



**PACIFIC RIM SCHOOL DISTRICT 70
PUBLIC BOARD OF EDUCATION MEETING**

**AGENDA
March 7, 2023 – 5:00 pm
Administration Office**

Acknowledgement: We acknowledge that we work and learn on the ha-houlthees of the Hupačasath, Huu-ay-aht, Tla-o-qui-aht, Tseshaht, and the Yuułuʔiłʔatḥ Nations.

Call to Order and Land Acknowledgment

Approval of Agenda for March 7, 2023

Conflict of Interest Declaration

1.0 Adoption of Minutes of the Public Board of Education Meeting

Motion: That the minutes of the Public Board of Education meeting held on February 14, 2023 be adopted.

2.0 Announcements of the Chair

Upcoming Events

3.0 Good News from the Schools

4.0 Trustee Statements

5.0 Petitions/Delegations/Presentations

5.1 Budget presentation Alberni Community School Society Lunch Program

5.2 Budget presentation from ADSS Breakfast Club

6.0 Staff Reports

6.1 The Superintendent will give a monthly report.

Tim Davie

- 6.2 The Acting Secretary Treasurer will present the expense report for December, January, February.

	December	January
Supplies and Services	\$2,481,024.24	\$1,626,668.71
Salaries and Benefits	3,686,200.12	4,146,029.82
Total	\$6,167,224.36	\$5,772,698.53

Barbara Ross

- 6.3 Policies for public consultation

Recommendation

It is recommended to the board that the following policies should be put out for public consultation.

- 7.0 Correspondence – Action Required

- 7.1 Harris & Co. Scholarship Donation of \$200

- 8.0 Correspondence – For Information (Receive and File)

- 9.0 Unfinished Business/New Business

- 10.0 Adoption of the Minutes for Internal Committees

- 10.1 February Policy Committee of the Whole Minutes

Motion to adopt the Policy Committee of the Whole Minutes

- 10.2 February Education Committee of the Whole Minutes

Motion to adopt the Education Committee of the Whole Minutes

- 11.0 Internal District Committees

- 12.0 External or Community Committees

- 12.1 BCSTA Provincial Council Agenda

- 12.2 BCSTA Provincial Council update on child care

- 12.3 Heritage Commission Report

- 12.4 Agriculture Development Committee Minutes

- 12.5 Table of Partners Minutes

- 13.0 Policy Development

- 14.0 Audience Question Period

Adjournment



Alberni Valley Community School Society

Our Vision

A community where every child is encouraged and supported to thrive and reach their full potential.

Our Mission

The Mission of the Community School is to foster well-being and the healthy development of students, families, and the school community.

Our Core Values guide our behaviour and govern how we will work together to achieve our Vision and Mission:

Adaptable - We are flexible and innovative in order to meet the needs of our students, community and the changing environment in which we work.

Inclusive - We embrace diversity and create an environment of caring and belonging where every person is welcomed.

Respectful - We act with empathy, honesty, transparency, and integrity.

Collaborative - We work collaboratively to create meaningful partnerships that result in positive impacts for our students and families.

A Community School is both a place and a set of partnerships between the school and other community resources. In these schools, an integrated focus on academics and family support, health and social services, and youth and community development leads to improved student learning, stronger families, and healthier communities.

School District 70 Community Schools are funded by CommunityLINK funding from the Ministry of Education. The purpose of CommunityLINK funding is "...to support programs and services to improve the educational performance of vulnerable students, including the academic achievement and social functioning."

Currently, Alberni Valley Community School Society receives \$71,000 per year from the District's CommunityLINKS allocation. Looking at outside funding opportunities, these district funds give us the ability to choose the grants that will support programming we want to provide, rather than try to make our programming fit granting requirements. This has led to an increase in successful funding applications, enabled us to be innovative in our approach to programming and prevents "mission creep".

In this case, "mission creep" is a slow move away from your mission due to changing what you do and how you do it to fit funding requirements as opposed to having the ability to look for or wait for funding opportunities that fit your mission.

This funding is important as we return to programming and find ways to get back to providing service - to elementary students - preparing them to make the transition to ADSS, to creating community within ADSS helping students feel they are connected and belong there and providing opportunities for students to share their voices.

Over the years, the Community School has become a gatherer of information, and our coordinator, a connector, putting together people, resources and information. Shortly after he retired, former Secretary-Treasurer, Bob Kannigieser phoned me. He was looking for some very specific information. He told me, "I knew if anyone would know, it would be you." High praise from Mr. Kannegeiser. That conversation made my day. I knew I had come along way from our previous conversations when Bob asked what education had to do with Community Schools.

Funding for the Community School represents a fully leveraged investment that supports a variety of services for our students. Continued financial backing by the District at \$71,000 is essential.

Alberni District Secondary School Breakfast Club

4000 Roger Street, Port Alberni, BC V9Y 0B1

January 29, 2023

Dear Trustees,

I would like to thank you all once again for your continued support of the ADSS Breakfast Club. Every year your contributions to this program make a significant difference to so many students' lives. This is the 15th year since the inception of this very unique program began in 2008.

ADSS has approximately 1100 students ranging from Grade 8 to Grade 12, many of which are living below the poverty level. Throughout the years, we have many students struggling to attend school and many that access the breakfast club for several reasons: dysfunctional home lives, financial issues, poor choices, homelessness, etc. As you know, this program is very unique as we try to give our vulnerable students a "hand up" not a hand out. Our efforts have enabled our students to continue their schooling with self-respect and pride.

At ADSS, donated funds, over \$50,000 yearly, are used to purchase Breakfast Club foods such as bagels, jam, peanut butter, margarine, cream cheese, honey, fruit, yogurt, granola bars, napkins, etc. Food items are also delivered to 8th Avenue Learning Centre on a regular basis which feeds 120 students per day. In addition, food bins are filled (as requested by teachers) with bagels, fruit and granola bars, etc.. Bins are then delivered to **43 classrooms** that host "grab and go stations" throughout the school. This allows students to access food easily throughout the day, 5 days a week. Our numbers are well over 400 students who are accessing the Breakfast Club on a daily basis.

The goal of the ADSS BC is to feed hungry students, create relationships and build trust, to remove barriers that a student may have and to ensure a successful school career. Students seek help through youth workers, staff and administration who then bring them to the Breakfast Club to find the help that is needed - food, clothing, hygiene items, school supplies, etc.

Grocery (canned foods, etc.), gift cards, hygiene items (feminine products, shampoo/conditioner, deodorant, tooth brushes, etc.) and Christmas hampers items are purchased for our at-risk students and students in crisis. They are then distributed to students through school counselors; items are handed out on an "as needed basis". In addition to these items, we also have a supply of clothing, runners, coats, grad items (Prom dresses, suits) and school supplies that are made available for students in need. Depending on the need throughout the year, the budget for these items can run between \$4000-\$5000. Having these items on site make life for our students much less stressful. Having less stress in their lives takes away the barriers and allows our students to concentrate on their schooling and successfully graduate.

