532	15,889,356
Accumulated Remeasurement Gains (Losses)		
	<u>15,816,532</u>	<u>15,889,356</u>
Contractual Obligations (Note 10)		
Contractual Rights (Note 14)		
Approved by the Board		
		
Signature of the Chairperson of the Board of Education		Sept 29, 2023 Date Signed
		
Signature of the Superintendent		Sept. 28/2023 Date Signed
		
Signature of the Secretary Treasurer		Sept 28, 2023 Date Signed

School District No. 69 (Qualicum)

Statement 2

Statement of Operations
Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	56,740,437	56,917,905	53,502,318
Other	150,000	140,016	139,889
Tuition	3,800,000	3,917,837	3,661,653
Other Revenue	1,465,000	1,701,230	1,491,617
Rentals and Leases	600,000	726,127	677,331
Investment Income	420,000	467,424	122,493
Amortization of Deferred Capital Revenue	2,609,673	2,594,166	2,561,645
Total Revenue	<u>65,785,110</u>	<u>66,464,705</u>	<u>62,156,946</u>
Expenses			
Instruction	50,727,267	50,206,901	48,664,420
District Administration	2,712,518	2,755,835	2,412,317
Operations and Maintenance	9,950,371	11,163,131	9,989,826
Transportation and Housing	2,537,629	2,411,662	2,434,961
Total Expense	<u>65,927,785</u>	<u>66,537,529</u>	<u>63,501,524</u>
Surplus (Deficit) for the year	<u>(142,675)</u>	<u>(72,824)</u>	<u>(1,344,578)</u>
Accumulated Surplus (Deficit) from Operations, beginning of year		15,889,356	17,233,934
Accumulated Surplus (Deficit) from Operations, end of year		<u>15,816,532</u>	<u>15,889,356</u>

School District No. 69 (Qualicum)

Statement 4

Statement of Changes in Net Debt
Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Surplus (Deficit) for the year	<u>(142,675)</u>	<u>(72,824)</u>	<u>(1,344,578)</u>
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(200,000)	(1,767,726)	(1,987,343)
Amortization of Tangible Capital Assets	2,952,348	2,944,976	2,930,347
Total Effect of change in Tangible Capital Assets	<u>2,752,348</u>	<u>1,177,250</u>	<u>943,004</u>
Acquisition of Prepaid Expenses		(226,119)	(163,668)
Use of Prepaid Expenses		163,668	124,698
Total Effect of change in Other Non-Financial Assets	<u>-</u>	<u>(62,451)</u>	<u>(38,970)</u>
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	<u>2,609,673</u>	1,041,975	(440,544)
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		1,041,975	(440,544)
Net Debt, beginning of year		(44,740,198)	(44,299,654)
Net Debt, end of year		<u>(43,698,223)</u>	<u>(44,740,198)</u>

School District No. 69 (Qualicum)

Statement 5

Statement of Cash Flows
Year Ended June 30, 2023

	2023 Actual	2022 Actual
	(Restated - Note 19)	
	\$	\$
Operating Transactions		
Surplus (Deficit) for the year	(72,824)	(1,344,578)
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	(94,608)	(602,266)
Prepaid Expenses	(62,451)	(38,970)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	189,784	(695,300)
Unearned Revenue	(333,284)	57,326
Deferred Revenue	144,718	(110,080)
Employee Future Benefits	81,380	259,165
Amortization of Tangible Capital Assets	2,944,976	2,930,347
Amortization of Deferred Capital Revenue	(2,594,166)	(2,561,645)
Services and Supplies purchased with Bylaw Capital	(1,194,275)	(749,478)
Repayment of Provincial Grant		(60,000)
Total Operating Transactions	<u>(990,750)</u>	<u>(2,915,479)</u>
Capital Transactions		
Tangible Capital Assets Purchased	<u>(1,767,726)</u>	<u>(1,987,343)</u>
Total Capital Transactions	<u>(1,767,726)</u>	<u>(1,987,343)</u>
Financing Transactions		
Capital Revenue Received	<u>2,998,558</u>	<u>2,830,618</u>
Total Financing Transactions	<u>2,998,558</u>	<u>2,830,618</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>240,082</u>	<u>(2,072,204)</u>
Cash and Cash Equivalents, beginning of year	<u>15,043,883</u>	<u>17,116,087</u>
Cash and Cash Equivalents, end of year	<u>15,283,965</u>	<u>15,043,883</u>
Cash and Cash Equivalents, end of year, is made up of:		
Cash	<u>15,283,965</u>	<u>15,043,883</u>
	<u>15,283,965</u>	<u>15,043,883</u>

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 1 AUTHORITY AND PURPOSE

The School District, established in 1946, operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 69 (Qualicum)" and operates as "School District No. 69 (Qualicum)." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district, and is principally funded by the Province of British Columbia through the Ministry of Education and Child Care. School District No. 69 (Qualicum) is exempt from federal and provincial corporate income taxes.

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant financial, market and social dislocating impact worldwide. The ongoing impact of the pandemic presents uncertainty over future cash flows, may have a significant impact on future operations including decreases in revenue, impairment of receivables, reduction in investment income and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact are not known, an estimate of the future financial effect on the School District is not practicable at this time.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School District are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the School District are as follows:

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(e) and 2(i).

In November 2011, the Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in Notes 2(e) and 2(i), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize government transfers for the acquisition of tangible capital assets into revenue on the same basis as the related amortization expense.

As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require that:

- Government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

a) Basis of Accounting (continued)

- Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

The impacts of this difference on the financial statements of the School District are as follows:

Year ended June 30, 2022 - decrease in annual surplus by \$1,993,181

June 30, 2022 - increase in accumulated surplus and decrease in deferred contributions by \$43,411,438

Year ended June 30, 2023 - decrease in annual surplus by \$857,026

June 30, 2023 - increase in accumulated surplus and decrease in deferred contributions by \$42,554,412

b) Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

e) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2(i).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impacts of this policy on these financial statements.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements. The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSLS) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2022 and projected to March 31, 2025. The next valuation will be performed at March 31, 2025 for use at June 30, 2025. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

g) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

- (a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) The past transaction or event giving rise to the liability has occurred;
- (c) It is expected that future economic benefits will be given up; and
- (d) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in several of the buildings owned by the School District has been initially recognized using the modified retroactive method. The liability has been measured at current cost as the timing and amounts of future cash flows cannot be estimated. The resulting costs have been capitalized into the carrying amount of tangible capital assets and are being amortized on the same basis as the related tangible capital asset (see note 2(f)). Assumptions used in the calculations are reviewed annually.

h) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

h) Tangible Capital Assets (continued)

- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites) is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise.
- Estimated useful life is as follows:

Buildings	40 years
Furniture and Equipment	10 years
Vehicles	10 years
Computer Hardware	5 years

i) Prepaid Expenses

Amounts for maintenance contracts and other services are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

j) Funds and Reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 13 - Accumulated Surplus).

k) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met, are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred.
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

k) Revenue Recognition (continued)

- Contributions restricted for tangible capital assets acquisitions, other than sites, are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets, other than sites, are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2(a) for the impacts of this policy on these financial statements.

Revenue related to fees or services received in advance of the fee being earned or the service being performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

l) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Director of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Associate Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and Indigenous education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals' and Vice-Principals' salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

m) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract. Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these instruments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

All financial assets, except derivatives, are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

n) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2(a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

o) Future Changes in Accounting Policies

PS 3400 Revenue, issued November 2018, establishes standards on how to account for and report on revenue and is effective July 1, 2023. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the School District satisfies a performance obligation by providing the promised goods or services to a payor.

Revenue from transactions with no performance obligations should be recognized when a School District:

- Has the authority to claim or retain an inflow of economic resources; and
- Identifies a past transaction or event that gives rise to an asset.

This standard may be applied retroactively or prospectively. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 3 ACCOUNTS RECEIVABLE - OTHER RECEIVABLES

	2023	2022
Due from Federal Government	\$ 80,196	\$ 77,327
Mount Arrowsmith Teachers Association	21,161	7,034
Little Gnomes Childcare	37,087	-
Telus Communications	44,485	-
CUPE Local 3570	-	12,568
Other	87,841	92,773
	\$ 270,770	\$ 189,702

NOTE 4 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES - OTHER

	2023	2022
Trades payable	\$ 716,548	\$ 815,187
Salaries and benefits payable	2,985,024	2,713,950
Accrued vacation pay	257,154	224,146
Employer health tax payable	275,581	266,236
Other	288,665	313,669
	\$ 4,522,972	\$ 4,333,188

NOTE 5 UNEARNED REVENUE

	2023	2022
Tuition fees	\$ 1,969,578	\$ 2,302,573
Rentals	32,913	33,202
	\$ 2,002,491	\$ 2,335,775

NOTE 6 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Detailed information about the changes in deferred revenue is included in Schedule 3A.

NOTE 7 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by the Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Detailed information about the changes in deferred capital revenue is included in Schedule 4C and 4D.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 8 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	2023	2022
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	\$ 6,250,099	\$ 6,212,559
Service Cost	458,117	454,276
Interest Cost	205,333	158,546
Benefit Payments	(574,725)	(510,449)
Increase in Obligation due to Plan Amendment	-	-
Actuarial (Gain) Loss	(238,132)	(64,833)
Accrued Benefit Obligation – March 31	\$ 6,100,692	\$ 6,250,099
Reconciliation of Funded Status at End of Fiscal Year		
Accrued Benefit Obligation – March 31	\$ 6,100,692	\$ 6,250,099
Market Value of Plan Assets – March 31	-	-
Funded Status – Deficit	(6,100,692)	(6,250,099)
Employer Contributions After Measurement Date	168,594	138,192
Benefits Expense After Measurement Date	(173,914)	(165,863)
Unamortized Net Actuarial (Gain) Loss	(333,525)	(80,388)
Accrued Benefit Liability – June 30	\$ (6,439,537)	\$ (6,358,157)
Reconciliation of Change in Accrued Benefit Liability		
Accrued Benefit Liability – July 1	\$ 6,358,157	\$ 6,098,992
Net expense for fiscal year	686,507	691,246
Employer Contributions	(605,127)	(432,081)
Accrued Benefit Liability – June 30	\$ 6,439,537	\$ 6,358,157

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 8 EMPLOYEE FUTURE BENEFITS (continued)

Components of Net Benefit Expense

Service Cost	\$ 455,545	\$ 455,236
Interest Cost	215,956	170,243
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial Loss	15,006	65,767
Net Benefit Expense	\$ 686,507	\$ 691,246

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	2023	2022
Discount Rate – April 1	3.25%	2.50%
Discount Rate – March 31	4.00%	3.25%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARSL – March 31	10.9	10.9

NOTE 9 TANGIBLE CAPITAL ASSETS

Net Book Value:

	June 30, 2023	June 30, 2022 (restated)
Sites	\$ 11,929,778	\$ 11,929,778
Buildings	44,698,225	45,294,001
Furniture and Equipment	623,150	733,473
Vehicles	2,010,776	2,468,270
Computer Hardware	26,707	40,364
Total	\$ 59,288,636	\$ 60,465,886

June 30, 2023

Cost:	Opening Balance	Additions	Disposals	Transfers (WIP)	Total 2023
Sites	\$ 11,929,778	\$ -	\$ -	\$ -	\$ 11,929,778
Buildings	112,165,543	1,750,890	-	-	113,916,433
Furniture and Equipment	1,329,374	16,836	132,398	-	1,213,812
Vehicles	4,658,447	-	167,021	-	4,491,426
Computer Hardware	83,151	-	29,731	-	53,420
Total	\$ 130,166,293	\$ 1,767,726	\$ 329,150	\$ -	\$ 131,604,869

Accumulated Amortization:	Opening Balance	Additions	Disposals	Total 2023
Buildings	\$ 66,871,542	\$ 2,346,666	\$ -	\$ 69,218,208
Furniture and Equipment	595,901	127,159	132,398	590,662
Vehicles	2,190,177	457,494	167,021	2,480,650
Computer Hardware	42,787	13,657	29,731	26,713
Total	\$ 69,700,407	\$ 2,944,976	\$ 329,150	\$ 72,316,233

**SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023**

NOTE 9 TANGIBLE CAPITAL ASSETS (continued)

June 30, 2022

Cost:	Opening Balance (restated)	Additions	Disposals	Transfers (WIP)	Total 2022 (restated)
Sites	\$ 11,929,778	\$ -	\$ -	\$ -	\$ 11,929,778
Buildings	110,460,928	1,704,615	-	-	112,165,543
Furniture and Equipment	1,153,941	221,011	45,578	-	1,329,374
Vehicles	4,653,160	61,717	56,430	-	4,658,447
Computer Hardware	83,151	-	-	-	83,151
Total	\$ 128,280,958	\$ 1,987,343	\$ 102,008	\$ -	\$130,166,293

Accumulated Amortization:	Opening Balance (restated)	Additions (restated)	Disposals (restated)	Total 2022 (restated)
Buildings	\$ 64,562,691	\$ 2,308,851	\$ -	\$ 66,871,542
Furniture and Equipment	517,313	124,166	45,578	595,901
Vehicles	1,781,027	465,580	56,430	2,190,177
Computer Hardware	26,157	16,630	-	42,787
Total	\$ 66,887,188	\$ 2,915,227	\$ 102,008	\$ 69,700,407

NOTE 10 CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The School District, in conducting its usual business activities, is involved in legal claims and litigation. In the event any unsettled claims are successful, management believes that such claims are not expected to have a material effect on the School District's financial position.

NOTE 11 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2022, the Teachers' Pension Plan has about 51,000 active members and approximately 41,000 retired members. As of December 31, 2022, the Municipal Pension Plan has about 240,000 active members, including approximately 30,000 from School Districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2020 indicated a \$1,584 million surplus for basic pension benefits on a going concern basis.

**SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023**

NOTE 11 EMPLOYEE PENSION PLANS (continued)

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The School District paid \$4,331,540 for employer contributions to these plans in the year ended June 30, 2023 (2022 - \$4,192,989).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2023. The next valuation for the Municipal Pension Plan will be as at December 31, 2024, with results available in 2025.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

NOTE 12 EXPENSE BY OBJECT

	2023	2022 (restated)
Salaries and benefits	\$ 52,633,549	\$ 50,963,936
Services and supplies	10,959,004	9,607,241
Amortization	2,944,976	2,930,347
	\$ 66,537,529	\$ 63,501,524

NOTE 13 ACCUMULATED SURPLUS

Accumulated surplus consists of:

	2023	2022 (restated)
Invested in tangible capital assets	\$ 13,869,338	\$ 14,189,562
Local capital surplus	313,010	325,322
Total capital surplus	14,182,348	14,514,884
Operating surplus	1,634,184	1,374,472
	\$ 15,816,532	\$ 15,889,356

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2023, were as follows:

- Capital assets were purchased with Operating funds (\$30,586).

**SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023**

NOTE 13 ACCUMULATED SURPLUS (continued)

The operating surplus has been internally restricted (appropriated) for:

	2023	2022
School budgets	\$ 40,000	\$ 97,227
Capital maintenance	268,700	331,493
Software	125,000	-
Indigenous education	-	48,609
Energy projects	-	62,337
Budgeted allocation of surplus	-	400,551
Appropriated for future years' operating budget	1,200,484	434,255
Internally restricted	1,634,184	1,374,472
Unrestricted operating surplus	-	-
Total operating surplus	<u>\$ 1,634,184</u>	<u>\$ 1,374,472</u>

NOTE 14 CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The School District's contractual rights arise because of contracts entered into for the rental of facilities. The following summarizes the contractual rights of the School District for future assets:

	2024	2025	2026	2027	2028	Thereafter
Future rental revenue	<u>\$ 702,839</u>	<u>\$ 184,490</u>	<u>\$ 184,490</u>	<u>\$ 184,490</u>	<u>\$ 105,049</u>	<u>\$ 420,195</u>

NOTE 15 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

NOTE 16 BUDGET FIGURES

The budget figures included in the financial statements are not audited. The budget figures data presented in these financial statements is based upon the 2022/23 amended annual budget adopted by the Board on February 28, 2023. The following chart compares the original annual budget bylaw approved May 24, 2022 to the amended annual budget bylaw reported in these financial statements.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 16 BUDGET FIGURES (continued)

	2023 Amended Annual Budget	2023 Annual Budget
Revenues		
Provincial Grants		
Ministry of Education	\$ 56,740,437	\$ 52,738,643
Other Provincial Revenues	2,759,673	2,671,802
Tuition	3,800,000	3,700,000
Other Revenue	1,465,000	1,090,000
Rentals and Leases	600,000	600,000
Investment Income	420,000	120,000
Total Revenue	65,785,110	60,920,445
Expenses		
Instruction	\$ 50,727,267	\$ 46,984,423
District Administration	2,712,518	2,474,055
Operations and Maintenance	9,950,371	9,491,358
Transportation and Housing	2,537,629	2,380,681
Total Expenses	65,927,785	61,330,517
Net Revenue (Expenses)	(142,675)	(410,072)
Budgeted Allocation of Surplus	-	400,551
Budgeted Surplus (Deficit) for the year	\$ (142,675)	\$ (9,521)

NOTE 17 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and Child Care and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

NOTE 18 ASSET RETIREMENT OBLIGATION

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some district owned buildings that will undergo major renovations or demolition in the future. A reasonable estimate of the fair value of the obligation has been recognized using the modified retroactive approach as at July 1, 2022 (see Note 19 – Prior Period Adjustment – Change in Accounting Policy). The obligation has been measured at current cost as the timing of future cash flows cannot be reasonably determined. These costs have been capitalized as part of the assets' carrying value and are amortized over the assets' estimated useful lives.

Asset Retirement Obligation, July 1, 2022 (see Note 19)	\$ 2,817,927
Settlements during the year	-
Asset Retirement Obligation, closing balance	<u>\$ 2,817,927</u>

**SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023**

NOTE 19 PRIOR PERIOD ADJUSTMENT – CHANGE IN ACCOUNTING POLICY

On July 1, 2022, the School District adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations. This new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of certain tangible capital assets such as asbestos removal in buildings that will undergo major renovation or demolition in the future (see Note 18). This standard was adopted using the modified retroactive approach.

On July 1, 2022, the School District recognized an asset retirement obligation relating to several owned buildings that contain asbestos and other hazardous materials. The liability has been measured at current cost as the timing and amounts of future cash flows cannot be estimated. The associated costs have been reported as an increase to the carrying value of the associated tangible capital assets. Accumulated amortization has been recorded from the later of the date of acquisition of the related asset, or April 1, 1988 (effective date of the Hazardous Waste Regulation (April 1, 1988) – Part 6 – Management of Specific Hazardous Wastes).

The impact of the prior period adjustment on the June 30, 2022 comparative amounts is as follows:

	Increase (Decrease)
Asset Retirement Obligation (liability)	\$ 2,817,927
Tangible Capital Assets – cost	2,817,927
Tangible Capital Assets – accumulated amortization	2,807,983
Operations and Maintenance Expense – Asset amortization (2022)	15,120
Accumulated Surplus – Invested in Tangible Capital Assets	(2,792,863)

NOTE 20 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash and cash equivalents, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management’s opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in the Central Deposit Program with the Ministry of Finance.

SCHOOL DISTRICT NO. 69 (QUALICUM)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 20 RISK MANAGEMENT (continued)

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in the Central Deposit Program with the Ministry of Finance.

c) Liquidity risk:

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance. There have been no changes to risk exposure from 2022 related to credit, market or liquidity risks.

School District No. 69 (Qualicum)
 Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2023

Schedule 1

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Actual	2022 Actual
	\$	\$	\$	\$	(Restated - Note 19) \$
Accumulated Surplus (Deficit), beginning of year	1,374,472		14,514,884	15,889,356	20,026,797
Prior Period Adjustments					(2,792,863)
Accumulated Surplus (Deficit), beginning of year, as restated	1,374,472	-	14,514,884	15,889,356	17,233,934
Changes for the year					
Surplus (Deficit) for the year	290,298		(363,122)	(72,824)	(1,344,578)
Interfund Transfers	(30,586)		30,586	-	
Tangible Capital Assets Purchased	259,712		(332,536)	(72,824)	(1,344,578)
Net Changes for the year	1,634,184	-	14,182,348	15,816,532	15,889,356
Accumulated Surplus (Deficit), end of year - Statement 2					

School District No. 69 (Qualicum)

Schedule 2

Schedule of Operating Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	49,866,532	49,628,525	47,170,893
Other	150,000	140,016	139,889
Tuition	3,800,000	3,917,837	3,661,653
Other Revenue	140,000	251,920	153,658
Rentals and Leases	600,000	726,127	677,331
Investment Income	420,000	453,311	118,924
Total Revenue	<u>54,976,532</u>	<u>55,117,736</u>	<u>51,922,348</u>
Expenses			
Instruction	43,437,495	42,974,161	42,039,655
District Administration	2,712,518	2,755,835	2,412,317
Operations and Maintenance	6,664,045	7,255,566	6,577,046
Transportation and Housing	1,962,474	1,841,876	1,869,381
Total Expense	<u>54,776,532</u>	<u>54,827,438</u>	<u>52,898,399</u>
Operating Surplus (Deficit) for the year	<u>200,000</u>	<u>290,298</u>	<u>(976,051)</u>
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(200,000)	(30,586)	(150,637)
Total Net Transfers	<u>(200,000)</u>	<u>(30,586)</u>	<u>(150,637)</u>
Total Operating Surplus (Deficit), for the year	<u>-</u>	<u>259,712</u>	<u>(1,126,688)</u>
Operating Surplus (Deficit), beginning of year		1,374,472	2,501,160
Operating Surplus (Deficit), end of year		<u>1,634,184</u>	<u>1,374,472</u>
Operating Surplus (Deficit), end of year			
Internally Restricted (Note 13)		1,634,184	1,374,472
Total Operating Surplus (Deficit), end of year		<u>1,634,184</u>	<u>1,374,472</u>

School District No. 69 (Qualicum)

Schedule 2A

Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Provincial Grants - Ministry of Education and Child Care			
Operating Grant, Ministry of Education and Child Care	46,708,130	46,342,360	45,709,913
Other Ministry of Education and Child Care Grants			
Pay Equity	936,176	936,176	936,176
Funding for Graduated Adults	3,143	8,488	9,746
Student Transportation Fund	426,341	426,341	426,341
Support Staff Benefits Grant			69,175
FSA Scorer Grant	8,187	8,187	8,187
Early Learning Framework (ELF) Implementation	670	670	1,926
Labour Settlement Funding	1,775,075	1,827,164	
Equity Scan	8,810	2,381	3,000
Anti-Racism in Early Care and Learning		6,429	6,429
Benefits Standardization and Improvements		70,329	
Total Provincial Grants - Ministry of Education and Child Care	49,866,532	49,628,525	47,170,893
Provincial Grants - Other	150,000	140,016	139,889
Tuition			
International and Out of Province Students	3,800,000	3,917,837	3,661,653
Total Tuition	3,800,000	3,917,837	3,661,653
Other Revenues			
Miscellaneous			
Transportation Revenue	50,000	59,792	42,885
Miscellaneous	90,000	106,821	100,534
Child Care Revenue		72,946	
Peard Dividend		12,361	10,239
Total Other Revenue	140,000	251,920	153,658
Rentals and Leases	600,000	726,127	677,331
Investment Income	420,000	453,311	118,924
Total Operating Revenue	54,976,532	55,117,736	51,922,348

School District No. 69 (Qualicum)

Schedule 2B

Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Salaries			
Teachers	20,557,366	20,570,559	20,327,501
Principals and Vice Principals	3,606,337	3,562,573	3,487,859
Educational Assistants	3,743,872	3,495,924	3,633,828
Support Staff	5,699,870	5,880,870	5,439,729
Other Professionals	1,893,638	1,879,734	1,651,447
Substitutes	2,078,572	2,137,250	2,088,794
Total Salaries	37,579,655	37,526,910	36,629,158
Employee Benefits	9,660,259	9,637,421	9,156,174
Total Salaries and Benefits	47,239,914	47,164,331	45,785,332
Services and Supplies			
Services	3,437,968	3,162,224	2,811,939
Professional Development and Travel	481,500	437,405	426,658
Rentals and Leases	5,000	29,979	9,580
Dues and Fees	68,000	88,083	73,104
Insurance	185,000	180,765	158,733
Supplies	2,197,540	2,621,309	2,468,345
Utilities	1,161,610	1,143,342	1,164,708
Total Services and Supplies	7,536,618	7,663,107	7,113,067
Total Operating Expense	54,776,532	54,827,438	52,898,399

School District No. 69 (Qualicum)
 Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	16,842,392	1,190,876		17,652		1,265,571	19,316,491
1.03 Career Programs	91,907			43,322		12,543	147,772
1.07 Library Services	508,197	37,593		260,038		5,750	811,578
1.08 Counselling	947,772						947,772
1.10 Special Education	1,729,358	174,552	3,137,333	53,018	78,679	443,236	5,616,176
1.30 English Language Learning	120,756						120,756
1.31 Indigenous Education	99,222	140,455	358,591	9,116	4,324	607,384	1,210,987
1.41 School Administration		1,728,859		1,135,262	208,167	42,454	2,910,899
1.62 International and Out of Province Students	230,955	146,671		90,789	42,906		676,582
1.64 Other							42,906
Total Function 1	20,570,559	3,419,006	3,495,924	1,609,197	334,076	1,769,554	31,198,316
4 District Administration							
4.11 Educational Administration		143,567		36,327	445,875		625,769
4.40 School District Governance					118,670		118,670
4.41 Business Administration				373,260	655,984		1,029,244
Total Function 4	-	143,567	-	409,587	1,220,529	-	1,773,683
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				64,105	253,009	1,784	318,898
5.50 Maintenance Operations				2,711,364		232,287	2,943,651
5.52 Maintenance of Grounds				218,085		34,769	252,854
5.56 Utilities							-
Total Function 5	-	-	-	2,993,554	253,009	268,840	3,515,403
7 Transportation and Housing							
7.41 Transportation and Housing Administration				66,396	72,120	3,443	141,959
7.70 Student Transportation				802,136		95,413	897,549
7.73 Housing							-
Total Function 7	-	-	-	868,532	72,120	98,856	1,039,508
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	20,570,559	3,562,573	3,495,924	5,880,870	1,879,734	2,137,250	37,526,910

School District No. 69 (Qualicum)
 Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Actual	2023 Budget	2022 Actual
	\$	\$	\$	\$	\$	\$	(Restated - Note 19)
1 Instruction							
1.02 Regular Instruction	19,316,491	4,963,620	24,280,111	882,669	25,162,780	25,181,997	24,761,455
1.03 Career Programs	147,772	35,181	182,953	321,545	504,498	469,140	569,427
1.07 Library Services	811,578	216,633	1,028,211	19,681	1,047,892	1,041,367	1,063,117
1.08 Counselling	947,772	242,723	1,190,495		1,109,579	1,109,579	1,040,101
1.10 Special Education	5,616,176	1,581,084	7,197,260	110,446	7,307,706	7,281,086	
1.30 English Language Learning	120,756	33,014	153,770		153,770	166,410	104,907
1.31 Indigenous Education	607,384	162,992	770,376	96,211	866,587	858,688	715,111
1.41 School Administration	2,910,899	726,263	3,637,162	65,991	3,703,153	3,948,524	3,718,843
1.62 International and Out of Province Students	676,582	174,509	851,091	2,132,414	2,983,505	2,859,613	2,735,229
1.64 Other	42,906	10,869	53,775		53,775	50,956	50,379
Total Function 1	31,198,316	8,146,888	39,345,204	3,628,957	42,974,161	43,437,495	42,039,655
4 District Administration							
4.11 Educational Administration	625,769	137,286	763,055	70,659	833,714	850,790	705,485
4.40 School District Governance	118,670	8,801	127,471	153,770	281,241	272,591	210,313
4.41 Business Administration	1,029,244	236,061	1,265,305	375,575	1,640,880	1,589,137	1,496,519
Total Function 4	1,773,683	382,148	2,155,831	600,004	2,755,835	2,712,518	2,412,317
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	318,898	61,162	380,060	263,342	643,402	682,834	529,739
5.50 Maintenance Operations	2,943,651	685,912	3,629,563	1,225,793	4,855,356	4,406,621	4,405,445
5.52 Maintenance of Grounds	252,854	61,664	314,518	182,242	496,760	338,590	362,905
5.56 Utilities	-	-	-	1,260,048	1,260,048	1,236,000	1,278,957
Total Function 5	3,515,403	808,738	4,324,141	2,931,425	7,255,566	6,664,045	6,577,046
7 Transportation and Housing							
7.41 Transportation and Housing Administration	141,959	35,798	177,757	2,843	180,600	166,347	151,942
7.70 Student Transportation	897,549	263,849	1,161,398	451,424	1,612,822	1,756,127	1,675,213
7.73 Housing	-	-	-	48,454	48,454	40,000	42,226
Total Function 7	1,039,508	299,647	1,339,155	502,721	1,841,876	1,962,474	1,869,381
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	37,526,910	9,637,421	47,164,331	7,663,107	54,827,438	54,776,532	52,898,399

School District No. 69 (Qualicum)

Schedule of Special Purpose Operations
Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 19)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	6,273,905	6,095,105	5,581,947
Other Revenue	1,325,000	1,449,310	1,337,959
Total Revenue	<u>7,598,905</u>	<u>7,544,415</u>	<u>6,919,906</u>
Expenses			
Instruction	7,289,772	7,232,740	6,624,765
Operations and Maintenance	199,383	199,383	195,141
Transportation and Housing	109,750	112,292	100,000
Total Expense	<u>7,598,905</u>	<u>7,544,415</u>	<u>6,919,906</u>
Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Total Special Purpose Surplus (Deficit) for the year	<u>-</u>	<u>-</u>	<u>-</u>
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)
 Changes in Special Purpose Funds and Expense by Object
 Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	647,950	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	199,383	160,937	1,480,464	96,000	19,600	134,648	405,387	414,980	3,811,998
Other	-	-	-	-	-	-	-	-	-
Less: Allocated to Revenue	199,383	160,937	1,480,464	96,000	19,600	134,648	405,387	414,980	3,811,998
Deferred Revenue, end of year	-	-	679,104	-	-	13,900	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	199,383	160,937	1,449,310	96,000	19,600	120,748	405,387	414,980	3,811,998
Other Revenue	-	-	-	-	-	-	-	-	-
Expenses									
Salaries									
Teachers						50,902			2,989,801
Principals and Vice Principals							36,974		
Educational Assistants		126,722					276,116	211,541	
Support Staff								115,215	
Employee Benefits	143,633	126,722	-	-	-	50,902	313,090	326,756	2,989,801
Services and Supplies	38,781	34,215	-	-	-	13,743	70,297	88,224	822,197
Other	16,969	-	1,449,310	96,000	19,600	56,103	22,000	-	-
Deferred Revenue	199,383	160,937	1,449,310	96,000	19,600	120,748	405,387	414,980	3,811,998
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Changes in Special Purpose Funds and Expense by Object
 Year Ended June 30, 2023

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	Student & Family Affordability	ECL (Early Care & Learning)	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year	-	7,472	-	-	41,955	36,575	-	-	733,952
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	112,902	112,736	55,000	6,000	-	55,400	448,698	175,000	6,208,669
Other	-	-	-	-	-	-	-	-	1,480,464
Less: Allocated to Revenue	112,902	112,736	55,000	6,000	-	55,400	448,698	175,000	7,689,133
Deferred Revenue, end of year	-	7,916	-	-	41,955	91,975	359,379	86,569	7,544,415
									<u>878,670</u>
Revenues									
Provincial Grants - Ministry of Education and Child Care	112,902	112,292	55,000	6,000	41,955	91,975	359,379	86,569	6,095,105
Other Revenue	-	-	-	-	-	-	-	-	1,449,310
	112,902	112,292	55,000	6,000	41,955	91,975	359,379	86,569	7,544,415
Expenses									
Salaries									
Teachers									
Principals and Vice Principals			40,896						3,194,501
Educational Assistants									104,724
Support Staff		84,547				72,422			614,379
Employee Benefits	112,902	84,547	40,896	-	-	72,422	-	67,750	415,817
Services and Supplies		23,453	11,042	6,000	41,955	19,553	359,379	527	4,329,421
	112,902	112,292	55,000	6,000	41,955	91,975	359,379	86,569	2,075,197
									<u>7,544,415</u>
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)

Schedule 4

Schedule of Capital Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual			2022 Actual (Restated - Note 19)
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
Revenues					
Provincial Grants					
Ministry of Education and Child Care	600,000	1,194,275		1,194,275	749,478
Investment Income			14,113	14,113	3,569
Amortization of Deferred Capital Revenue	2,609,673	2,594,166		2,594,166	2,561,645
Total Revenue	3,209,673	3,788,441	14,113	3,802,554	3,314,692
Expenses					
Operations and Maintenance	600,000	1,194,275	26,425	1,220,700	752,872
Amortization of Tangible Capital Assets					
Operations and Maintenance	2,486,943	2,487,482		2,487,482	2,464,767
Transportation and Housing	465,405	457,494		457,494	465,580
Total Expense	3,552,348	4,139,251	26,425	4,165,676	3,683,219
Capital Surplus (Deficit) for the year	(342,675)	(350,810)	(12,312)	(363,122)	(368,527)
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	200,000	30,586		30,586	150,637
Total Net Transfers	200,000	30,586	-	30,586	150,637
Total Capital Surplus (Deficit) for the year	(142,675)	(320,224)	(12,312)	(332,536)	(217,890)
Capital Surplus (Deficit), beginning of year		14,189,562	325,322	14,514,884	17,525,637
Prior Period Adjustments					
To Recognize Asset Retirement Obligation					(2,792,863)
Capital Surplus (Deficit), beginning of year, as restated		14,189,562	325,322	14,514,884	14,732,774
Capital Surplus (Deficit), end of year		13,869,338	313,010	14,182,348	14,514,884

School District No. 69 (Qualicum)
Tangible Capital Assets
Year Ended June 30, 2023

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	11,929,778	109,347,616	1,329,374	4,658,447	-	83,151	127,348,366
Prior Period Adjustments							
To Recognize Asset Retirement Obligation	2,817,927						2,817,927
Cost, beginning of year, as restated	11,929,778	112,165,543	1,329,374	4,658,447	-	83,151	130,166,293
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw	1,639,020						1,639,020
Deferred Capital Revenue - Other	98,120						98,120
Operating Fund	13,750		16,836				30,586
	1,750,890		16,836				1,767,726
Decrease:							
Deemed Disposals			132,398	167,021		29,731	329,150
			132,398	167,021		29,731	329,150
Cost, end of year	11,929,778	113,916,433	1,213,812	4,491,426	-	53,420	131,604,869
Work in Progress, end of year							
Cost and Work in Progress, end of year	11,929,778	113,916,433	1,213,812	4,491,426	-	53,420	131,604,869
Accumulated Amortization, beginning of year			595,901	2,190,177		42,787	66,892,424
Prior Period Adjustments							
To Recognize Asset Retirement Obligation	2,807,983						2,807,983
Accumulated Amortization, beginning of year, as restated	66,871,542		595,901	2,190,177		42,787	69,700,407
Changes for the Year							
Increase: Amortization for the Year	2,346,666		127,159	457,494		13,657	2,944,976
Decrease:							
Deemed Disposals			132,398	167,021		29,731	329,150
			132,398	167,021		29,731	329,150
Accumulated Amortization, end of year	69,218,208		590,662	2,480,650		26,713	72,316,233
Tangible Capital Assets - Net	11,929,778	44,698,225	623,150	2,010,776	-	26,707	59,288,636

School District No. 69 (Qualicum)

Schedule 4C

Deferred Capital Revenue
Year Ended June 30, 2023

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	41,000,580	2,380,398	30,460	43,411,438
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	1,639,020	98,120		1,737,140
	<u>1,639,020</u>	<u>98,120</u>	<u>-</u>	<u>1,737,140</u>
Decrease:				
Amortization of Deferred Capital Revenue	2,509,997	75,583	8,586	2,594,166
	<u>2,509,997</u>	<u>75,583</u>	<u>8,586</u>	<u>2,594,166</u>
Net Changes for the Year	<u>(870,977)</u>	<u>22,537</u>	<u>(8,586)</u>	<u>(857,026)</u>
Deferred Capital Revenue, end of year	<u>40,129,603</u>	<u>2,402,935</u>	<u>21,874</u>	<u>42,554,412</u>
 Work in Progress, beginning of year				-
 Changes for the Year				
Net Changes for the Year	-	-	-	-
 Work in Progress, end of year	-	-	-	-
 Total Deferred Capital Revenue, end of year	<u>40,129,603</u>	<u>2,402,935</u>	<u>21,874</u>	<u>42,554,412</u>

School District No. 69 (Qualicum)
 Changes in Unspent Deferred Capital Revenue
 Year Ended June 30, 2023

	Bylaw Capital	MECC Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	-	15,984	-	209,936	637,355	863,275
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education and Child Care	2,809,004		122,411			2,931,415
Other				9,493	28,192	28,192
Investment Income	2,809,004	-	122,411	9,493	29,458	38,951
Decrease:						
Transferred to DCR - Capital Additions	1,639,020		98,120			1,737,140
Purchase of Services and Supplies	1,169,984		24,291			1,194,275
	2,809,004	-	122,411	-	-	2,931,415
Net Changes for the Year	-	-	-	9,493	57,650	67,143
Balance, end of year	-	15,984	-	219,429	695,005	930,418

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2023

SCHEDULE 1 - SCHEDULE OF DEBT

Information on all long term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2023

SCHEDULE 2 - SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

School District No. 69 (Qualicum) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

ELECTED OFFICIALS

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
AUSTIN, JULIE E	TRUSTEE	17,910.68	890.27
FLYNN, EVE M.	TRUSTEE	20,823.04	2,453.94
GODFREY, LAURA	TRUSTEE	5,689.96	-
KELLOGG, CAROL	TRUSTEE	11,670.32	703.95
KURLAND, BARRY	TRUSTEE	17,352.32	1,485.01
YOUNG, ELAINE	TRUSTEE	18,519.40	418.13
TOTAL ELECTED OFFICIALS		<u>91,965.72</u>	<u>5,951.30</u>

SCHOOL DISTRICT NO. 69 (QUALICUM)

YEAR ENDED JUNE 30, 2023

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
ABEL, JARET	TEACHER	101,206.38	135.79
ALDEN, BRIAN DEAN	TEACHER	84,425.73	-
AMOS, RONALD	SECRETARY TREASURER	183,169.16	1,364.51
ARMSTRONG, ALLEN GORDON	IT TECHNICIAN	76,737.42	843.87
AVIS, MICHAEL	TEACHER	101,501.25	751.19
AYERS, BYRON M	TEACHER	92,484.01	994.75
BAIER, SHEILA LYNN	TEACHER	77,219.56	-
BARBER, DONALD C	TEACHER	90,582.10	-
BARCLAY, SARA LISA	TEACHER	91,316.22	162.32
BARTLE, MARIE AGNES-MARI	TEACHER	92,126.56	-
BARTON, RYNE SHAWN	TEACHER	81,268.24	-
BAUDER, AYNLEE ELIZABETH	TEACHER	98,125.50	289.13
BAUGH, DAVID NORMAN	TEACHER	79,274.09	-
BEAM, SCOTT	BLT MANAGER	82,596.04	-
BEASLEY, MICHELLE JO	TEACHER	92,484.18	-
BEAULIEU, MARC	TEACHER	85,920.31	-
BEVILACQUA, BARRY	TEACHER	93,085.75	-
BIDDLECOMBE, JOANNA CHRISLYN	TEACHER	87,555.72	511.55
BOLD, DONALD M	EDUCATION ADMIN	79,677.65	-
BOLEN, ELAINE	TEACHER	84,717.98	-
BONNOR, LAURA L	TEACHER	100,135.37	-
BOQUIST, TRIONA A	TEACHER	79,128.40	73.21
BORTOLOTTI, ROBERT PAUL	TEACHER	76,050.95	-
BOUDROT, SARA L	TEACHER	92,483.88	-
BRADBURY, MONICA	TEACHER	162,071.44	31.36
BRAUN, BENJAMIN HERMAN	EDUCATION ADMIN	125,408.30	-
BRAVO, ELIA M	TEACHER	91,773.10	-
BRITZ, DARYL	TEACHER	98,553.69	-
BROWN, JILL	TEACHER	91,085.79	1,831.38
BROWN, MICHAEL	PAINTER	80,548.46	142.00
BROWN-DANOIT, PAULINE WINNIFRED	TEACHER	101,317.17	146.61
BURGESS, CRYSTAL ANN	TEACHER	81,817.82	-
BURKE, TAMMI MICHELLE	TEACHER	82,167.16	183.83
CAMPBELL, DOUGLAS B	TEACHER	101,317.13	-
CARMICHAEL, DARIN J.	TEACHER	107,355.99	3,094.95
CATHRINE, PATRICIA	EDUCATION ADMIN	142,965.41	-
CHANDRA, LYDIA ROHINI	TEACHER	82,586.36	54.58
CHARNOCK, GAYNOR	EDUCATION ADMIN	125,302.93	810.48
COBURN, ANGELA	TEACHER	81,482.25	-
COCHLIN, KIMIE	TEACHER	91,819.37	-
CODISPODI, MAUREEN ELAINE	TEACHER	99,522.86	-
COMER, DEBORAH ANNE	TEACHER	98,840.22	-
CONFORTIN, SHANNON	TEACHER	101,317.17	-
CONN, JEREMY	TEACHER	99,018.86	31.13
CRAVEN, DAN	TEACHER	91,412.86	-
DAHLSTEDT, DAVID H	CARPENTER	100,482.17	63.00

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
DAVIDSEN, BRADLEY ROBERT	TEACHER	101,317.30	299.00
DAVIDSON, ANGELA ZOE	TEACHER	92,341.19	411.83
DEERING, HEATHER	EDUCATION ADMIN	128,766.97	165.08
DENT, JESSICA LYNN	TEACHER	84,425.91	-
DIEWOLD, JEANNETTE NAOMI	TEACHER	101,206.37	262.62
DINNING, ROBERT	TEACHER	92,554.29	-
DODD, GORDON A	TEACHER	100,960.16	-
DONKERS, MARK GREGORY	TEACHER	101,791.61	105.20
DORSAY, STEPHEN ALFRED	TEACHER	101,314.34	773.95
DRAGANI, ERICA	TEACHER	98,528.48	84.43
DUTTON, KATHRYN	TEACHER	92,126.98	35.80
DYKSTRA, KYLE	TEACHER	81,958.72	322.28
FAA, KERRI	TEACHER	101,206.42	143.20
FENTON, JASON D	TEACHER	101,317.16	2,084.09
FERNANDEZ, LINDA TAMARA	TEACHER	100,603.13	-
FERREIRA, LUCY MARY	TEACHER	87,129.14	-
FINSTAD, TRACIE ALISON	TEACHER	101,315.94	193.98
FLETCHER, CARMEN	TEACHER	98,910.59	55.13
FLETCHER, KAREN JEANNE	TEACHER	98,910.45	60.66
FREED, JORDAN OLIVER HAR	TEACHER	77,964.63	-
FRIESEN, REUBEN	EDUCATION ADMIN	94,193.43	1,315.02
FRIESEN, YAKOV	TEACHER	101,944.65	380.00
FUHRMANN, JENNIFER RUTH	EDUCATION ADMIN	135,306.41	1,000.74
GARDNER, TANYA RHEON	TEACHER	92,483.91	-
GAUVIN, CHRISTOPHER	TEACHER	98,765.99	1,977.34
GONZALEZ DEL VALLE, MARIA ELVIRA	TEACHER	92,483.90	866.22
GORDON, BRAYDEN KENT	EDUCATION ADMIN	125,302.91	1,236.04
GRAINGER, AMY RAE	TEACHER	99,019.04	292.15
GREGORY, SHAWN DANIEL	PLUMBER/GASFITTER	85,647.44	592.20
GUNN, TANDY	EDUCATION ADMIN	150,498.38	1,892.60
HAGARTY, MARJORIE A	TEACHER	81,420.22	576.06
HAY, JOHN PAUL	SOCIAL WORKER	78,679.37	2,239.32
HEINRICHS, NORBERTA	TEACHER	102,605.36	-
HERGT, KARIN	EXECUTIVE ASSISTANT	81,033.74	394.38
HICKEY, JESSICA MICHELLE	TEACHER	78,050.62	70.52
HOLDER, TERESA LORRAINE	TEACHER	92,486.99	255.69
HOLMAN, MINDY MARIE	TEACHER	100,849.41	35.84
HUNG, RYAN	ASST SECRETARY TREASURER	123,077.93	1,078.52
HUNG, SARAH	EDUCATION ADMIN	125,303.02	126.13
HUNT, GRADY	TEACHER	80,938.64	-
INSLEY, MICHAEL	CUSTODIAN	75,032.50	-
ISENOR, KRISTOFOR MILES	TEACHER	101,869.71	-
ISENOR, SHANNON MARY	TEACHER	89,678.01	275.26
JANSSEN, DEIRDRE	TEACHER	100,603.14	268.73
JEDLIK, MARTIN	TEACHER	102,312.33	763.47
JOHNSEN, CORBY DAVID	TEACHER	101,722.94	-