The BC program is inclusive and serves all students. Over the years, staff and volunteers have stated that they have noticed significant improvements at our school with our students' grades, attitudes, exam scores, grad rates and their overall quality of life since the Breakfast Club began; the Breakfast Club is a contributing factor to these successes. We know that it takes a lot for students to ask for help, so the goal is to ensure that the recipients receive complete privacy and that their dignity remains intact.

I am proud to say that this program is 100% volunteer run. The amazing volunteers that attend on a weekly basis and generously donate their time represent: Young Life, Rotary Club, VIHA, RCMP, NTC Harm Reduction Team, NTC Child and Youth Services, USMA Guardianship Team, INEO, SD 70 Staff members, ADSS PAC members, as well as citizens and business owners within our community. They are all very dedicated to making a difference for our students.

Food Costs have increased drastically over the last couple of years. I have also run into a supply issue with some of our regular items. I have had to add alternative choices to the menu to appease Covid restrictions. In past years, the SD has generously donated \$11,000 to the BC, but I would like to ask you to consider a donation of up to \$16,000.00 for the 2023-24 school year to help alleviate some of these additional costs. Any assistance that you can give will help to continue this successful program. I would like to thank you for your consideration and look forward to hearing from you. If you any questions regarding this letter, please feel free to contact me at my home phone number 250.724.6115 or at my email address meljoeburton@gmail.com or call Principal Rob Souther at 250-723-6251 ext. 2405.

Sincerely,

Melody Burton
ADSS Breakfast Club Coordinator

Alberni District Secondary School Breakfast Club

4000 Roger Street, Port Alberni, BC V9Y 0B1

The ADSS BC Food Summary for 2021-22 school year;

Apples- 20,114 (178 cases)

Bananas- 5130 (57 cases)

Oranges- 6072 (44 cases)

Cream Cheese- 104 kg (2kg)

Yogurt- 4224 single containers (88 cases)

Yogurt Tubes- 6848 (107 cases)

Cheddar Cheese Pieces- 11400 individual pieces (114 cases) **Bagels-** 14,904 (207 cases)

Trail Mix- 6480 individual packages (90 cases)

Granola Bars- over 2100 per week



Harris & Company ^{LLP}
14th Floor, 550 Burrard Street
Vancouver, BC
Canada V6C 2B5

T/ 604 684 6633
F/ 604 684 6632
harrisco.com
info@harrisco.com

February 22, 2023

By Email
Private & Confidential

Keith E. W. Mitchell
D/ 604 891 2217

kmitchell@harrisco.com
Our file 666070.001

Workplace Law
& Advocacy

The Board of Education of School District No. 70 (Alberni)
4290 Roger Street
Port Alberni, BC V9Y 3Z4

Attention: Tim Davie, Superintendent

Re: Harris & Company LLP Judith Anderson Memorial Scholarship– 2022/2023

Harris & Company is once again pleased to offer our scholarship program for students in your School District for the 2022/2023 school year. We appreciate the opportunity which you have afforded us to work with your District and would like to demonstrate our appreciation through this program.

The Harris & Company LLP Judith Anderson Memorial Scholarship is available to a Law 11 or 12 student who excels in this course of study. If your School District does not offer a Law course, you may designate an alternate course. We are offering our scholarship in the amount of \$200.00 to a student for the purposes of the student pursuing his or her post-secondary education at a recognized Institution, College or University. The student may be selected by the school or District personnel, as appropriate. We do not require proof of registration in a post-secondary institution prior to awarding the scholarship. We would appreciate that a representative of the District present this Award on our behalf.

We ask that you kindly confirm acceptance of this offer in writing as soon as possible and in any event by no later than March 1, 2023.

Should you have any questions, please do not hesitate to contact me or my assistant, Aisling Hogan.

Yours very truly,
Harris & Company LLP

Per:

Keith E. W. Mitchell

KEM/ah



PACIFIC RIM SCHOOL DISTRICT 70 POLICY COMMITTEE OF THE WHOLE

MINUTES

**January 17, 2023 4:00-5:30
School Board Office and via Zoom**

Committee Members:

Chris Washington, Board Chair
Helen Zanette, Vice Chair
Cynthia Orr, Trustee
Cherilyn Bray, Trustee
Larry Ransom, Trustee
Pam Craig, Trustee
Janis Joseph, Trustee

Tim Davie, Superintendent/CEO
Peter Klaver, Assistant Superintendent
Carla Neville, Manager
Ian Caplette, NTC Education
Nadine White, CUPE President
Andrew Schneider, CUPE Vice-President
Ryan Dvorak, ADTU President
Sean Peterson, P/VP Representative
Darcy Phipps, DPAC President

Regrets: Ian Caplette, Sean Peterson, Darcy Phipps

Mandate:

To discuss and make recommendations to the Board of Education on matters related to policy and administrative procedures.

Acknowledgement: We acknowledge that we work and learn on the ha-houlthees of the Hupačasath, Huu-ay-aht, Tla-o-qui-aht, Tseshaht, and the Yuułuʔiłʔatḥ Nations.

1. Call to Order and Land Acknowledgment Time: 4:06

2. Introductions

3. Review of Agenda

4. New Business

4.1 The Director of Instruction – Inclusive Education presented the Newcomer Students with Refugee Experience policy.

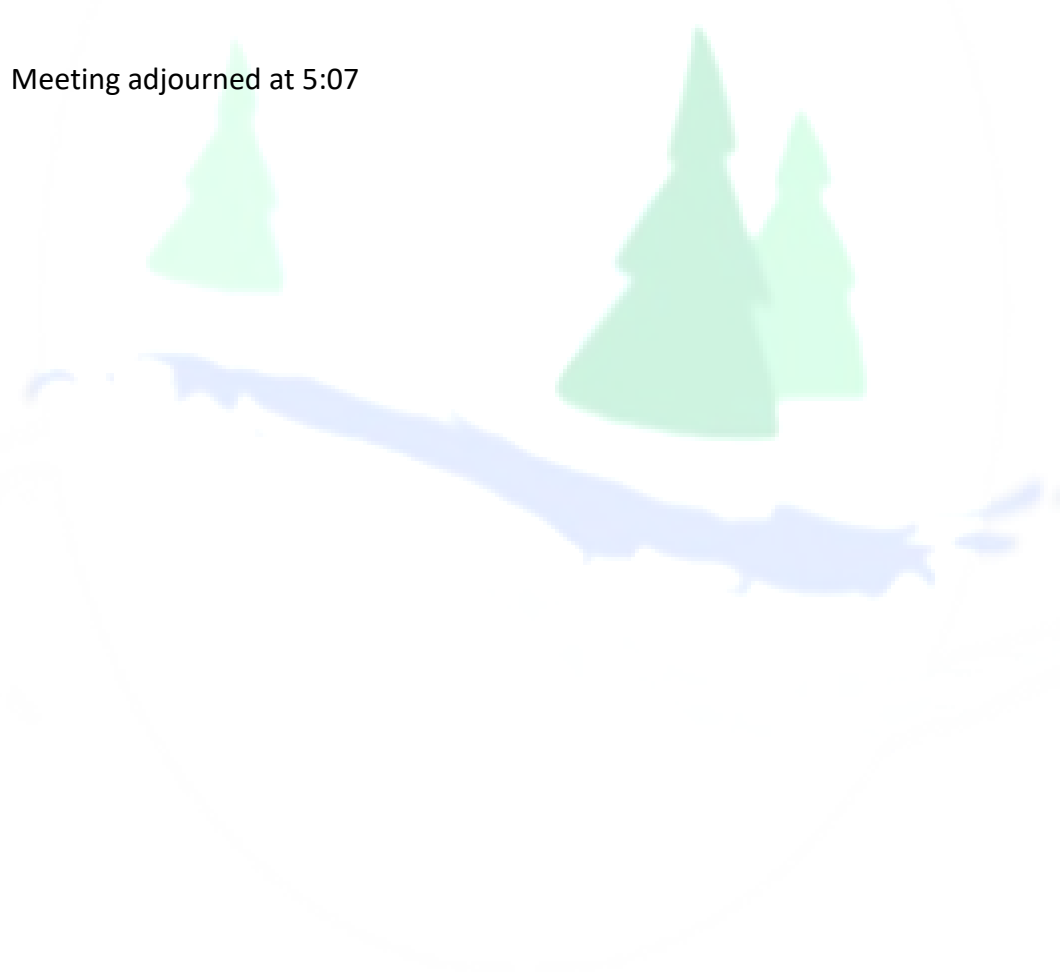
4.2 The Director of Operations presented Policy 710 and 711 Health and Safety.