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
JORY, PETER	SUPERINTENDENT	225,999.90	8,666.88
KATCHUR, KAREN	TEACHER	100,960.48	54.58
KATZ, SHANNON LEAH	TEACHER	81,062.62	121.31
KELLAS, BRENT J	TEACHER	93,789.83	4,241.17
KELLY, GERALDINE	TEACHER	96,002.17	-
KENNEDY, DEIRDRE AISLING	TEACHER	98,910.59	-
KENNY, MICHAEL	TEACHER	101,317.36	397.65
KINNEY, DENISE MARIE	HR ASSISTANT	85,871.57	781.80
KLASSEN, JACQUELINE TRACY JANE	TEACHER	97,112.01	-
KNIGHT, JANE	TEACHER	92,484.40	574.63
KORTAS, HELENA M	TEACHER	92,204.04	68.00
KURAMOTO, ASHLEY MARIE	TEACHER	82,403.91	572.19
LACOUVEE, LESLEY ELLEN	EDUCATION ADMIN	142,845.30	7,563.30
LAFLEUR, JACQUELINE GRACE	TEACHER	77,685.53	-
LANGENMAIER, KONRAD TORU	TEACHER	81,053.93	-
LAPPER, JAYNE	TEACHER	101,317.51	-
LARKIN-BOYLE, LAURIE	TEACHER	100,596.82	410.81
LAUER, CANDICE NICOLE	TEACHER	92,382.59	-
LAVOIE, ALLISON DAPHNE	TEACHER	101,310.94	1,057.11
LAWRENCE, KAREN	TEACHER	80,227.99	-
LEE, JORDAN D	TEACHER	82,961.35	1,997.91
LEWIS, GREG	TEACHER	101,316.82	2,249.18
LEYENAAR, ALANNAH	TEACHER	81,630.21	140.69
LIBBY, MARTIN	TEACHER	88,254.61	-
LINDAHL, KATHRYN	TEACHER	84,707.85	46.98
LING, MING-TAO	IT TECHNICIAN	76,196.45	2,956.89
LITTON, PATRICK	TEACHER	78,508.00	57.17
LUKIANCHUK, PAUL	TEACHER	101,317.46	-
LUNNY, JENNIFER A	EDUCATION ADMIN	128,766.96	698.88
MACLEOD, HEATHER	EDUCATION ADMIN	120,268.56	-
MACMILLAN, ELISABETH JOHNSTON	TEACHER	98,910.59	-
MACVICAR, DAVE EDWARD	TEACHER	92,484.05	511.25
MARSHALL, KAYA	TEACHER	79,215.48	1,862.46
MARSHALL, LORI	EDUCATION ADMIN	150,498.37	394.88
MATTICE, CAROLIN C	TEACHER	97,635.71	214.43
MAURY, MICHAEL A. J.	CARPENTER	79,637.17	465.12
MCCALLUM, LESLIE	TEACHER	100,960.21	662.51
MCCLINTON, TARA LYNN	TEACHER	81,020.59	-
MCDONALD, ROBERT SAUNDERS	TEACHER	75,181.14	-
MCINNES, MARK GILBERT	EDUCATION ADMIN	108,973.98	123.48
MCKEE, KEVIN	EDUCATION ADMIN	142,845.27	-
MCKEE, SHERRI IRENE	TEACHER	91,769.90	-
MCKINNON-SANDERSON, CORLEEN	EDUCATION ADMIN	129,266.99	-
MCLATCHIE, WILLIAM	TEACHER	92,382.62	-
MCLEAY, DEVON	TEACHER	83,908.82	67.04
MCLEOD-SHANNON, ROSIE	EDUCATION ADMIN	139,897.63	113.40

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
MCMILLEN, KEVIN	TEACHER	92,126.37	-
MCNABB, MARY	TEACHER	92,009.50	-
MEIER, JOLIN PAGE	TEACHER	99,323.29	442.41
MERTZ, BRYN	SPEECH LANGUAGE PATHOLOGIST	81,495.62	950.00
MIHOC, MARIA	TEACHER	92,483.83	202.04
MILLER, TARA LUELLE	TEACHER	92,014.03	-
MOHR, KAYLA JEAN	TEACHER	80,453.64	313.50
MORRISON, MARY ANN	TEACHER	85,357.65	-
MORRISON, SHEILA	EDUCATION ADMIN	142,845.30	19.86
MORRISON, TARRI	SPEECH LANGUAGE PATHOLOGIST	82,972.86	32,627.70
MOSTAD, KAREN	TEACHER	101,345.44	1,793.22
MOUSSEAU, DENNIS	TEACHER	92,515.51	-
MUIRHEAD, GREGORY JAMES	TEACHER	92,008.85	2,419.27
MUNRO, PHILLIP RAYMOND	DIRECTOR OF OPERATIONS	144,240.84	-
MURPHY, TOMMIE NELSON	CARPENTER	75,899.10	97.00
NAILOR, GRAEME	TEACHER	101,316.42	-
NDIAYE, DJIMITH	TEACHER	92,483.86	-
NESBITT, TRACI	TEACHER	76,048.17	-
NEUFELD, CYNTHIA	EDUCATION ADMIN	125,302.95	-
NEUMEYER, ERIC SCOTT	TEACHER	99,178.73	-
NIKIRK, LAUREN E.	EDUCATION ADMIN	99,630.67	125.57
NIKULA, BRIAN	TEACHER	101,136.01	-
NIKULA, JESSICA	TEACHER	101,317.17	2,424.41
NOWAK, TOBIAS	TEACHER	98,910.56	-
PARADISE JOHNSON, DAYNA MICHEL	TEACHER	77,541.59	290.43
PATTERSON, ROSEMARY IRENE	SCHOOL PSYCHOLOGIST	101,206.44	616.20
PAUL, BRENDA-LEE	DIRECTOR OF HR	162,552.07	2,155.51
PELLETIER, MONIQUE	TEACHER	92,025.55	-
PEPPER, DEANNA	TEACHER	92,479.58	-
PEPPER, ROSS WILLIAM	EDUCATION ADMIN- ISP	146,671.37	9,949.11
PETLEY-JONES, ALEXANDRA	TEACHER	82,494.16	55.98
PHILIP, CARRIE	TEACHER	81,344.88	134.69
PHILLIPS, ANNA	HEALTH/WELLNESS COORDINATOR	79,147.14	-
PICKARD, JENNIFER	TEACHER	101,207.04	127.63
POWELSON, BRIAN DONALD	HEAVY DUTY MECHANIC	85,906.88	356.24
PRESTON, SOPHIE	TEACHER	102,021.05	354.52
PRICE, ELIZABETH	TEACHER	100,424.64	369.08
PROCTOR, JANIS MARIE	TEACHER	101,834.52	244.34
PROVENCHER, JEAN-FRANCOIS	TEACHER	101,317.47	-
PRUNKL, BRANT	MANAGER OF OPERATIONS	120,297.67	4,662.46
QUINN, HEATHER MARIE	TEACHER	79,883.20	-
RAE, LAURA	TEACHER	76,602.05	213.19
RASA, LILIAN	TEACHER	99,019.05	6,739.16
RAY, JENNIFER LEE	TEACHER	99,167.03	83.02
REDPATH, DAVID BOYD	TEACHER	87,084.86	-
REID, JAMES KYLE	ELECTRICIAN	81,191.86	624.00

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
RICHARDS, JANET MARY	TEACHER	75,135.40	48.17
RIDYARD, KATE PENELOPE	TEACHER	91,784.97	274.37
ROGERS, GREG	TEACHER	92,010.04	-
ROSCOE, TARA CATHERINE	TEACHER	98,553.61	-
ROWAN, LESLEY	EDUCATION ADMIN	139,897.63	1,188.46
RUFFELL, JOHN RICHARD PR	TEACHER	86,900.94	-
RYCROFT, EWEN	ELECTRICIAN	89,179.32	648.02
SAVAGE, CARL	TEACHER	92,484.08	-
SAVAGE, GARY EDWARD	TEACHER	101,317.46	-
SCHULZ, JACQUELYN	TEACHER	75,775.08	65.91
SCORER, GAVIN	TEACHER	82,307.69	6,454.15
SEIDEL, EDWARD	TEACHER	101,206.44	975.39
SHERLOCK, TINA	TEACHER	99,169.39	2,004.04
SMITH, TABITHA LYN	TEACHER	83,627.61	92.04
SNYDER, DARREN JOSEPH	TEACHER	91,376.32	42.90
SOMMERFELD, KATIE EVA	TEACHER	106,437.17	30.08
SOUCHUCK, MICHEAL	PLUMBER/GASFITTER	85,662.02	1,494.15
SPENCER-DAHL, DENISE C	TEACHER	101,722.90	4,445.68
SPRAY, BRYAN	TEACHER	101,317.39	-
STEFANEK, RUTH	TEACHER	101,120.80	5,660.06
STEFIUK, ADAM MURRAY	TEACHER	100,959.70	-
STEIN, RICHARD	CARPENTER	107,015.06	63.00
STODDART, NATHAN	TEACHER	101,138.65	3,669.05
STUTT, BREE THERESA	TEACHER	78,800.49	378.63
SWANSON, JUSTINE	TEACHER	82,494.17	40.28
SZOPA, ELIZABETH	TEACHER	78,414.45	33.01
TANNER, AMBER C	TEACHER	99,018.77	-
TAYLOR, AUTUMN	EDUCATION ADMIN	150,193.13	98.86
TAYLOR, EKATERINE	TEACHER	98,355.58	-
TAYLOR, JOSEPH BLAKE	TEACHER	83,780.86	1,736.43
TERPSTRA, RUDOLPH	EDUCATION ADMIN	156,877.98	3,395.96
TICKELL, KATIE LYNNE	TEACHER	101,314.74	537.44
TOMIYAMA, KAZUO	TEACHER	101,317.16	-
TREVOR-SMITH, TANNIS SHANNON	TEACHER	101,206.38	-
TULLI, ELISA MAE	TEACHER	78,478.93	66.43
VIRGIN, JESSICA	TEACHER	78,262.77	191.47
WANG, LING	IT TECHNICIAN	77,794.90	736.17
WENGER, BRETT	IT TECHNICIAN	76,618.67	1,906.72
WHETSTONE, MARLENE (ROO)	TEACHER	79,215.70	204.18
WHITEHEAD, MICHELLE JEAN	TEACHER	88,087.68	690.26
WHITESIDE, DEANNA B	TEACHER	99,019.20	754.13
WHYNACHT, JULIE RACHELLE	TEACHER	99,018.87	209.52
WIDING, ANDREA HARMONY	TEACHER	96,123.52	-
WILLERS, BONNIE	TEACHER	91,652.99	471.04
WILLIAMS, JOHN	EDUCATION ADMIN	142,845.31	-
WILLIAMS, NICHOLA	TEACHER	91,294.57	-

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 3 - SCHEDULE OF REMUNERATION AND EXPENSE

DETAILED EMPLOYEES > 75,000

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
WILSON, GILLIAN DENISE	ASST SUPERINTENDENT	184,197.66	1,525.67
WILSON, KIMBERLEY	TEACHER	91,217.70	-
WILSON, REID DAVID	TEACHER	100,960.13	493.51
WITTE, JESSE	EDUCATION ADMIN	146,671.39	125.17
WOLFE, TARA MEAGAN	TEACHER	76,050.83	690.87
WONG, FLORENCE BIK-YEE	EDUCATION ADMIN	118,688.14	826.56
WOODS, LINETTE KATRINE	TEACHER	101,206.44	2,633.24
WOODS, MATTHEW	TEACHER	101,206.41	-
WORTHEN, BRIAN D	EDUCATION ADMIN	142,845.30	-
WORTHEN, KATI	TEACHER	101,027.99	257.19
WYLLIE, ROMAN MATHEW	TEACHER	86,456.42	-
ZALINKO, LARA JEAN	TEACHER	101,206.41	250.24
TOTAL DETAILED EMPLOYEES > 75,000		23,873,312.79	183,019.81
TOTAL EMPLOYEES <= 75,000.00		<u>19,334,674.68</u>	<u>213,209.74</u>
TOTAL EMPLOYEES OTHER THAN ELECTED OFFICIALS		43,207,987.47	396,229.55
CONSOLIDATED TOTAL		<u>43,299,953.19</u>	<u>402,180.85</u>
CONSOLIDATED TOTAL, REMUNERATION PAID		<u>43,702,134.04</u>	
TOTAL EMPLOYER PREMIUM FOR CPP/EI			<u>2,589,810.47</u>

**School District
Statement of Financial Information (SOFI)**

School District No. 69 (Qualicum)

Fiscal Year Ended June 30, 2023

SCHEDULE 4 - STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between School District No. 69 (Qualicum) and its non-unionized employees during fiscal year 2022-23.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
1169161 BC LTD	34,650.00
AINSWORTH INC.	131,428.16
ALPHA ROOFING & CLADDING INC.	677,758.56
ANDREW SHERET LIMITED	50,751.90
APPLE CANADA INC.	56,934.24
ARCHIE JOHNSTONE PLUMBING & HEATING	181,540.94
ARI FINANCIAL SERVICES	48,442.00
B.C. HYDRO & POWER AUTHORITY	439,163.54
B.C.T.F.	374,336.89
BCSTA	42,612.53
BIRKLEARNS EDUCATIONAL CONSULT	31,500.00
BLUUM TECHNOLOGY CANADA, INC.	57,293.61
BRANCHING OUT URBAN FORESTRY	34,963.69
BRAUN, BEN OR ALISA	25,335.00
BUNZL CLEANING & HYGIENE	144,982.28
CITY OF PARKSVILLE	118,323.71
D.B.L. DISPOSAL SERVICE LTD	26,140.25
DCM INC.- DOCUMENT CONVERSION	43,859.76
DISCOVERY MOTORS LTD.	65,615.20
DOUBLETHINK INC.	26,592.30
E.B. HORSMAN & SON	163,330.17
ELLI ISMAILZAI INTERPRETING	25,750.00
FERGUSON, JENNIFER OR LOVE, RANE	26,100.00
FORTISBC	373,745.21
GATEKEEPER SYSTEMS INC.	37,055.77
GLOBAL INDUSTRIAL CANADA	31,335.10
GRAND & TOY LIMITED	59,400.70
HAKAI ENERGY SOLUTIONS	468,734.31
HEIMANN, IMKE OR SCARPINO, THEODORE	25,200.00
INTRADO CANADA, INC	40,223.40
JONATHAN MORGAN & COMPANY LIMITED	32,657.69
KEV SOFTWARE INC.	33,745.37
KOERS & ASSOCIATES ENGINEERING	26,968.62
LASQUETI PROPANE INC.	30,050.04
LIFEWORKS (CANADA) LTD.	72,098.43

**SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023**

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
M.A.T.A.	62,832.00
MACKENZIE FINANCIAL IN TRUST	25,014.14
MADILL - THE OFFICE COMPANY	58,817.99
MICROSERVE	148,763.49
MID ISLAND CONSUMER SERV. CO-OP	419,349.01
MINISTER OF FINANCE	931,303.23
MODERN PURAIR NANAIMO	72,006.06
MPS	26,775.00
MULOIN, SUSAN OR MULOIN, DARCY	27,000.00
MUNICIPAL PENSION PLAN	1,069,847.09
NEISH NETWORKS INC.	54,813.36
OCEANSIDE BUILDING LEARNING	153,616.00
OLYMPIC INTERNATIONAL SALES LTD	49,684.96
PACIFIC BLUE CROSS	1,044,301.37
POWERSCHOOL CANADA ULC	125,492.91
PRO PACIFIC HAZMAT LTD.	29,645.53
PUBLIC EDUCATION BENEFITS TRUST	720,298.43
QDPVPA	50,920.00
RBC DOMINION SECURITIES	41,524.00
RED WILLIAMS WELL DRILLING LTD	27,579.96
REGIONAL DISTRICT OF NANAIMO	53,071.51
RICOH CANADA INC.	59,165.08
RIDGELINE MECHANICAL LTD.	25,896.50
RONDA BELL	53,168.01
SOFTCHOICE LP	42,362.04
STAPLES PROFESSIONAL	54,481.43
SUNBELT RENTALS OF CANADA INC	51,067.88
SUPER SAVE PROPANE	29,380.20
SWING TIME DISTRIBUTORS	60,174.66
TEACHERS' PENSION PLAN	3,295,892.78
TELUS MOBILITY CELLULAR INC.	38,089.04
TOWN OF QUALICUM BEACH	48,700.62
TRAVEL HEALTHCARE INSURANCE SOLUTIONS	74,193.40
TRI TEC SECURITY & SOUND INC	33,276.32
TRI-METAL FABRICATORS	203,592.82

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023

SCHEDULE 5 - SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

DETAILED VENDORS > 25,000.00 :

<u>Vendor Name</u>	<u>Expense</u>
TROY LIFE & FIRE SAFETY LTD.	65,361.99
UNIGLOBE SPECIALTY TRAVEL LTD.	32,787.00
VANCOUVER ISLAND UNIVERSITY	102,092.42
WASTE CONNECTIONS OF CANADA	125,469.34
WAYNE SPENCER	65,981.70
WINDSOR PLYWOOD	31,381.38
WORKSAFEBC	583,269.79
WTC	49,861.43
X10 NETWORKS	36,219.69
Yael Sanchez Villaverde	44,111.94
	<hr/>
TOTAL DETAILED VENDORS > 25,000.00	14,457,252.87
TOTAL VENDORS <= 25,000.00	4,657,079.43
	<hr/>
TOTAL PAYMENTS FOR THE GOODS AND SERVICES	19,114,332.30
	<hr/>

SCHOOL DISTRICT NO. 69 (QUALICUM)
YEAR ENDED JUNE 30, 2023

COMPARISON OF SCHEDULED PAYMENTS TO AUDITED FINANCIAL STATEMENT EXPENDITURES
SCHEDULE 6

SCHEDULED PAYMENTS

Schedule of Remuneration and Expenses		
Remuneration	\$	43,702,134
Employee Expenses		402,181
Employer Portion of EI and Canada Pension Plan		<u>2,589,810</u>
 Total Schedule of Remuneration and Expenses	 \$	 46,694,125
 Schedule of Payments for Goods and Services		 <u>19,114,332</u>
 CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS		 <u>\$ 65,808,458</u>

FINANCIAL STATEMENT EXPENDITURES

Operating Fund Expenditures	\$	54,827,438
Trust Fund Expenditures		7,544,415
Capital Fund Expenditures		4,165,676
 CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES		 <u>\$ 66,537,529</u>
 DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES		 <u><u>(729,071)</u></u>

EXPLANATION OF DIFFERENCE

The schedule of payments for the provision of goods and services differs from the financial statements in the following ways:

- 100% of GST paid to suppliers is included, whereas the financial statement expenditures are net of the GST rebate
- Third party recoveries of expenses from PAC and school fundraising activities may not all be adjusted for in the schedules
- Employee benefits may be duplicated in the schedule of payments where also reported in employee remuneration
- Travel expenses that are paid directly to suppliers may be duplicated in employee expenses
- Other miscellaneous cost recoveries that may not have been deducted from the scheduled payments

The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the schedule of remuneration and expenses, and accounts payable balances that are not reflected in the schedule of payment for the provision of goods and services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS

Purpose

These Administrative Procedures are written in support of Policy 705: Corporate/ Community Sponsorships, Partnerships, and Advertising in Schools.

The Board of Education supports the development of sustainable education-business relationships between the Board, its schools, and the community provided they do not compromise the District's commitment to maintaining safe, caring and inclusive schools.

The Board or, in the case of a school, the Principal or designate, in consultation with school partner groups, shall have the authority to decline any form of donation, sponsorship or partnership that is inconsistent with the values, principles or policies of the School District or the particular school.

No employee of the School District shall accept a personal gift in cash or kind, or benefit from the corporate sponsor or donor. Corporate involvement programs shall not limit the discretion of the schools, teachers, and the School District in the use of sponsored materials.

Sponsorships or sponsorship agreements exceeding \$25,000 in amount or longer than one (1) year in duration shall be confirmed by contract through the School District. Proposals shall be sent to the Secretary Treasurer's office with a detailed rationale to obtain appropriate approvals and/or draw up proper legal agreements in consultation with all stakeholder groups.

Each sponsorship arrangement should have an agreed upon sponsor acknowledgement plan prior to accepting the sponsorship or donation. The sponsor acknowledgement plan shall be approved by the school principal in consultation with the education partner groups for school level sponsorships. The Secretary Treasurer's office will ensure the sponsor acknowledgement plan is acceptable and consistent with this policy for District-wide sponsorship agreements.

Sponsor or partner activity must not infringe on any collective agreement or labour relations' practices.

Advertising

In general, the sales, the promotion of sales or the support to sales by canvassing, advertising or by other means on the part of any commercial enterprise may be seen as a violation of the safe and secure environment for students or an invasion of the privacy of parents or teachers.

Recognized charitable organizations and agencies and other organizations having educational and community services attributes may be allowed the opportunity to approach school principals or designated Board staff at the discretion of the Superintendent.

Local businesses or donors may be solicited for sponsorship in exchange for limited space advertising in schools publications such as yearbooks, brochures and programs, with the principal's approval.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 705

CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS

Distribution of materials supplied by genuine, community-oriented organizations may be authorized by the Superintendent, provided that they do not demand undue disruption of school time or routine, and provided that they do not contain political, religious or inflammatory material/messages/images which might create unfavourable community reaction and/or run counter to School District values.

Partnerships

The Board supports and encourages partnerships that:

- Treat the educational and personal welfare of students as the paramount concerns and are in accordance with the highest ethical standards and considerations
- Address an identifiable educational or operational purpose or need consistent with the School District's strategic priorities, statements of purpose, and the provincial goals of education
- Increase the equitable access of students to high quality educational programs, service or learning resources.

Donations

The School District is able to issue tax receipts for cash donations and donations of furniture, equipment or similar items valued \$1000 or less. In accordance with Canada Revenue Agency's Policy 413, donated items valued at more than \$1000 must be independently assessed by a third party before the School District can issue a tax receipt. A sponsorship payment from a business for which the business receives a material advantage such as promotion or advertising (for example, in a press release) as part of an acknowledgement plan may not be eligible for a tax receipt under Canada Revenue Agency's rules.

New or used equipment must be at a standard acceptable for use in classrooms and schools and meet School District specifications. Equipment must be installed according to the standards of the School District. The school principal shall consult with the appropriate Board office staff to make this determination. The school and/or School District must consider costs of installation, maintenance, repairs, and training, where necessary, to ensure funds are available to support the acquisition of the donated equipment. If accepted, donations shall become the property of the School District.

District Parent Advisory Council/Parent Advisory Council (PAC)

The District Parent Advisory Council and a school's Parent Advisory Council (PAC) are often successful fund-raising groups whose efforts facilitate the acquisition of equipment, goods or services in support of one or more schools. Decisions on the methods of raising funds for a school shall be made in consultation with the Superintendent of Schools and/or the school's Principal in accordance with School District policies and administrative procedures.

Reference:

- Board Policy 705: Corporate/Community Sponsorships, Partnerships and Advertising in Schools



Dates of Adoption/Amendments:

Adopted: 2018.02.27

Amended: 2022.11.22

DRAFT



Context:

The Board of Education recognizes a world-wide climate emergency is occurring. Environmental sustainability is the responsibility of trustees, senior staff, principals/vice principals, teachers, students, support staff, parents and community.

Policy Statement:

The Board will take action to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board will ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board will provide a strong educational approach to understanding the climate emergency.

Guiding Principles:

- a. A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- b. The review and continuous improvement of the school district's energy management plan within the financial resources available.
- c. The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment **and encourage environmental stewardship**.
- d. Communicating environmental sustainability initiatives, and consulting with partner groups on the implementation of new initiatives.
- e. The expectation of students and staff to actively reduce their energy use and material consumption.
- f. The integration of environmentally sustainable considerations into the operations, educational and business decisions of the school district.
- g. The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

Definitions:

Sustainable practices are those business, educational, and individual practices that result in a smaller carbon footprint and enhanced presence in our curriculum aimed at creating a culture of conservation.

References:

- [Administrative Procedures to Board Policy 100: Sustainable Practices](#)
- [Sustainable Schools Best Practices Guide](#), Ministry of Education and Child Care

Dates of Adoption/Amendments:

Adopted: 1992.02.25

Amended: 1994.02.22: 2016.08.31: 2020.09.22: **2023.09.26**



QUALICUM SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES TO BOARD POLICY 100

SUSTAINABLE PRACTICES

Page 1 of 2

Purpose

These Administrative Procedures will support [Board Policy 100: Sustainable Practices](#) in order to develop the collective responsibility to protect and conserve the environment.

Requirements

1. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the School District's business decisions related to:
 - i. Lighting
 - ii. Heating, ventilation, air conditioning systems
 - iii. Renovation and new construction
 - iv. Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the District's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the District's environmental sustainability performance.
 - d. Creating, managing and monitoring a carbon reduction plan in keeping with provincial programs and expectations of government.
2. The Director of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
3. The Director of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
4. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the Director of Operations. This includes the closing of windows and doors during when the HVAC is required, turning off of lights, and the removal of extraneous appliances.
5. Principals and vice-principals will be responsible for ensuring that climate action is a consideration for field trips in keeping with Board [Policy 502: Field Experiences \(Trips\)](#).
6. Teachers and support staff are encouraged to integrate environmental themes at every level and provide the opportunity for students to participate in energy management initiatives.



QUALICUM SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES TO BOARD POLICY 100

SUSTAINABLE PRACTICES

Page 2 of 2

7. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools and learning activities that utilize a wide range of appropriate local environmental field trips.

References:

- [Board Policy 100: Sustainable Practices](#)
- [Board Policy 502: Field Experiences \(Trips\)](#)
- [Sustainable Schools Best Practices Guide, Ministry of Education and Child Care](#)

Dates of Adoption and Amendments:

Adopted: 2016.08.31

Ammended: 2020.09.22: 2022.10.25: **2023.09.26**

DRAFT



Context:

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard. When not in use, these facilities may be available for use by the larger community also ~~are an integral part of the larger community.~~ As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

Policy Statement:

The Board ~~supports the community by allowing use of available facilities when not in use for educational purposes~~ will ensure that its facilities are maintained to the highest reasonable standards.

Guiding Principles:

- ~~1. When not in educational use, facilities will be available for rental or lease to community partners, or groups.~~
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible.
8. When not being used by the School District, ~~outdoor~~ facilities may be available for public use.

References:

- [Administrative Procedures to Board Policy 105: Use of School Facilities](#)

Dates of Adoption/Amendments:

Adopted: 2020.10.27

Amended:



This Administrative Procedure is intended to provide procedural support for Board Policy 105: Use of School Facilities in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

I. RENTALS AND COMMUNITY USE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures will be in place to ensure that facilities and grounds are provided to community users at a rate that provides net revenue to the school district as possible and appropriate, knowing that in certain cases rental rates will be cost recover only.

PROCEDURES

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
2. The Board has established the following user priority for the use of school facilities and equipment:
 - a. **School Programs:**
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
 - b. **Youth Programs:**
Groups operating solely for youth under 18 and where they use instructors and/or volunteers to organize and teach activities. E.g. Regional District of Nanaimo Recreation Programs Scouts, Girl Guides, district youth sports associations, etc.
 - c. **Non-Profit Organizations/Adult Recreation Groups:**
Groups which have paid instructors or organizers for activities and all adult groups.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).

3. **Applications:**

- a. All applications are processed by the School District's Director of Operations or designate.
- b. Applications must be made at least 21 days prior to the event taking place.
- c. An application fee of \$25.00 per application will be charged to recover the administrative costs.
- d. The applicant must receive a booking confirmation from the Director of Operations or designate prior to using a district facility (***Approval from a school principal is not valid.***)

4. **Bookings:**

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. **Rental Fees:**

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours 5 days prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- e. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the ~~school's principal~~ **Director of Instruction.**
- f. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.



6. User Responsibilities:

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco, vaping products, cannabis or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.
- h. Rental times entered on the application by the Renter are understood to be entry and exit times. Any setup or clean up time needed are to be within the times indicated on the application form.**

7. Supervision:

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian

8. Cancellation:

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

9. Insurance and Liability:

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

II. SECURITY OF PROPERTY AND ASSETS

The Board believes that access to school district facilities should be controlled, and that a system should be maintained that does not impede access for authorized use.

1. The Operations and Maintenance Department shall:
 - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
 - b. Be responsible for providing keys to district office staff as required.
 - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
 - d. Ensure that District alarm systems are properly maintained and monitored.
 - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.
2. Each Principal or designate shall:
 - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
 - b. Ensure staff are aware of the opening and closing procedures and aware of this policy.
 - c. Maintain an up-to-date registry of all keys within their jurisdiction.
 - d. Maintain a daily register of building entries after hours.
3. Staff members shall:
 - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
 - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
 - c. Enter name and details of visit in register, giving time of entry and departure.
 - d. Upon departure ensure that:



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

- i. there are no persons in the building
 - ii. the alarm system is activated
 - iii. the building is secure
4. The Monitoring Service shall:
 - a. Monitor district alarm systems.
 - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
 - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
 - d. Report all intruder alarms to the district security runner service.
 - e. Report all personal panic alarms to the district security runner service.
 - f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
 - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
5. The District Security Runner Service shall:
 - a. Respond to alarm calls from the monitoring service.
 - b. Respond to calls from designated district staff for emergent work.
 - c. Send regular reports to the Operations and Maintenance Office.
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the School Principal or the Director of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects.. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
10. Community Use
Keys will be issued by the Operations and Maintenance Department Office for:
 - a. facilities use as required and returned after use is complete.
 - b. joint use through the District 69 Recreation Commission.
11. Lost Keys
Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the Director of Operations:
 - a. \$50.00 charge.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

- b. actual cost of re-keying any or all buildings.
- 12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

Damage to Buildings and Equipment

The Board believes that a student who has caused willful damage to school property be subject to engaging in restorative processes including restitution for damage caused.

- 13. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone, email and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
- 14. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
- 15. The Operations and Maintenance Department shall assess the cost of repair and/or replacement.
- 16. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board.
- 17. This does not limit School Protection Branch from further civil action.
- 18. In special circumstances, a student may negotiate school/community service as a form of compensation.

III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS

- 1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the Director of Operations for review as to appropriate construction methods and to the School Health and Safety Committee for review.
- 2. The Director of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
- 3. The Director of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

4. The Director of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. The worksite must meet all Workers Compensation Board regulations and be subject to spot inspections.
7. The worksite will be subject to inspection by all applicable Inspection Authorities at any time.

IV. LASQUETI TEACHERAGE (HOUSING)

1. The Board acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.
3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. Terms and Conditions
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. The rent shall be paid by the teacher through payroll deduction.
 - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services.
9. The Board shall supply power, water and septic/sewer at no charge.
10. Maintenance of Board-owned appliances shall be the Board's responsibility.



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 105

USE OF SCHOOL FACILITIES

11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

References:

- [Board Policy 105: Use of School Facilities](#)

Dates of Adoption/Amendments:

Adopted: 2016.08.31
Amended: 2020.10.27: **2023.04.25**

DRAFT

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 9 of 9

SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY*

MONDAY TO FRIDAY

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

WEEKEND/STATUTORY HOLIDAY

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs	4 hrs. min (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

***An application fee of \$25.00 per application will be charged to recover the administrative costs.**



Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

PURPOSE

A student and/or parent/caregiver may appeal a decision of an employee of the Board of Education that significantly affects the education, health or safety of a student in accordance with the provisions of the [School Act \(s. 11\)](#) and this Bylaw.

The following decisions shall be deemed to significantly affect the education, health or safety of a student:

- a. Disciplinary suspension from school for a period in excess of ten (10) consecutive days.
- b. Suspension from school for a health condition.
- c. Placement in an educational program.
- d. Grade promotion and graduation.
- e. Refusal to offer an educational program to a student from 16 to 19 years of age.
- f. Failure to consult with families regarding the goals and content of an individual education program.
- g. Any other decision that in the opinion of the Board of Education or the designate significantly affects the education, health or safety of a student.

A student and/or parent/caregiver seeking to appeal the decision of any Board officer or employee under this Bylaw must first engage in good faith attempts to resolve their concerns through the processes set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#), including proceeding through the three step resolution process described therein.