4.3 The Superintendent presented Administrative Procedure 3000 School Closure Adverse Weather Policy.

4.4 The Director of Instruction – Inclusive Education presented a policy around Accessibility.

5. Policies to be sent to the Board for approval to go out to public consultation (Final Review)
6. Items going to Second Reading (Feedback and Edits)
7. Items considered for First Reading (Intent, Philosophy, Edits)
8. Future Policy/Administrative Procedures
9. Next Meeting April 18, 2023

Meeting adjourned at 5:07





PACIFIC RIM SCHOOL DISTRICT 70 EDUCATION COMMITTEE OF THE WHOLE

MINUTES FEBRUARY 28, 2023

Attendance:

Pam Craig, Board Chair
Janis Joseph, Trustee
Cherilyn Bray, Trustee
Helen Zanette, Trustee
Larry Ransom, Trustee
Chris Washington, Trustee
Cynthia Orr, Trustee

Tim Davie, Superintendent/CEO
Carla Neville, Manager
Marc Fryer, District Principal – International Ed Regrets
James Messenger, Director of Instruction Learning & Innovation
Michelle Bennett, Director of Instruction & Inclusive Education
Jamie Hansen, District Principal Indigenous Ed.
Stacey Manson, District Principal Early Learning Regrets
Darcy Phipps, DPAC President
Ian Caplette, NTC Education

1. Call to Order and Land Acknowledgment

The Chair called the meeting to order at 4:18pm.

2. Introductions

3. Review of Agenda

There were no additions, deletions or change in order to the Agenda.

4. New Business

4.1 The Director of Instruction and Innovation and the District Principal of Indigenous Education presented the How are we doing update, an information sheet is attached to the agenda.

4.1-2 The District Principal - Indigenous Education presented an update on the West Coast Elders Council, an information sheet is attached to the agenda.

4.1-3 The District Principal - Indigenous Education presented an LEA update, an information sheet is attached to the agenda.

4.1-4 The District Principal - Indigenous Education presented an update on the work done on the Metis Education, an information sheet is attached to the agenda.

- 4.1-5 The District Principal - Indigenous Education presented an update on the First Peoples English 12 update, an information sheet is attached to the agenda.
- 4.1-6 The District Principal - Indigenous Education presented an update on Absenteeism, an information sheet is attached to the agenda.
- 4.1-7 The District Principal -Indigenous Education presented an update on the Elders in Residence program, an information sheet is attached to the agenda.
- 4.2 The District Principal - International Education presented an update on International Education, an information sheet is attached to agenda.
- 4.3 The Director of Instruction – Inclusive Education presented an update on exploitation in our district, an information sheet is attached to the agenda.
- 4.4 The Director of Instruction - Learning & Innovation presented an update on Learning and Innovation, an information sheet is attached to the agenda.
- 4.5 The Director of Instruction - Inclusive Education presented an update on the preliminary work done around accessibility, an information sheet is attached to the agenda.

5. Discussion

6. Question Period

7. Future Topics

8. Next Meeting

The next meeting will take place on May 30, 2023

The meeting adjourned at 5:46 pm.



British Columbia
School Trustees
Association

BCSTA Provincial Council Meeting

February 24 – 25, 2023
SFU Wosk Centre for Dialogue
580 West Hastings, Vancouver, BC

OVERVIEW

Friday, February 24, 2023

Time	Event	Location
5:30p	Registration	Wosk Centre, Main Level
7:00p – 8:30p	Guest Speaker: BCPSEA	Wosk Centre, Lower Level
8:30p	Reception (No-Host Bar)	Wosk Centre, Lower Level

Saturday, February 25, 2023

Time	Event	Location
7:30a – 8:30a	<i>Informal Networking Breakfast</i>	<i>ICBC Concourse, Lower Level</i>
8:45a – 10:00a	Provincial Council Meeting	Asia Pacific Hall, Main Level
10:00a – 10:30a	<i>Break</i>	<i>Atrium, Main Level</i>
10:30a – 12:00p	Continuation of Provincial Council Meeting	Asia Pacific Hall, Main Level
12:00p – 12:45p	<i>Lunch</i>	<i>ICBC Concourse, Lower Level</i>
1:00p – 3:00p	<ul style="list-style-type: none">Remarks by Minister of Education & Child Care, Rachna SinghIssues Forum: Child Care	Asia Pacific Hall, Main Level



British Columbia
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Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 1.0: Adoption of Provincial Council Rules of Order

See attached PC Rules of Order

✓ MSC ✕

Rules of Order

Provincial Council meetings are governed by *Robert's Rules of Order*. Additional procedural details are provided by BCSTA's Provincial Council Rules of Order.

These rules are designed to facilitate meeting progress, include members in orderly debate and, ensure courtesy, fairness and equality for all.

1. THE MEETING

Will be conducted in accordance with the constitution and bylaws of the association, and any rules or order adopted by the assembly.

2. ORDER OF BUSINESS

The board of directors will prepare a proposed agenda. Changes to the agenda are determined by Provincial Council.

3. SPEAKERS

A delegate wishing to speak will select the "add to speakers list button" on the voting platform to have their name added to the speakers list. They must state their name and school district when called to speak.

In virtual meetings, delegates must have their full name and school district number displayed to be recognized to speak. The chair may recognize speakers out of turn to deal with matters taking precedence, or to hear the opposite side of the debate where one side is predominating, or to hear opposing speakers in alternation.

The mover of the motion is entitled to speak first and to close debate after others have done so except where there is a successful motion to immediately call the question.