The procedures for hearing student and/or parent/caregiver appeals by the Board of Education shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~ [710: Resolution of Complaints](#).

TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Student and/or Parent/Caregiver Appeals to the Board of Education Bylaw No. 5."

Read a first time this 28th day of November 2023.

Read a second time this ____ day of _____ 2024.

Read a third and final time, passed and adopted this ____ day of _____2024.

Original signed copy on file

CHAIRPERSON OF THE BOARD

Original signed copy on file

SECRETARY TREASURER



**Board Bylaw 5: Student and/or Parent/Caregiver Appeals
to the Board of Education**

REFERENCES:

- [Administrative Procedures to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education](#)
- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Policy ~~6240~~ 710: Resolution of Student and Parent Complaints and its attendant administrative procedures](#)
- ~~Administrative Procedures: Resolution of Complaints~~
- [BC Confederation of Parent Advisory Committees Councils \(BCCPAC\) Resources Speaking Up! Booklet](#)

DATES OF ADOPTION AND AMENDMENTS:

Adopted: 2016.03.08

Amended:

DRAFT



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF EDUCATION

The following procedures for hearing student and/or parent/caregiver appeals by the Board of Education (hereinto after called 'the Board') shall be applied in accordance with the guiding principles set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*.

1. **PRE-APPEAL RESOLUTION OF COMPLAINTS PROCESS**

(Summary to Board Policy ~~6240~~ 710: *Resolution of Complaints*)

- 1.1 A student and/or parent/caregiver seeking a review of a decision of any Board officer or employee under this Bylaw must engage in good faith attempts to resolve their concerns through the processes set out in Board Policy ~~6240~~: 710: *Resolution of Complaints*, including by proceeding through the three step resolution process described therein, namely:

Step One – Initial Contact:

The complainant is encouraged to communicate directly or in writing with the respondent regarding the concern in a good faith attempt to resolve the concerns/issues.

Step Two – Facilitated Contact:

A facilitator, usually the respondent's direct supervisor, will arrange to meet with the parties in an attempt to resolve the concerns/issues.

Step Three – District Review:

The Superintendent or their designate will review the complaint and seek to bring the matter to a conclusion

- 1.2 If the decision under review is a decision of a Principal, ~~Assistant~~ **Associate** Superintendent, Superintendent or Secretary-Treasurer, then the parties may omit Step 2 in the Process.
- 1.3 If no resolution is reached by Step 3, the student and/or parent/caregiver may commence an appeal to the Board in accordance with Section 2 below. The decision under appeal will be the decision, as confirmed, varied, amended or substituted, by the Superintendent or Secretary-Treasurer at Step 3 of the above process.

2. **STARTING AN APPEAL**

- 2.1 To commence an appeal to the Board under this ~~Policy~~ **Bylaw**, a student or parent/caregiver must complete and file with the Secretary Treasurer a "Notice of Appeal", in such form as the Board may require from time to time and including the information set out in Section 2.2 below. (See attached Notice of Appeal form.)
- 2.2 An appeal must be filed no later than fifteen (15) school days from the date the student or parent/caregiver received notice of the decision at Step 3 of the process described in Section 1 above. If the fifteen days expires on a Saturday, Sunday, statutory holiday or other school holiday, the period will be deemed to expire on the next following school day.



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

2.3 The Notice of Appeal must include:

- a. the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
- b. the name and address of the person(s) making the appeal;
- c. the decision that is being appealed;
- d. the date on which the student/parent/caregiver bringing the appeal were informed of the decision;
- e. the name of the Board employee who made the decision being appealed;
- f. particulars of the effects on the student's education, health or safety;
- g. the grounds for the appeal and the action requested or relief sought;
- h. a summary of the steps taken by the student/parent/caregiver to resolve the matter;
- i. whether the person is requesting an oral hearing or would prefer only to submit written documents; and,
- j. whether the person making the appeal requires any special accommodation in order to proceed with the appeal (such as, for example, interpretation services).

2.4 The Secretary-Treasurer is responsible on behalf of the Board for:

- a. receiving Notices of Appeal;
- b. reviewing Notices of Appeal for completeness and timeliness;
- c. giving any notices which may be required under collective agreements;
- d. receiving and distributing documents relevant to an appeal;
- e. communicating with the appellants and others on matters relating to an appeal hearing;
- f. arranging any accommodation required; and,
- g. scheduling the hearing

The Secretary-Treasurer may designate another staff member to carry out these responsibilities. If the Secretary-Treasurer has participated in the dispute resolution steps of Policy 6240 710 or is the employee whose decision is being appealed, another staff member shall be designated.

2.5 The Secretary-Treasurer may schedule a hearing before the Board for purposes of reaching a decision on a preliminary matter without first complying with all of the requirements (as outlined in Section 3 below) for a full hearing of the appeal on its merits. The Secretary-Treasurer may choose to convene such a hearing when they are of the opinion that:



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

- a. an appeal is not timely;
- b. the individual/s bringing the appeal have refused to participate in good faith during the dispute resolution steps of Board Policy ~~6240~~ **710**: *Resolution of Complaints*;
- c. the appeal is not an appeal of a decision of a Board employee or the decision does not significantly affect the student's education, health or safety; and/or,
- d. there is any other preliminary matter that should be settled before a hearing of an appeal on its merits is undertaken.

In a case where the Secretary-Treasurer deems a preliminary hearing necessary, any applicable collective agreement requirements must still be complied with.

- 2.6 The Secretary-Treasurer will notify appellants of any preliminary hearing connected with an appeal and provide the opportunity to make written submissions on the preliminary issues to be determined.

3. PRE-HEARING RESPONSIBILITIES

- 3.1 Upon receipt of a Notice of Appeal, the Superintendent shall be notified. The Superintendent or a person designated by the Superintendent to be responsible for investigation and presentation of the appeal will prepare a report for the Board concerning the matter of the appeal and is responsible for gathering information to be presented to the Board, other than the information to be presented by the appellant(s).
- 3.2 If the appellant is under the age of nineteen (19) years and no parent/caregiver is named as an appellant, a parent/caregiver will be notified. Every attempt will be made to ensure that the student is accompanied by a support person.
- 3.3 If the appellant has not met with the Superintendent during the dispute resolution process, at the Superintendent's request the appellant(s) is required to meet with the Superintendent or a person designated by the Superintendent. A report of this meeting shall be included in the report for the Board prepared under 3.1 above. The report may include the Superintendent's recommendation as to whether the dispute should be referred to an outside mediator.
- 3.4 Any notices under relevant collective agreements are given.
- 3.5 Instead of an oral hearing, the Board may determine that an appeal will be decided on the basis of written submissions only.
- 3.6 The appellant(s) is notified of the date, time and place of the appeal and of the requirement to provide any documents in advance.
- 3.7 A copy of the report prepared under 3.1 will be provided to the appellant(s) no later than 48 hours before the time set for the hearing.



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

- 3.8 The appellant is required to provide copies of any documents on which he or she intends to rely, or copies of written submissions, no later than 24 hours before the date/time set for the hearing.

4. HEARING AND DECISION

- 4.1 The Board will decide the appeal based on the oral and/or written submissions presented to it and, for an oral hearing, will determine the order of, and time allotted for submissions.
- 4.2 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.
- 4.3 The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- 4.4 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.
- 4.5 The Board may refuse to hear an appeal where:
- a. the appeal has not been commenced within the time set out under 2.2
 - b. the student and/or parent/caregiver has refused or neglected to discuss the decision under appeal with the person(s) specified in Policy ~~6240~~ **710**, the Superintendent or delegate or such other person(s) as directed by the Board.
 - c. the decision does not in the Board's opinion significantly affect the education, health or safety of the student.
- 4.6 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.
- 4.7 Appeals and decisions on appeals will be held in closed session.
- 4.8 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.
- 4.9 At the end of each party's submission, members of the Board may ask questions.
- 4.10 When questioning by members of the Board is complete, the parties leave and the Board meets to decide how it will dispose of the appeal.
- 4.11 The Board must make a decision as soon as practicable and, at longest, within 45 calendar days, from receiving the Notice of Appeal.
- 4.12 The Board may reconsider its decision only:



ADMINISTRATIVE PROCEDURES TO BOARD BYLAW 5

STUDENT AND/OR PARENT/CAREGIVER APPEALS TO THE BOARD OF
EDUCATION

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- a. if it is satisfied new evidence or information would have a material effect on the decision and that the failure to present that evidence or information at the original hearing is satisfactorily explained;
 - b. the decision contravenes the law; or,
 - c. a reconsideration is directed or requested in connection with an appeal of the Board's decision under School Act s. 11.1.
- 4.13 A decision of the Board of Education is not necessarily final as 2008 School Act amendments have made provision for appeals of Board decisions, in certain circumstances, to be heard at the provincial level by the Ministry of Education. For more information, contact the Student Appeals Branch of the Ministry of Education.
- 4.14 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable. It is understood that any decision made will be a collective decision of the Board and that a statement of reasons for the decision may not be able to adequately capture the reasoning of individual members.
- 4.15 Decisions made by the Board regarding appeals are not precedential and are not binding on future decision-makers or future Boards of Education.

References:

- [School Act: Sections 11.1\(1\), 175\(2\)\(r\) and Regulation 24/08: Appeals Regulation](#)
- [Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education](#)
- [Board Policy 6240 710: Resolution of Complaints and its attendant Administrative Procedures](#)
- [BC Confederation of Parent Advisory Committees \(BCCPAC\) Speaking Up! Booklet Resources](#)

Dates of Adoption and Amendments:

Adopted: 2016.03.08

Amended:



Attachment to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

NOTICE OF APPEAL

Name of Student: _____

Address of Student: _____

Placement of Student: _____
(including, where appropriate, grade level and home room teacher)

Name of Person Making the Appeal: _____

Address of Person Making the Appeal: _____

Decision being Appealed: _____

Date of Decision being Appealed: _____
(date on which the student/parent/caregiver bringing the appeal was informed of the decision)

Name of Board Employee who made the Decision being appealed: _____

Particulars of the effects on the student's education, health and/or safety: _____

Please provide the grounds for the appeal and the action requested or relief sought: _____



Attachment to Board Bylaw 5: Student and/or Parent/Caregiver Appeals to the Board of Education

NOTICE OF APPEAL

Summary of steps taken by the student/parent/caregiver to resolve the matter: _____

Please indicate whether you are requesting an oral submission or would prefer only to submit written documents:

Oral Submission

Written Submission Only

Please indicate whether the person making the appeal requires any special accommodation in order to proceed with the appeal (ie. Interpretation services): _____

Submitted on the ____ day of _____, 20____

Signature of Person Making the Appeal



PURPOSE

A bylaw to provide that the Board of Education of School District No. 69 (Qualicum) shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of that person's duties; and for an inquiry or proceeding involving the administration and conduct of the business of the school district; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) provides that the Board may by bylaw provide that the Board will indemnify a trustee, an officer, or an employee of the Board against a claim for damages against a trustee, officer, or employee of the Board arising out of performance of that person's duties and, in addition, pay legal costs incurred in proceeding arising out of the claim;

AND WHEREAS the [School Act R.S.B.C. 1996 c. 412](#) also provides that the Board may by bylaw indemnify a trustee, an officer, or an employee of the Board where an inquiry under [Part 2 of the Public Inquiry Act](#) or other proceeding involves the administration and conduct of business of the Qualicum School District, and also pay legal costs incurred in a proceeding arising out of the inquiry or other proceeding;

NOW THEREFORE the Board of Education of School District No. 69 (Qualicum) in open meeting assembled enacts as follows:

1. Interpretation

In this bylaw, which may be cited as "Indemnification Bylaw No. ~~48~~ 6":

- a. "Board" means the Board of Education of School District No. 69 (Qualicum);
- b. "trustee" means a member of the Board of Education of School District No. 69 (Qualicum);
- c. "officer" means a superintendent, associate superintendent, secretary-treasurer, assistant secretary-treasurer, district principal, principal or vice principal of the Board;
- d. "employee" means all Board teaching and non-teaching personnel other than officers;

2. Indemnification

- a. The Board shall indemnify a trustee, an officer, or an employee of the Board against a claim for damages against the trustee, officer, or employee arising out of the performance of that person's duties and, in addition, pay the reasonable legal costs incurred by the trustee, officer, or employee in proceedings arising out of the claim except as otherwise provided for in this bylaw.
- b. The Board shall indemnify a trustee, an officer, or an employee where there is an inquiry under the [Public Inquiry Act](#) or other proceedings involving the administration and conduct of the business of the Qualicum School District and also pay reasonable legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw;
- c. The Board may, by affirmative vote of not less than 2/3 of all trustees, pay any sum required to indemnify a trustee, an officer or an employee if the prosecution arises out of the performance of that person's Board duties, and costs necessarily incurred.
- d. Section 2(a), 2(b), and 2(c) apply in respect of a person who was a trustee, an officer, or an employee of the Board at the time that person's performed the duties



out of which the claim, inquiry or other proceeding arise, whether or not that person is a trustee, an officer, or an employee at the time the claim for damages, inquiry, prosecution, or other proceeding arises, or any legal action arising out of the claim, inquiry or other proceeding is commenced or concluded except as otherwise provided in this bylaw;

- e. This bylaw applies only to:
 - i. the performance of duties by current or former trustees, officers, or employees; and
 - ii. inquiries or proceedings arising out of the administration and conduct of the business of the Qualicum School District.

3. Administration of Medication

Without limiting the generality of Section 2, the Board's indemnification of trustees, officers, or employees against claims for damages as set out in Section 2(a) hereof, shall include, but is not limited to, claims arising from Board-authorized administration of medication to students, supervision of self-administration of medication by students, and performance of physical procedures relating to the medical needs of students.

4. Contracts

This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future. It does not supersede those contracts or collective agreements.

5. Exclusions

- a. In the event that insurance coverage is available to the trustee, officer, or employee with respect to the liability of the trustee, officer, or employee, the Board shall not indemnify the trustee, officer, or employee as the case may be until the available insurance coverage is exhausted.
- b. The Board shall not indemnify a trustee, officer, or employee against:
 - i. legal fees and/or liability resulting from an action or any other proceeding taken by the trustee, officer, or employee against the Board.
 - ii. liability and/or legal fees resulting from investigations or proceedings undertaken pursuant to the [Teachers Act](#) unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - iii. a fine, penalty, or order imposed as a result of a conviction for a criminal offense.
 - iv. legal fees incurred in an appeal of any conviction, sentence, judgment, or order unless the Board agrees to the contrary by an affirmative vote of a majority of its members.
 - v. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened Section 58 of the [School Act](#).
 - vi. liability and/or legal fees incurred by a trustee, officer, or employee where there is a determination by a Court that the trustee, officer, or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment.
 - vii. liability incurred by a trustee resulting from any restitution ordered pursuant to [Section 63\(1\)\(b\) of the School Act](#).



- viii. those matters for which the Board pursuant to its authority under [Section 95\(3\) of the School Act](#) may seek indemnity from an employee.
- ix. in respect of any complaint of harassment made against the trustees, officer or employee.

6. Legal Counsel

For those matters provided in Sections 2 and 3 of this bylaw, and not excluded by Section 5 and 6:

- a. the Board has the authority to appoint and instruct legal counsel; or,
- b. with the prior approval of the Board, the trustee, officer, or employee may retain legal counsel chosen by the trustee, officer, or employee, in which case the Board shall have the right to:
 - i. approve, in advance, any agreement for legal fees and disbursements;
 - ii. pay all or part of the legal fees and disbursements and to set a reasonable maximum for legal fees and disbursements;
 - iii. direct the defence and to settle or compromise a claim or action;
 - iv. review the account of the legal counsel pursuant to the *Legal Profession Act* and the trustee, officer, or employee shall include such a term in an agreement with that person's legal counsel; and,
 - v. determine whether or not the trustee, officer, or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer, or employee prior to the approval of the Board.