4. DEBATE

Shall be limited to three (3) minutes for each speaker for each question. A delegate may speak only once on any motion, except as the mover/closer.

5. COMMENTS OR QUESTIONS

Must be related to the pending motion or report.

6. AMENDMENTS TO MOTIONS

Shall be submitted in writing through BCSTA's voting platform. Amendments will be presented when the vice-chair recognizes the submitter from the speakers list.

7. VOTING

Voting is done via BCSTA's platform.

8. ELECTRONIC DEVICES

Unnecessary phones and devices shall be silenced during the meeting.

9. MOTIONS

Provincial Council may refer motions to the board of directors if the council is unable to finish debating the motions.

10. TECHNICAL REQUIREMENTS & MALFUNCTIONS

Members are responsible for ensuring their voting device is operational and ready. Members are responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the quality of a member's connection prevented meeting participation or voting.

11. FORCED DISCONNECTIONS

During virtual Provincial Council meetings, the chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

12. QUORUM CALLS

During online Provincial Council meetings, the presence of a quorum shall be established by roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 2.0: Oral Report by Legislative Committee on Review of
Motions

✓ MSC ✓

BCSTA Provincial Council

Saturday, February 25, 2023

Start time: 8:45 am

Location: SFU Wosk Centre for Dialogue, Vancouver

- ✓ 1. **Adoption of Provincial Council Rules of Order** Motion [M/S/C](#)
- ✓ 2. **Oral Report by Legislative Committee on Review of Motions**
- ✓ 3. **Adoption of Proposed Agenda** [Add: 3.13 Potential Virtual PC February 2024 M/S/C](#) Motion [M/S/C](#)
(see Larry Re: notes on discussion)
- ✓ 4. **BCSTA By-Election**
 - ✓ 4.1 **Review of Procedures** [More than 50% of votes cast to elect](#)
 - ✓ 4.2 **Call for Nominations** [Tracy Loeffler SD 79 Mission Elected Vice-President by Acclamation](#)
[Allison Watson SD 62 Sooke Elected Director by Acclamation](#)
- ✓ 5. **Approval of Minutes from December 2, 2022 Meeting** Motion [M/S/C](#)
[See notes](#)
- ✓ 6. **Oral Reports**
 - 6.1 **President's Report** [Childcare, Mental Health, Diversity < Equity < Inclusion](#) Motion [M/S/C](#)
 - ✓ 6.2 **Chief Executive Officer's Report** [See Larry Re: notes](#) [Anti racism MOU with FENESC](#) Motion [M/S/C](#)
 - ✓ 6.3 **CSBA Report** [BCSTA Summary to come](#) [Meaningful transitions for Indigenous students](#)
[Diversity, Equity and Inclusion Cttee](#)
 - ✓ 6.4 **BCSTA Standing Committee Reports:** [Pammila Ruth Sunshine coast](#) [PLC Chair](#) Motion [M/S/C](#)
[See BCSTA Hub for more info](#)
 - ✓ 6.4.1 **Professional Learning Committee**
 - ✓ 6.4.2 **Indigenous Education Committee** [Tony Goulet Quesnel IEC chair](#) [Names for districts not #s](#)
[Re: IEC motion to BCSTA AGM Respect responsibility ask first](#)
[gain consent. Call out questions : what districts are doing for](#)
[Indigenous Education? see BCSTA Hub for more info](#)
7. **BCSTA By-Election** [Allison Watson Acclaimed](#)
 - 7.1 **Candidate Speeches**
 - 7.2 **First Ballot**
- ✓ 8. **Written Reports** Motion [M/S/C](#)
 - ✓ 8.1 **Minutes of the meetings of the Board of Directors held on October 20, 2022 and November 30, 2022.**
 - ✓ 8.2 **Minutes of the meetings of the Professional Learning Committee held on November 7, 2022 and December 3-4, 2022.**
 - ✓ 8.3 **Minutes of the meetings of the Indigenous Education Committee held on November 30, 2022. (to be uploaded on February 24, 2023)**
 - ✓ 8.4 **Minutes of the meetings of the Finance and Audit Committee held on November 17, 2022.**
 - ✓ 8.5 **Minutes of the meetings of the Legislative Committee held on November 2, 2022.**
- ✓ 9. **Motion Tracking Database Updates** [See BCSTA Link](#) Motion [M/S/C](#)
 - ✓ 9.1 **Provincial Council Resolution Tracking** [See BCSTA HUB](#)
 - ✓ 9.2 **Annual General Meeting Resolution Tracking** [See BCSTA HUB](#)
- ✓ 10. **Action / Discussion Items**
 - ✓ 10.1 **BCSTA Draft 2023/2024 Budget** [Bob Holmes Chair](#) [Present "Draft" Budget To AGM](#) Motion [M/S/C](#)
[Request feedback Re: boards to Elaine Teng, Director, Finance](#)
 - ✓ 10.2 **BCSTA Policy on Travel Expenses** [See Larrys notes](#) Motion [M/S/C](#)
[Effective Immediately](#)

- ✓10.3 Provincial Council Meeting Cycle Discussion only Virtual/Hybrid PC Feb. 2024? - Discussion
October PC Face to Face (see Larrys notes)
- ✓11. Motions to Provincial Council
 - ✓11.1 Continue Funding the Student and Family Affordability Fund See Larrys notes Motion M/S/C
 - ✓11.2 Funding for Exempt Staff Compensation See Larry's notes Motion M/S/C
- ✓12. Late Motions NIL - Legislative cttee debated "Universal Food program" determined Non-Emergent
To be determined on day of meeting Moved to 2023 BCSTA AGM in April
- ✓13. Swearing-in of New Board Member Tracy Loeffler Acclaimed BCSTA Vice-President
Allison Watson Acclaimed BCSTA Director
- ✓14. Adjournment Both effective until 2023 BCSTA AGM in April Motion M/S/C



British Columbia
School Trustees
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PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 4.0: BCSTA By-Election

- 4.1 Review of Procedures
- 4.2 Call for Nominations

PROVINCIAL COUNCIL MEETING MINUTES

Date: Friday, December 2, 2022

Time: 8:00 am - 9:00 am

Location: Westin Bayshore Hotel, Salon 3

PRESENT:

School District	Provincial Councillor	School District	Provincial Councillor
5 Southeast Kootenay	<i>No representation</i>	53 Okanagan Similkameen	Debbie Marten
6 Rocky Mountain	Jane Thurgood Sagal	54 Bulkley Valley	Frank Farrell
8 Kootenay Lake	Susan Chew	57 Prince George	Erica McLean
10 Arrow Lakes	Amanda Murphy	58 Nicola-Similkameen	David Rainer
19 Revelstoke	Wendy Rota	59 Peace River South	Roxanne Gulick
20 Kootenay-Columbia	Kristin Ali	60 Peace River North	Bill Snow
22 Vernon	Mark Olsen	61 Greater Victoria	Mavis David
23 Central Okanagan	Wayne Broughton	62 Sooke	Allison Watson
27 Cariboo-Chilcotin	Mike Franklin*	63 Saanich	Teri VanWell
28 Quesnel	Julie-Anne Runge	64 Gulf Islands	Chaya Katrensky
33 Chilliwack	Margaret Reid	67 Okanagan Skaha	Karen Botsford*
34 Abbotsford	Korky Neufeld	68 Nanaimo-Ladysmith	Leanne Lee
35 Langley	<i>No representation</i>	69 Qualicum	Eve Flynn
36 Surrey	Gary Thind*	70 Pacific Rim	Larry Ransom
37 Delta	Joe Muego	71 Comox Valley	Janice Caton
38 Richmond	Heather Larson	72 Campbell River	Craig Gillis
39 Vancouver	Preeti Faridkot	73 Kamloops-Thompson	Kathleen Karpuk
40 New Westminster	Cheryl Sluis	74 Gold Trail	<i>No representation</i>
41 Burnaby	Kristin Schnider	75 Mission	Shelley Carter
42 Maple Ridge-Pitt Meadows	Mike Murray	78 Fraser-Cascade	Andrea Hensen
43 Coquitlam	Jennifer Blatherwick	79 Cowichan Valley	Elizabeth Croft
44 North Vancouver	George Tsiakos	81 Fort Nelson	Bill Dolan
45 West Vancouver	Lynne Block	82 Coast Mountains	Julia Sundell
46 Sunshine Coast	Sue Girard	83 North Okanagan-Shuswap	Tennile Lachmuth
47 Powell River	Dale Lawson	84 Vancouver Island West	Arlaine Fehr
48 Sea to Sky	Cynthia Higgins	85 Vancouver Island North	Eric Hunter
49 Central Coast	Crystal Anderson	87 Stikine	Yvonne Tashoots
50 Haida Gwaii	Ashley Currie	91 Nechako Lakes	Nyree Hazelton
51 Boundary	Katie Jepsen	92 Nisga'a	Edward Desson
52 Prince Rupert	Michael Pucci	93 Conseil Scolaire Francophone	Jacques Dufresne

* Alternate Provincial Councillor

OBSERVERS:

School District		Observer	School District		Observer
33	Chilliwack	David Swankey	62	Sooke	Cendra Beaton
39	Vancouver	J. David Green	70	Pacific Rim	Cynthia Orr
42	Maple Ridge & Pitt Meadows	Gabe Liosis	75	Mission	Linda Hamel
61	Greater Victoria	Nicole Duncan	81	Fort Nelson	Linda Dolen

BCSTA BOARD OF DIRECTORS:

Carolyn Broady	President	SD45 (West Vancouver)
Tracy Loffler	Interim Vice-President	SD75 (Mission)
John Chenoweth	Director	SD58 (Nicola-Similkameen)
Jane Fearing	Director	SD6 (Rocky Mountain)
Bob Holmes	Director	SD36 (Surrey)
Jen Mezei	Director	SD41 (Burnaby)

STAFF:

Suzanne Hoffman	Chief Executive Officer
Carmen Batista	Director, Human Resources and Labour Relations
Yves Bouchard	IT Consultant
Elaine Teng	Director, Finance
Maggie Yuen	Executive Administrator

President Carolyn Broady called the meeting to order at 7:59 am.

1. ADOPTION OF PROVINCIAL COUNCIL RULES OF ORDER

Moved: 62, A. Watson
Seconded: 46, S. Girard

That the Provincial Council Rules of Order be adopted as presented.

Status: Carried PC# 61/2022

2. ORAL REPORT BY LEGISLATIVE COMMITTEE ON REVIEW OF MOTIONS

Legislative Committee Chair, David Swankey, provided an oral report of the review conducted by the Legislative Committee on the motions submitted to the Provincial Council for consideration.

3. ADOPTION OF PROPOSED AGENDA

Moved: 63, T. VanWell
Seconded: 41, K. Schnider

That the agenda be adopted as presented.

Status: Carried PC# 62/2022

4. APPROVAL OF MINUTES OF APRIL 23, 2022 PROVINCIAL COUNCIL MEETING

Moved: 64, C. Katrensky
Seconded: 84, A. Fehr

That the Minutes of the meeting of the Provincial Council held on April 23, 2022, be adopted as presented.

Status: Carried PC# 63/2022

5. WRITTEN REPORTS**5.1 President's Report**

Moved: 91, N. Hazelton
Seconded: 63, T. VanWell

That the President's report be received.

Status: Carried PC# 64/2022

5.2 Chief Executive Officer's Report

Moved: 28, J. Runge
Seconded: 57, E. McLean

That the Chief Executive Officer's report be received.

Status: Carried PC# 65/2022

5.3 BCSTA Standing Committee Reports

Moved: 71, J. Caton
Seconded: 59, Gulick

That the BCSTA Professional Learning Committee and Indigenous Education Committee reports be received.

Status: Carried PC# 66/2022

5.4 Canadian School Boards Association Report

Moved: 75, S. Carter
Seconded: 71, J. Caton

That the Canadian School Boards Association report be received.

Status: Carried PC# 67/2022

5.5 Minutes of the Meetings of the Board of Directors & Standing Committees

The following minutes and meeting notes were received by Provincial Council:

- 5.5.1 Minutes of the Board of Directors meetings held on Mar 11, 2022, Apr 21, 2022, May 19, 2022, Jun 16, 2022, Aug 25, 2022, and Sep 22, 2022.
- 5.5.2 Minutes and meeting notes of the Professional Learning Committee meetings held on Apr 6, 2022, Jun 4, 2022, and Oct 4, 2022.
- 5.5.3 Minutes of the Indigenous Education Committee meetings held on Mar 8, 2022, and Aug 25, 2022.
- 5.5.4 Minutes of the Finance and Audit Committee meetings held on Feb 7, 2022, Apr 21, 2022, Jun 15, 2022, September 9, 2022, and October 14, 2022.
- 5.5.5 Minutes of the Legislative Committee meetings held on Mar 1 & 3, 2022, Mar 8, 2022, Apr 22, 2022, Jun 23, 2022, and September 7, 2022.

Moved: 63, T. VanWell
Seconded: 60, B. Snow

That the written reports/minutes of the Board of Directors, Professional Learning Committee, Indigenous Education Committee, Finance and Audit Committee and Legislative Committee reports be received.

Status: Carried PC# 68/2022

6. MOTION TRACKING DATABASE UPDATES

6.1 Provincial Council Resolution Tracking

6.2 Annual General Meeting Resolution Tracking

Moved: 71, J. Caton
Seconded: 75, S. Carter

That Provincial Council receive the tracking reports of the Provincial Council and the AGM.

Status: Carried PC# 69/2022

7. ACTION / DISCUSSION ITEMS

7.1 BCSTA audited financial statements for the year ended June 30, 2022

Moved: 91, N. Hazelton
Seconded: 42, M. Murray

That the December 2022 Provincial Council receive the audited financial statements of the BC School Trustees Association for the year ended June 30, 2022, as prepared by Smythe LLP.