7. Amounts Payable

Any amount that may be payable by the Board shall be reduced by any court costs awarded and paid to the trustee, officer, or employee.

8. Advancing Legal Costs

The Board may advance legal costs to the trustee, officer, or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer, or employee, the trustee, officer, or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer, or employee by the Board. The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer, or employee is not entitled to be indemnified pursuant to the terms of this bylaw.

9. Severability

If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

10. Citation

This bylaw may be cited for all purposes as "the Board of Education of School District No. 69 (Qualicum) Indemnification Bylaw No. 6".



TITLE

This Bylaw may be cited as "School District No. 69 (Qualicum) Indemnification Bylaw No.6".

Read a first time the _____ day of November 2023.

Read a second time the _____ day of _____ 2024.

Read a third and final time, passed and adopted this _____ day of _____ 2024.

Original signed copy on file

CHAIRPERSON OF THE BOARD

Original signed copy on file

SECRETARY TREASURER

DATES OF ADOPTION AND AMENDMENTS:

Adopted: 1999.01.26

Amended: Review – October 2000: Review – March 2006: 2006.10.24: 2015.02.24:
2019.10.22

DRAFT



BYLAW AND POLICY DEVELOPMENT AND REVIEW

PURPOSE

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/Bylaw in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the Qualicum School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. The Superintendent will be responsible for the development of Administrative Procedures that accompany Board policies.

It shall be the Board's practice to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage appropriate participation by all staff, representatives of partner groups, and the community. The Board will ensure that its Bylaws and Policies will be accessible to all staff, partners and the community.

In consideration of the development of or amendments to bylaws and policies:

1. The Board is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.
3. Bylaws and policies will be developed in keeping with the definitions below.
4. Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:

Context (preamble, whereas statement)
Policy Statement (clear statement of action or intent)
Guiding Principles (Board beliefs)
Definitions
References (statutory, policy, contractual)
Dates of Adoption/Amendment

5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.
6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.



BYLAW AND POLICY DEVELOPMENT AND REVIEW

7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the Board, staff member, student, parent or member of the community, by utilizing the worksheets for “New Policy Development” or for “Request for Policy Revision” attached to this Bylaw.
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy every Board term (four years).

GUIDING PRINCIPLES

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? If not, why not?
4. How will consistency with other policies, regulations, bylaws or legislation be ensured?
5. In what ways is the issue of significance or of general public concern?
6. Is the policy or regulation written in concise and easily understood language? If not, what could be changed?
7. What, if any, are the financial considerations?
8. What, if any, are the legal implications?

DEFINITIONS

Bylaw: A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.

Policy: A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.



BYLAW AND POLICY DEVELOPMENT AND REVIEW

Administrative Procedures: A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

Read a first time this ____ day of November, 2023.

Read a second time this ____ day of _____ 2024.

Read a third and final time, passed and adopted this ____ day of _____, 2024.

Signed copy on file

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

STATUTORY REFERENCES

School Act : Sections 65(4), 68(1), 68(4), and 85(2)

DATES OF ADOPTION AND AMENDMENTS:

Adopted: January 1999

Amended: December 2002, May 2008, May 2009, February 2013, October 2014, August 2015, February 2020



PURPOSE

A bylaw to set out processes for inaugural meetings, election of the chairperson and vice chairperson, appointment of trustee representatives, trustee remuneration, and duties of the chairperson and presiding officers.

I. INAUGURAL MEETINGS

1. In an election year, the Inaugural Meeting of the Board of Education, shall be held on the first Monday after November 1.
2. The Chairperson of the Inaugural Meeting shall be the Secretary Treasurer until such time as the Chairperson of the Board has been elected.
3. Election of the Chairperson shall be in accordance with the procedures outlined in Section II.
4. The interim Chairperson shall announce the results of the trustee elections prior to the swearing-in ceremonies.
5. The Swearing of Oaths and the taking of Declarations shall be done by the Secretary Treasurer, or by a Judge of a Court of Record or by a Justice.
6. The interim Chairperson shall call for nominations for Chairperson of the Board by ballot and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, the person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a chairperson is elected.
7. Following the election of the Chairperson of the Board the order of business shall be:
 - a. Election of a Vice Chairperson of the Board
 - b. Motion to destroy the nomination and election ballots
 - c. Passage of Banking Resolutions
 - d. Discussion of Committee and Representative Appointments
8. The election of Vice Chairperson shall follow the same procedure as that for the Chairperson.

II. ANNUAL ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE BOARD
(non-election years)

1. The Chairperson and the Vice Chairperson shall be elected for a term of one year commencing September 1st of each year, except in election years.



The election shall be held at the Regular Board Meeting in August of each year, except in election years. In an election year, the Chairperson and Vice Chairperson terms will extend up to the trustee elections.

2. Until the Board Chairperson is elected, the Interim Chairperson of the meeting shall be the Secretary Treasurer.
3. The interim Chairperson shall call for nominations by ballot for Chairperson of the Board and then declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present. This process will continue until a chairperson is elected.
4. Following the election of Chairperson of the Board, the order of business shall be:
 - a. Election of Vice Chairperson of the Board;
 - b. Passage of Banking Resolutions.
 - c. Discussion of Committee and Representative Appointments.
5. The election of the Vice Chairperson of the Board shall follow the same procedure as that for the Chairperson of the Board.

Reference: **Section 67 of the *School Act***

III. APPOINTMENT OF TRUSTEE REPRESENTATIVES

The Chairperson of the Board of Education shall annually appoint Trustee Representatives to External and District Internal Committees.

Trustee representation and participation on committees shall be approved by the Board of Education.

IV. TRUSTEE REMUNERATION

1. Trustee Remuneration will be established as follows:
 - In the first year of the term the remuneration will be the previous year's Provincial Average Trustee Remuneration as established by BCSTA
 - In all subsequent years of a term, the remuneration will be increased by the Consumer Price Index of the previous calendar year
2. The Chairperson shall receive an additional 20% of the base Trustee Remuneration. The Vice-Chairperson will receive an additional 10% of the base Trustee Remuneration.



QUALICUM SCHOOL DISTRICT

BOARD BYLAW 2

BOARD STRUCTURE

(Page 3 of 4)

3. Each Board, during budget deliberations in the fourth year of its term, shall review the Trustees' Remuneration and make any adjustments the Board deems appropriate. Such changes will be effective as of the election of the new Board.

V. CHAIRPERSON AND PRESIDING OFFICERS

1. The Chairperson shall preside at all meetings of the Board, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Ministry of Education.
2. The Vice Chairperson shall have the powers and duties of the Chairperson, in the Chairperson's absence or during the Chairperson's disability, and such other powers and duties as the Board may from time to time determine.
3. In the event that neither the Chairperson nor the Vice Chairperson is able or willing to take the Chair the presiding officer shall be such person as the Board may elect for that meeting.
4. The presiding officer shall rule on all points of order and shall state reasons and the authority for ruling when making a ruling.

A Board member shall have the right to appeal the presiding officer's ruling.

An appeal may only be requested immediately after a ruling and before resumption of business.

VI. TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Board Structure Bylaw No. 2."

Read a first time this 26th day of November, 2019.

Read a second time this 28th day of January, 2020.

Read a third and final time, passed and adopted this 25th day of February, 2020.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER

Dates of Adoption and Amendments

Adopted: 2014.10.28

Amended 2018.05.22: 2020.02.25



QUALICUM SCHOOL DISTRICT

BOARD BYLAW 2

BOARD STRUCTURE

(Page 4 of 4)

DRAFT



PURPOSE:

To set out the structure of meetings and rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

I. RULES OF ORDER

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board of Education (the Board) may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

II. MOTIONS

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if the presiding officer feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (See Item 7 below.)
4. All motions must be seconded in order that they may be recognized by the Board Chair and allow debate to proceed.



5. All motions shall be subject to amendment except the following:
 - a. Motion that the question be now put.
 - b. Motion for adjournment of debate or adjournment of a meeting.
 - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
 - d. Motion to refer to committee.
 - e. Motion to proceed to next business.

6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

7. **Reconsideration**

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

III. REGULAR BOARD MEETINGS

1. There shall be one regular meeting of the Board held on the fourth Tuesday in each calendar month at 6:00 p.m. during the regular school year. **Meetings may be done via video-conference as determined by the Board.**

2. Due to the winter and spring break periods, the Regular Board Meetings in December and March will be held on a the second Tuesday of those two months.

3. During the summer months of July and August one regular meeting of the Board shall be held on the last Tuesday in August at 6:00 p.m. No regular meeting will be held in July.

4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.

5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these bylaws.

6. All regular meetings of the Board shall be open to the public.

7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled. **The Board Chair may call a recess at their discretion.**



8. The secretary-treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision.
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
 - 1) Call to Order and Introductions
 - 2) Acknowledgement of Traditional Territory
 - 3) Adoption of the agenda
 - 4) Approval of the Consent Agenda
 - 5) Delegations/Presentations (10 minutes each)
 - 6) Public Questions and Comments (related to agenda items)**
 - ~~6~~ 7) Business arising from the minutes.
 - ~~7~~ 8) Mount Arrowsmith Teachers' Association
 - ~~8~~ 9) Canadian Union of Public Employees, Local 3570
 - ~~9~~ 10) District Parents Advisory Council
 - 11) Action Items
 - 12) Information Items
 - 13) Education Committee of the Whole Report
 - 14) Finance and Operations Committee of the Whole Report
 - 15) Policy Committee of the Whole Report
 - 16) Reports from Representatives to Outside Organizations
 - 17) Trustee items
 - 18) New or Unfinished Business
 - 19) Board Correspondence and Media
 - 20) Public Question Period (*on any topic*)
 - 21) Adjournment
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
11. The agenda shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the Chair and shall be available at the Board office by noon of the day preceding the **posted on the district website on the Friday prior to the Regular Board Meeting.**
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
13. Minutes of all regular meetings shall be kept by the secretary-treasurer in accordance with the *School Act*.
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the Board.



IV. IN-CAMERA BOARD MEETINGS

1. The Board may meet in-camera for the following purposes:
 - a. To discuss matters of collective negotiations between the Board and school district staff.
 - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
 - c. To consider information regarding appointment, employment, dismissal and personnel matters.
 - d. Legal opinions and or claims respecting the liability or interest of the Board.
 - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
 - f. Medical examiners or examinations and medical reports.
 - g. Matters pertaining to the safety, security or protection of Board property.
 - h. Such other matters as the Board may decide.
2. Attendees at the Board in-camera meetings will include all trustees, the superintendent of schools, the secretary-treasurer, the associate superintendent, and, by invitation, other senior management staff in relation to specific agenda items, including operations, human resources, labour relations and legal matters.
3. Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the Board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.
4. An agenda, similar in format to that of a regular meeting, shall be prepared by the secretary-treasurer and the superintendent of schools under the direction of the Chair. The proposed agenda shall be available at the Board Office by noon of the day preceding the meeting.
5. The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
 1. Call to order
 2. Adoption of the Agenda
 3. Approval of the Minutes
 4. Business Arising from the Minutes
 5. Personnel Items
 6. Action Items
 7. Information Items
 8. New or Unfinished Business
 9. Trustee Items
 10. Adjournment



6. All newly elected school trustees shall be invited to attend any In-Camera Board Meetings between the time of their election and the Inaugural Board Meeting.

V. SPECIAL MEETINGS

A special meeting of the Board may be called by the Chair of the Board or, upon written request of a majority of the trustees, may be called by the secretary-treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. For public meetings, time for public comments and/or questions will be included. Public comments/questions must be directly related to the topics on the special meeting agenda

1. All reasonable steps shall be taken to notify each trustee 24 hours in advance of a special meeting.
2. In the event of crisis or catastrophe within the school district, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
3. The agenda shall be set by the Board. The agenda shall be prepared by the secretary-treasurer and/or the superintendent of schools under the direction of the Chair.

VI. DELEGATIONS

1. Delegations wishing to appear before the Board shall provide a request in writing to the secretary-treasurer by 9:00 a.m., the Monday one week prior to a Board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The secretary-treasurer will advise the Board Chair of the request. The Board Chair, at the Board Chair's discretion, will rule whether the delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The secretary-treasurer will advise the delegation of the Board Chair's decision.
3. At the earliest opportunity following the Board's decision the secretary-treasurer will contact the spokesperson of the delegation to advise the delegation of the Board's decision and subsequently, confirm the Board's decision in writing to the delegation.

VII. CONSENT AGENDA

1. The full agenda, including the consent items should be disseminated prior to the Board meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.



2. As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.
3. The Board Chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the Board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

What Belongs on the Consent Agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only e.g. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion
- Information from the Ministry of Education or provincial organizations
- **Status of Action Items**

VIII. PUBLIC QUESTION PERIOD

1. The Board encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
 - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
 - b. Questions at Special Board Meetings must be related to the call of the meeting.
3. Questions asked by the public will, when possible, be answered immediately by the Board Chair or referred to staff members present for reply. Questions requiring investigation shall be referred to the Board Chair or administrative staff for consideration and later response.



4. A question period for the press will be provided after the meeting adjourns.

IX. BOARD STANDING COMMITTEES

1. The Board will operate within three Board standing committees, all of which will be Committees of the Whole:
 - i. Education Committee of the Whole
 - ii. Finance and Operations Committee of the Whole
 - iii. Policy Committee of the Whole
2. The Board Chair will, on an annual basis, appoint the Chairperson of each of the Board's standing committees.
3. Any matters considered by a committee of the Board which have financial implications are to be referred to Finance and Operations Committee of the Whole for comment before the originating committee brings the matter to the Board.
4. Education Committee of the Whole:

Mandate: ~~To discuss and make recommendations to the board on the general directions for education in the district, and to serve as a vehicle for regular reports to the board on educational programs and services.~~ **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.**

Membership: The committee will consist of all five trustees, the associate superintendent, the director of instruction, the superintendent, and as topics require, the secretary treasure. The associate superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the District Parent Advisory Council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee Chair of the committee will host the meeting in a structured but informal manner. Presentations will be scheduled and introduced by the associate superintendent, and will be of a duration that makes sense for that topic at that time, as determined by the Chair and associate superintendent. On matters of deliberation for the committee to refer to the Board, the Chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The Chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the Board by way of a motion for a subsequent Board meeting. The decision as to what would be referred to the Board would be by consensus among trustees, with the Chair being the final arbiter of the decision.

5. Finance and Operations Committee of the Whole:

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



Membership: The committee will consist of all five trustees, the secretary treasurer, the superintendent, the general manager of operations, and as topics require, the associate superintendent. The secretary-treasurer will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the District Parent Advisory Council (DPAC) would serve on the committee in an advisory capacity.

Operation: The trustee Chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the secretary treasurer, with support from the general manager of operations for matters related to facilities, maintenance, technology and transportation. On matters of deliberation for the committee to refer to the Board, the Chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The Chair will then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the Board by way of a motion for a subsequent Board meeting. The decision as to what would be referred to the Board would be by consensus between the trustees, with the Chair being the final arbiter of the decision. From time to time the finance and operations would have to operate in camera.