Status: Carried PC# 70/2022

7.2 Grant status update as of June 30, 2022

Moved: 63, T. VanWell That Provincial Council receive the status report on BCSTA's external grants
Seconded: 23, W. Broughton as of June 30, 2022, as reported in BCSTA's 2021/2022 audited financial
statements.

Status: Carried PC# 71/2022

7.3 2023/2024 BCSTA Budget Planning

The Finance Committee Chair Bob Holmes presented the various considerations for the planning of the 2023/2024 BCSTA Budget.

7.4 Fraser Valley Branch Constitution and Bylaws

Moved: 75, S. Carter That Provincial Council approve the amended Constitution and Bylaws of the
Seconded: 63, T. VanWell Fraser Valley Branch.

Status: Carried PC# 72/2022

8. MOTIONS TO PROVINCIAL COUNCIL

8.1 Inflation and Cost Escalation

Moved: 63, T. VanWell That BCSTA urge the Ministry of Education and Childcare to provide
Seconded: 71, J. Caton emergency funding adjustments to February budgets in order to address
inflationary cost pressures on districts.

Status: Carried Unanimously PC# 73/2022

9. LATE MOTIONS

None.

10. ADJOURNMENT

Moved: 59, R. Gulick That the meeting of Provincial Council be adjourned.
Seconded: 50, A. Currie

Status: Carried PC# 74/2022



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 6.0: Oral Reports

- 6.1 President's Report
- 6.2 Chief Executive Officer's Report
- 6.3 CSBA Report
- 6.4 BCSTA Standing Committee Reports:
 - 6.4.1 Professional Learning Committee
 - 6.4.2 Indigenous Education Committee



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 7.0: BCSTA By-Election

7.1 Candidate Speeches

7.2 First Ballot



BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday, October 20, 2022

Time: 8:45 am - 2:00 pm

Location: Zoom (<https://us06web.zoom.us/j/81389303005>)

PRESENT:

Carolyn Broady	President
Tim Bennett	Vice-President
John Chenoweth	Director
Jane Fearing	Director
Bob Holmes	Director
Tracy Loffler	Director
Jen Mezei	Director
Stephanie Higginson	Past President

STAFF:

Suzanne Hoffman	Chief Executive Officer
Carmen Batista	Director, Human Resources and Labour Relations
Sara Hunter	Senior Event Planner
Gordon Li	Director, Education Services
Mark Regier	Director, Communications
Matt Taylor	Manager, Information Technology
Elaine Teng	Director, Finance
Maggie Yuen	Executive Administrator

Meeting commenced at 8:41 am.

1. ADOPTION OF PROPOSED AGENDA

Moved: J. Fearing
Seconded: T. Loffler

That the Board of Directors meeting agenda be adopted as presented.

Status: Carried Res# 133/2022

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

Moved: T. Loffler
Seconded: B. Holmes

That the minutes of the September 22, 2022, Board of Directors meeting be approved.

Status: Carried Res# 134/2022

2.1 Matters Arising from September 22, 2022, meeting

2.1.1 Advocacy Update

CEO Hoffman provided an update regarding BCSTA's advocacy plan. After researching further on various government relations firms, President Broady would like to collaborate with staff further on advocacy strategies before exploring external options.

2.1.2 Northwest Territories Request

Since the last board meeting, nine members (7 trustees and 2 senior team members) from Yellowknife Education District 1 have registered for the New Trustee Orientation and Trustee Academy.

3. ACTION / DISCUSSION ITEMS

3.1 Post Election Update (SH)

President Broady and Chief Executive Officer Hoffman shared the analysis of the municipal election results on a district-by-district basis. The Board discussed how to best support the various boards.

3.2 New Trustee Orientation & Academy Update (SH/GL)

CEO Hoffman and staff provided an update regarding the planning for the upcoming New Trustee Orientation, Pre-conference and Academy in December 2022.

Suzanne also shared updates to the new trustee orientation, including a further refined list of speakers with their respective areas of focus and the addition of a networking opportunity for board chairs. Director of Education Services Li reviewed the program including refinements made to the pre-conference, plenary and concurrent sessions.

Senior Event Planner Hunter and Manager of Information Technology Taylor showcased the new registration system used by district staff this past week to register for the conference. Sara also provided the initial registration numbers for the event.

3.3 AGPA Update (SH)

CEO Hoffman provided a summary of her recent AGPA meeting in September. The Board provided feedback on:

- The student learning survey and its use and value in districts
- Whether or not two literacy assessments in the graduation learning years are necessary

3.4 MoU with BCSTA and MECC

The Board discussed member engagement for the renewal of a Memorandum of Understanding with the Ministry of Education and Child Care. Director of Communications Regier shared the process used in 2018 with the board. CEO Hoffman also shared a perspective from Deborah Jeffrey in a conversation between the two of them.

The Board provided further input and guidance on this work.

ACTION

- MoU with BCSTA and MECC to be added to a future board meeting – include timelines for a Spring 2023 engagement with membership

3.5 Child Care Working Group (Carmen)

Director of Human Resources and Labour Relations Batista provided an update of the September Child Care Working Group meeting. The next meeting will be scheduled in November or will be held in person at Academy. Trustees on the working group requested information on the governance model by region and an update on Indigenous work currently underway.

3.6 Draft Policy on Diversity, Inclusion, Equity & Anti-Racism

Director of Human Resources and Labour Relations Batista shared the draft policy on anti-racism, diversity, equity, and inclusion developed by Directions Evidence and Policy Research Group and presented to the Legislative Committee. Director Mezei brought it to the attention of the Board in their September meeting for feedback at the October meeting.

The Board provided feedback and made amendments to the policy. See attachment A for details of how the policy was amended. The final motion as amended was:

Moved: J. Fearing
Seconded: T. Loffler

That the BCSTA Board of Directors recommend to the 2023 AGM that the following Foundational Statement be added by extraordinary motion to the policy book under section one – BCSTA:

The British Columbia School Trustees' Association aspires to embody and work in support of anti-racism, diversity, equity, and inclusion in the public schools of British Columbia. BCSTA strives to:

- *eliminate discrimination in policies, procedures, programs, and services (anti-racism).*
- *value human differences within the organization (diversity).*
- *ensure that factors such as ancestry, skin colour, place of residence, socio-economic or educational background, gender identity or expression, physical condition, etc. do not determine the outcomes a person achieves (equity).*
- *ensure that people of all backgrounds feel they are welcome and valued (inclusion).*

To those ends, BCSTA commits to:

- *Educating ourselves and our members about anti-racism, diversity, equity, and inclusion and how they may be achieved.*
- *Ensuring that anti-racism, diversity, equity, and inclusion are evident in all that we do.*
- *Ensuring that policies and practices of the organization do not contravene the British Columbia Human Rights Code.*
- *Supporting equity through our policies, procedures, programs, and services.*
- *Advocating for policies and practices that promote anti-racism, diversity, equity, and inclusion in the public schools of British Columbia.*
- *Measuring our progress in ensuring anti-racism, diversity, equity, and inclusion.*

Status: Carried Unanimously Res# 135/2022

3.7 Strategic Plan Update

CEO Hoffman led the Board through the revisions of the Strategic Plan based on the feedback received during the September Board meeting.

Moved:
J. Chenoweth
Seconded:
J. Fearing

That the Board of Directors request that staff includes in the 2022-2025 Strategic Plan, the policy statement on anti-racism, diversity, equity, and inclusion (that will be shared at the December 2022 Academy) as presented.

Status: Carried Res# 136/2022

3.8 Rebranding Initiative Update (MR/RG)

The Board provided direction to the Communications team on how they would like to engage with, and seek feedback from, the membership on the possibility of the name change. The Board discussed various opportunities and plans to engage the membership during branch breakfast at Academy.

ACTION:

- **Staff to provide speaking notes regarding the branding initiative for the Board to engage membership during the branch breakfasts at Academy.**

3.9 Sanctuary Schools (SH)

Following the approval of the motion on Access to Education for all Students at the 2022 AGM, CEO Hoffman enlisted the support of Mike Roberts to research other policies and to draft the template for Boards of Education to use. The Board considered a draft policy template, which CEO Hoffman shared with legal counsel who provided additional edits.

The Board had several questions and concerns regarding the draft policy template and would like further input from legal.

ACTION:

- **The Board referred the draft policy template to legal for clarity on board questions and concerns.**
- **Add revised policy on Sanctuary Schools to a future meeting.**

3.10 Climate Action Working Group Update (GL)

Following the Board motion from the September board meeting, Director of Education Services Li shared the analysis of the commitment required from BCSTA for the 2nd Capstone project as recommended in the Climate Action Working Group report. The Board asked questions and discussed the value of the Capstone projects to the work of school boards.

Moved: B. Holmes	That the Board of Directors approve the application to UBC for a 2nd Capstone
Seconded:	project in January 2023, as part of the work of our Climate Action Working
T. Bennett	Group.

Status: Carried Unanimously Res# 137/2022

The Board requested that the recommendations from the Climate Action Working Group report be reviewed at a future board meeting.

ACTION:

- **Add Climate Action Working Group report recommendation to a future board meeting.**

3.11 Student Press Freedom Act Campaign (CB)

President Broady presented a request for BCSTA to endorse the Student Press Freedom Act Campaign. The Board discussed the request.

ACTIONS

- **President Broady and CEO Hoffman to meet with co-Directors of the Student Press Freedom Act Campaign to understand their campaign and explain BCSTA's work, the role of trustees and process for endorsement requests.**

4. REPORTS

4.1 President's Report

The President provided an update on her work regarding recent meetings as well as upcoming meetings.

In September President Broady and CEO Hoffman attended the MECC announcement on Child Care funding.

At the end of September, Carolyn attended a Local Education Agreement (LEA) meeting virtually. Suzanne will provide more information on the work of this group in her report.

In early October, President Broady attended a 3-day meeting with BC Teachers' Council. The main agenda item was about recruitment and retention in the north. There was discussion on how to keep resources in rural communities – from education and training to practicum and placement.

Last week, Carolyn attended the Indigenous Education and FESL Roundtable where Executive Director Lucas Corwin from the Sector Performance Branch provided an update on FESL.

Earlier this week, President Broady and CEO Hoffman met with BCTF President Clint Johnston and Executive Director Amber Mitchell. There was an interest to work together to improve recruitment and retention efforts.

Moved: J. Fearing
Seconded: T. Loffler

That the Board of Directors receive the President's Report.

Status: CARRIED Res# 138/2022

4.2 Chief Executive Officer's Report

Chief Executive Officer provided an update on the current work of the association:

- Election Support – an update on several districts and their post-election status
- Academy Planning
- Ministry meetings and discussions
- Vacation from October 21-31 – staff has been arranged to support President Broady
- LEA meeting – heard from education partners on considerations on the Local Education Agreement

Moved: J. Fearing
Seconded:
J. Chenoweth

That the Board of Directors receive the CEO's Report.

Status: CARRIED Res# 139/2022

4.3 Board of Directors Budget update

The Board of Directors reviewed its year-to-date budget and spending.

Moved: B. Holmes
Seconded: J. Fearing

That the Board of Directors receives the budget update for the *Board of Director and Advocacy* budget lines as of September 30, 2022.

Status: CARRIED Res# 140/2022

4.4 Committee Reports

4.4.1 Professional Learning Committee

The committee met on October 4, 2022 and reviewed the Academy program. The PLC is prepared to support trustees during Academy. Nicole Brown will be the substitute for Sheelah Donahue as PLC representative for Metro Branch until the next AGM.

4.4.2 Indigenous Education Committee

The committee has not met since August and its next meeting is scheduled on December 2, 2022, during Academy.

4.4.3 Finance and Audit Committee

The committee met on October 14, 2022, via Zoom to go through government grants and long-term investments. A Canaccord representative will attend the meeting in November. The next meeting is scheduled on November 18, 2022, via Zoom.

4.4.4 Legislative Committee

The committee has not met since September 2022. The next meeting will be in November to review the Provincial Council motions.

4.4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both and individual Boards of Education.

4.5 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions Database Update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

Moved: T. Loffler The Board of Directors receive the BCSTA Provincial Council and AGM
Seconded: B. Holmes Resolutions database update.

Status: CARRIED Res# 141/2022

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: J. Chenoweth The Board of Directors receive the Directors Meeting Decision Tracking
Seconded: J. Fearing Report.

Status: CARRIED Res# 142/2022

5.4 Board of Directors By-Election

5.4.1 BCSTA By-Election Update

Further to the Board's decision in September to hold the Board of Directors By-Election at the Provincial Council meeting in February 2023, CEO Hoffman provided an update of the revised timeline of the by-election process. The communications team will publicize the dates and requirements of candidates in the weeks ahead.

5.4.2 Board of Directors By-Election: Interim VP

President Broady referenced Bylaw 4b and called for nominations for the office of Interim Vice-President.

The following director was nominated for the office of Vice-President: Tracy Loffler. Director Loffler accepted the nomination. President Broady called for further nominations an additional two times.

President Broady declared Director Loffler acclaimed Interim Vice-President of the Board until February 2023 when the Board of Directors by-election will take place at Provincial Council.

Moved: J. Mezei	That the Board of Directors request staff to inform the membership of
Seconded: J. Fearing	the new interim vice-president as per the BCSTA By-election Update
	Staff Report.

Status: CARRIED Res# 143/2022

5.4.3 Redistribution of Vice President Duties

Following the election of the interim vice-president, President Broady requested input from the Board and reassigned Tim Bennett's vice-presidential duties.

6. FUTURE AGENDA ITEMS

- MoU with BCSTA and MECC to be added to a future board meeting – include timelines for a Spring 2023 engagement with membership
- Revised policy on Sanctuary Schools to be added to a future board meeting.
- Climate Action Working Group report recommendation to be added to a future meeting.