This committee will also serve as the Audit Committee of the Board. In that capacity the committee will:

- a. Review the audited financial statements and once satisfied recommend approval by the Board of the submission to the Minister of Education and publication of the audited statements;
- b. Review the Statement of Financial Information, specifically the compensation and expenses for employees;
- c. Oversee the internal control structure with a focus on safeguarding school district assets;
- d. Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- e. Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- f. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;
- g. Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- h. Meet as necessary with the external auditors at an in camera meeting, without staff members present;
- i. Meet annually with the external auditor to review the financial statements;
- j. Have a separate agenda and terms of reference which reflect best practice for audit committees.

6. Policy Committee of the Whole:

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



Membership: The committee will consist of all five trustees, the superintendent, the secretary treasurer and the associate superintendent. The superintendent will serve as the lead for senior staff. By invitation, one representative from each of school-based administration, the Mount Arrowsmith Teachers Association (MATA), CUPE 3570 and the District Parent Advisory Council (DPAC) would serve on the committee in an advisory capacity. The committee would be supported by the Executive Assistant, Board Governance and Operations.

Operation: The trustee Chair of the committee will host the meeting in a structured but informal manner. Materials will be provided ahead of time by the superintendent. On matters of deliberation for the committee to refer to the Board, the Chair would invite administration and partner representatives to comment, and would seek the advice of senior staff present. The Chair would then lead trustee deliberation on whether or not, and if so how, the matter would be referred to the Board by way of a motion for a subsequent Board meeting. The decision as to what would be referred to the Board would be by consensus between the trustees, with the Chair being the final arbiter of the decision. How matters get to the committee and are then processed by the Board will be in accordance with Board Policy 7: *Bylaw and Policy Development and Review*.

7. Committee Meeting Times:
The time and dates for meetings for the ensuing year will be determined by the Board Chair in consultation with the Board and executive leadership team.

X. CHIEF EXECUTIVE OFFICER

The superintendent of schools shall be the chief executive officer of the Board and is responsible and accountable to the Board for the effective and efficient operation of the school district.

The superintendent of schools will be responsible for ensuring the following:

- a. Leadership and direction is provided at all levels of the school system.
- b. The Board is assisted in its short and long-term planning, and in working to achieve the Board-approved goals.
- c. The school district has an efficient and effective organizational structure and management system.
- d. Processes are in place for the supervision and evaluation of the district's schools, programs and services.
- e. Decisions and policies of the Board are implemented.
- f. Resources are allocated based on Board-approved budget levels.
- g. Communications within the school district and through public and community relations are effective.
- h. A synergy is built within the school district that challenges all employees to contribute to the success of the school system.

XI. EXECUTIVE COMMITTEES AND COMMUNICATIONS WITH THE BOARD

- a. The Executive Committee, composed of the superintendent of schools, the secretary-treasurer, and the associate superintendent, shall be chaired by the superintendent of schools.



- b. The Executive Committee shall administer the school district and provide leadership in accordance with the Board’s directives and policies.
- c. The superintendent of schools shall be the chief spokesperson for the Executive Committee and is responsible and accountable for the coordination and functioning of the executive committee.
- d. The superintendent of schools shall ensure that information, reports, and proposed resolutions shall be brought to the Board table by the appropriate member of the Executive Committee, either directly, or in support of one of the standing committees as it reports to the Board.
- e. Members of the Executive Committee may consult with individual trustees, or groups of trustees, or committees of the Board, as necessary, to carry out their individual responsibilities. Individual trustees, or groups of trustees, or committees of the Board may consult, as necessary, with one or more members of the executive committee.
- f. The superintendent of schools shall ensure that executive decisions and recommendations are reached, wherever possible, through discussion and collaboration. However, in cases where a consensus cannot be reached, the superintendent of schools shall, unless the issue is properly a matter to be decided by the Board, resolve the issue at hand. In this event the superintendent of schools will report each such resolution to the Board at the next opportunity.

XII. TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time the 24th day of October 2023.

Read a second time the ____ day of _____ 2023.

Read a third and final time, passed and adopted this ____ day of _____ 2024.

SECRETARY TREASURER

BOARD CHAIR

Dates of Adoption and Amendments

Adopted: 2014.06.24

Amended 2014.09.23: 2019.04.23: 2019.11.26



PURPOSE:

To designate appropriate officers with signing authority.

I. SIGNING AUTHORITY

Dual Signing Authority for cheques issued by the Board of Education of School District No.69 (Qualicum) shall be as follows: any two of the following:

- Chairperson of the Board
- Vice Chairperson of the Board
- Secretary Treasurer
- Assistant Secretary Treasurer

1. ~~The Secretary Treasurer and the Assistant Secretary Treasurer.~~
2. ~~Chairperson of the Board and the Secretary Treasurer.~~
3. ~~Chairperson of the Board and the Assistant Secretary Treasurer.~~
4. ~~Vice Chairperson of the Board and the Secretary Treasurer.~~
5. ~~Vice Chairperson of the Board and the Assistant Secretary Treasurer.~~
6. ~~Chairperson of the Board and the Vice Chairperson of the Board.~~

II. TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Banking Bylaw No.4."

Read a first time this 22nd day of April, 2014.

Read a second time this 27th day of May, 2014.

Read a third and final time, passed and adopted this 27th day of May, 2014.

CHAIRPERSON OF THE BOARD

SECRETARY TREASURER



Context:

The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be used in planning for new/repurposed facilities and additions to existing facilities.

Policy Statement:

The Board of Education expects that facilities will be used primarily to support the education of students.

Guiding Principles:

1. The Board believes that all facilities should be safe for all students, teachers and community members.
2. Facilities should be built, operated or upgraded to be efficient, cost effective and environmentally sound.
- ~~3. All facilities will be named after places of local Indigenous, historical, or geographical prominence.~~
4. No facilities, nor portions of facilities, will be named after people.
5. Facilities will allow for students, schools and communities to use them as availability permits.

References:

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

Dates of Adoption/Amendments:

Adopted: 2016.08.31
Amended: 2020.10.17



Purpose

This Administrative Procedure describes those procedures that will be used when the Board of Education undertakes the design and construction of new or repurposed facilities as per Policy 103: New/Repurposed Facilities. This does not apply to ongoing maintenance or renovations, rather major projects including both new builds and major renovations that come with repurposing a school or district facility.

1. PLANNING

Prior to the initiation of planning, a consultation process shall be undertaken that will involve the Architect (if assigned), school administration or district staff responsible for the facility, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community (as appropriate), the Secretary Treasurer, the Superintendent of Schools, Associate Superintendent of Schools (or designates), Trustees and representatives of the Canadian Union of Public Employees (CUPE) Local 3570, the Mount Arrowsmith Teachers' Association (MATA) and the District Parents Advisory Council (DPAC).

2. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility, or in the case of a repurposed facility the possible renaming of the facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. ~~All facilities will be named after places of local Indigenous, historical or geographical prominence.~~
- d. The final decision shall remain the responsibility of the Board.
- e. A formal request shall be made to the Minister of Education and Child Care to officially name and open the new or repurposed facility, in accordance with Section 73(1) of the *School Act*.

References:

- [Administrative Procedures to Board Policy 103: New/Repurposed Facilities](#)
- [The School Act, Sections 74.01](#)
- [The Freedom of Information and Protection of Privacy Act](#)

Dates of Adoption/Amendments:

Adopted: 2016.08.31
Amended: 2020.10.27; **2022.10.25**



Context:

Schools are learning environments that are focused on producing educated citizens. As modelling is one of the most powerful tools in learning, positive treatment of personnel is central to any school district.

Policy Statement:

The Board of Education will seek to develop and maintain a positive, healthy and productive climate for all employees at all sites within the district.

Guiding Principles:

The Board believes that:

1. Members of MATA, CUPE, QDPVPA and exempt staff are valuable contributors to the achievement of our students and we encourage their input in decision making.
2. The physical, emotional, and intellectual health of all personnel must be maintained in balance with the health and welfare of our learners.
3. All personnel will be fairly and properly reimbursed for legitimate expenses related to their positions.
4. In order to support and improve performance and productivity, all personnel will be subject to a performance review process in keeping with contractual language and contracts of employment.
5. Positive recognition of personnel shall be on-going with specific acknowledgement by the Board of long-term service and retirement from the district.
6. Because employee input is valued, exit interviews should be offered to employees who are leaving the employ of the district.

Definitions:

- Long-term service is marked when an employee reaches **10/20/30** years of service in the district.
- Appropriate records checks are defined through police services. Criminal Records and Vulnerable Sector Checks are examples.

References:

- [Administrative Procedure to Board Policy 600: Personnel](#)
- [Board Policy 302: Communities and Volunteers' Involvement in our School District](#)
- [Criminal Records Review Act](#)
- Mount Arrowsmith Teachers' Association (MATA) Collective Agreement

Dates of Adoption/Amendments:

Adopted: 2021.09.28

Amended: **2022.11.22**



Yath ċisum
Always growing
Grandissons ensemble

**Qualicum School District
Education Committee of the Whole Report
Tuesday, November 21, 2023
Via Video Conferencing
2:30 a.m.**

Facilitator: Trustee Julie Austin

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.

SCHOOLS AND/OR PROGRAMS

Teaching and Learning Team – Denise Spencer-Dahl/Ruth Stefanek

What we did...

Over the course of two weeks the team went in and observed every Kindergarten and K/1 class in the district.
Approx. 350 students

Denise presented on the Kindergarten snapshot. This year there was one team comprised of the school based learning support, teacher, the school based speech and language pathologist, Ruth Stefanek, Denise Spencer-Dahl, Miranda Agostini and Colleen Burke, EAs and Kindergarten teachers. The process this year was streamlined to five areas: numeracy, oral language, social emotional learning, physical literacy and gross motor skills. As Denise says, "Other districts do things like DIBELS (Dynamic Indicators of Basic Early Literacy Skills) three times a year, Nanaimo does literacy screeners, some do the CHEK to gather information along with a screener they have developed...Our district has taken the approach of meeting

students where they are at and welcoming them rather than focusing on what they "can't" do. The concept of the snapshot is to have multiple sets of eyes on a student so that nobody slips through the cracks. It also promotes collaboration between district and school staff so that people are aware of all the supports and resources. It is pretty cost effective given how many resources go out of the DRC as a result of the snapshot. It also frees up teachers to think about how to use resources rather than having to always create them."

What we noticed...

- **Numeracy skills** were strong overall and many students reported playing games at home that involved dice/counting.
- **Fine Motor Skills** was an area that some found challenging. Hand strength/familiarity with materials/pincher grasp.
- **Oral Language:** Articulation appeared initially to be a high concern but this has now proven to be within norms. Peer to peer communication needed encouragement.
- **Balance** was the weakest fundamental skill overall in the cohort
- Use of **visuals** in the classrooms was high and students were using the tools successfully
- **Physical features** in some rooms were barriers (tables, visual overload)



Action items...

- Two fine motor kits and one more play-doh kit was created
- Kindergarten meeting coming up has learning with OT and SLP on what is developmentally appropriate and whole class strategies to support
- Initiative with PASS students to create play-doh for classes
- Furniture being replaced in some classrooms that is more appropriate
- Hallway pathways and movements breaks that support fundamental movement skills
- Higher circulation of DRC items that promote oral language (felt boards, puppets, loose parts bins-more being created).
- Continue to support putting items in WTK bags that demonstrate what we value in a district (dice, loose parts, books, play-doh, games etc...)

Ruth then gave an update on the school movement paths. Thanks to the Operations & Maintenance department, decals are on the floor in all our schools facilitating fun activities such as hopping, jumping, etc. on the way to class. Unfortunately, due to technical difficulties attendees were unable to watch the video, but attendees did hear from one student who loved the opportunity to get her wiggles out.

Denise and Ruth also reminded parents that the Teaching and Learning Teachers are hosting a Family Literacy and Numeracy Games event at Winchelsea Learning Centre on Tuesday, December 5th from 5:30-7:00 pm. The target audience parents/caregivers and their children in grades K to 9.

Resources:

Sensory Paths article [Huff Post Canada](#)



SHARED LEARNING

Learning Grants

Associate Superintendent Gillian Wilson gave an update on the \$100,00 learning grant applications. There are numerous applications from the elementary level and also many from the secondary level. The diversity of applications include proposed ways to improve reading through co-learning and co-teaching, environmental inquiry, looking at cross curricular content at the senior level, Indigenous learning, cross cultural inquiries through the International Students Program (ISP) social emotional robots and so many more. This is a wonderful opportunity for collaboration within a school, between schools and for our educators. Applications have come in from teachers, administrators, the Learning Support team, the District Resource Centre and administrators. We look forward to the presentations of findings in June where the applicants share their learning with other district educators.

INFORMATION

Feeding Futures Funding Update



Sheila Morrison, District Principal of Childcare and Feeding Futures, and Gill Wilson, Associate Superintendent, are keeping trustees informed on the funding from the provincial government for the Feeding Futures program. Needs are looked at for each of the different schools and delivery of food programs are developed from liaising with the District 69 Backpack Program to food programs in the schools to provide breakfasts and lunches. With about \$500,000 over 3 years of funding the district has been able to assist in expanding the District 69 Backpack Program and provide more and relevant food for our families.

Delivery systems are being created, though are still a work in progress. Networking has begun with local community groups to help expand food services and delivery. A special thanks to Virginia Worcester, a community member who founded the backpack program over 15 years ago and continues to coordinate and support the provision of food to families in our school community with the help of staff and community volunteers.

Resources: [District 69 Backpack Program](#)
[BC Government- Feeding Futures Funding](#)

Follow Up from Parent Information Panel at Ballenas

Trish Cathrine, Principal of Ballenas Secondary School, gave a review the Parent Information Night hosted at Ballenas Secondary in October. The event was well attended by parents who learned a lot about the challenges being faced by youth in the community as well as the resources and supports available to youth and families within the school district. The District is considering hosting another information evening, perhaps in the spring.

UBC-PSYT Younger Minds Project & Pilot Study - App for Youth

Gillian shared the district's involvement in a pilot study through its Youth Development Instrument (YDI) group. The district is part of a research project with the University of British Columbia (UBC) and its Younger Minds app, a youth app that has been used in colleges and universities in prior years. From the UBC Younger Minds Project "The Younger Minds project will leverage ongoing screening tools and administrative data to ascertain substance use and mental health needs at the neighbourhood, school, district and regional levels and develop an evidence-based digital intervention to increase coverage, acceptability and utilization of services that promote wellbeing, build resilience and prevent disordered substance use and mental health problems ". A more detailed review of the app will be included as a topic on the agenda for January's Education Committee of the Whole and it is hoped that some time can be spent exploring the app.

Resources: [UBC Younger Minds Project](#)

Coffee with Trustees



Trustees will be visiting one school per month during the school year to make themselves available to parents/caregivers, staff and students for information sharing...please join them for coffee/tea and goodies. Trustees will arrive shortly before each school's end of day bell to set up where the school administrator has a space arranged. The 2023-2024 schedule is as follows:

COFFEE WITH TRUSTEES SCHEDULE	
SPRINGWOOD	DECEMBER 6 @ 2:45
WINCHELSEA LEARNING CENTRE	JANUARY 10 @ 2:57
QUALICUM ELEMENTARY	FEBRUARY 7 @ 2:40
BALLENAS SECONDARY	APRIL 3 @ 3:05
KWALIKUMM SECONDARY	MAY 1 @ 3:00
BOWSER ELEMENTARY	JUNE 5 @ 2:48

ITEMS FOR DISCUSSION TO MOVE TO THE BOARD MEETING

No items were brought forward for discussion.

UPCOMING TOPICS

FESL Achievement Updates (Grad Rates/Provincial Assessments/Others)
 Report Out on Artificial Intelligence (AI) conference
 Review Younger Minds App

NEXT MEETING DATE

Tuesday, January 16, 2024 at 2:30 p.m. via video conferencing

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