7. ADJOURNMENT

Moved: J. Chenoweth	That the Board of Directors meeting be adjourned.
Seconded: J. Fearing	

Status: Carried Res# 144/2022



BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday, November 30, 2022

Time: 1:45 pm - 5:00 pm

Location: Westin Bayshore Hotel, President's Room

PRESENT:

Carolyn Broady	President
Tracy Loffler	Interim Vice-President
John Chenoweth	Director
Jane Fearing	Director
Bob Holmes	Director
Jen Mezei	Director

STAFF:

Suzanne Hoffman	Chief Executive Officer
Carmen Batista	Director, Human Resources and Labour Relations
Gordon Li	Director, Education Services
Mark Regier	Director, Communications
Elaine Teng	Director, Finance
Maggie Yuen	Executive Administrator

Meeting commenced at 12:53 pm.

1. ADOPTION OF PROPOSED AGENDA

President Broady requested to move agenda item 3.7 and item 3.8 to follow item 3.1 to allow Director of Educational Services Li to attend to the setup of the Trustee Academy.

Moved: J. Fearing
Seconded: J. Mezei That the Board of Directors meeting agenda be adopted as amended.

Status: Carried Res# 145/2022

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

Moved: T. Loffler
Seconded: B. Holmes That the minutes of the October 20, 2022, Board of Directors meeting be approved as presented.

Status: Carried Res# 146/2022

2.1 Matters Arising from October 20, 2022, meeting

CEO Hoffman provided an update on the following action items from the October 20, 2022, meeting:

- Rebranding Messaging – will be presented in agenda item 3.2 during today's meeting
- Sanctuary Schools Policy – will be discussed at the January 2023 Board meeting
- Climate Action Working Group Recommendations – will be discussed at the January 2023 Board meeting
- Student Press Freedom Act Campaign – the President and CEO met with the students; President Broady will provide further information during her president's report.

3. ACTION / DISCUSSION ITEM **Trustee Academy Agenda (GL, SH)**

CEO Hoffman and staff provided an update regarding final program for the New Trustee Orientation, Pre-conference, and Academy. The Board also reviewed the Provincial Council agenda.

President Broady reviewed the board's various roles and responsibilities during Academy.

ACTION

- Staff to send a message to Provincial Councillors letting them know the short timing of Provincial Council meeting and the need for succinct discussions.

3.2 Rebranding Update (MR)

Mark Regier, Director of Communications, reviewed the key rebranding messaging for the board's engagement with branches during branch breakfasts on Saturday, December 3.

Board members asked questions and Director of Communications Regier provided answers.

3.3 Board Chairs Calls and Reach Outs (SH)

CEO Hoffman reviewed the speaking points developed for the board as they reach out to the new board chairs.

3.4 Compassionate System Leadership (SH)

CEO Hoffman provided some background to the Compassionate System Leadership framework as developed by the Ministry of Education and Child Care in partnership with the Human Early Learning Partnership (HELP) at UBC.

At 2:00 pm, Joanne Schroeder, Director of Strategy, and Innovation of HELP, joined the meeting. Her presentation provided an overview of the Compassionate System Leadership framework currently used in school districts.

ACTION

- Staff to circulate article on [Relational Systems Thinking](#) referenced by Joanne Schroeder during presentation.

3.5 Support for Boards of Education (SH)

The Board considered the newly elected boards and discussed how to best support various boards across the province.

3.6 Potential Bylaw Changes (Carmen)

Director of Human Resources and Labour Relations Batista shared an update on the review done by the Legislative Committee on the current *BCSTA Policy Book*. The Board considered the recommendations by the Legislative Committee and asked that the item be brought forward to the January board meeting for further discussion.

3.7 Educational Programming in Correctional Facilities (GL)

Director of Education Services Li provided an update on the advocacy work on educational programming in correctional facilities.

3.8 Mental Health Consortium (GL)

Director of Education Services Li shared highlights from several meetings with the BC School Centred Mental Health Coalition (BCSCMHC). The Board considered how the work of the BCSCMHC may support and align with BCSTA's work in mental health and if there are other opportunities within any of the partner groups that may advance BCSTA's work.

ACTION

- Bring forward to the February 2023 Board meeting for discussion a list of Working Groups (active and inactive) and determine their alignment with the Board's current strategic priorities.

3.9 Exit Survey Summary (MR)

Director of Communications Regier reviewed the summary of the exit survey sent to members prior to the October election.

4. REPORTS

4.1 President's Report

The President provided an update on her work regarding recent meetings as well as upcoming meetings.

In the last month, there has been a re-engagement in the Code of Conduct work with MECC. There have been regular meetings between BCSTA, partner representatives and MECC staff.

There have been discussions with assistant deputy ministers, Jennifer McCrea and Cloe Nicholls, and Deputy Minister Christina Zacharuk about incorporating the DRIPA action plan into the work of boards of education. This work was slightly delayed during the transition of a new ADM but will now be the focus in 2023.

Following the November CSBA gathering in Halifax, CSBA President Alan Campbell informed members that Nancy Pynch-Worthylake, Executive Director of CSBA has suspended her contract for 11 months to be an interim superintendent in Nova Scotia. Mike Roberts will assume the role as CSBA's Interim Executive Director until November 2023.

President Broady, CEO Hoffman, and Director of Human Resources and Labour Relations Batista met with the representatives from the Student Press Freedom Campaign. The students shared their perspective and President Broady shared the process parameters of what BCSTA can do as an organization. The students were provided with other partner group suggestions who may be able to support their work.

President Broady summarized the events that occurred following the receipt of the letter from the Office of Human Rights Commissioner regarding school liaison programs in schools. It included:

- Sharing the receipt of the letter with Board Chairs on November 24.
- Meeting with legal counsel to understand the Association's position.
- Sending out an update to Board Chairs including a copy of the letter.
- Meeting with the Human Rights Commissioner, Kasari Govender to discuss the letter.
- Meeting with the Board of Directors to provide an update on the outcome of the meetings.

In addition, President Broady received a report developed by the North American Centre for Threat Assessment and Trauma Response (NACTATR) in 2020, which provides further research on SLO programs.

ACTION

- Staff to forward SLO research report from NACTATR to the Board for their information.

Moved: B. Holmes That the board of directors request that staff undertake a jurisdictional scan,
Seconded: J. across all 60 school districts, to see what school resource (liaison) officer
Chenoweth programs currently exist.

That this information be brought back to a board of directors meeting in the new year.

Status: CARRIED UNANIMOUSLY Res# 147/2022

Moved: J. Mezei That the Board of Directors receive the President's Report.
Seconded: J. Fearing

Status: CARRIED Res# 148/2022

4.2 Chief Executive Officer's Report

Chief Executive Officer Hoffman provided an update on the current work of the association:

- Elections – final follow-ups on inaugural meetings and election expense forms
- AGPA meeting – provided feedback to the group gathered from October meeting from the board of directors
- CSBA meeting in Halifax with President Broady
- Governance Module – working with MECC and consultants to develop the virtual trustee orientation session in 2023 on governance.
- BCPVPA – attended BCPVPA Board meeting with President Broady and introduced BCSTA to their Board.
 - BCPVPA invited CEO Hoffman to assist in the development of governance module as part of the BCPVPA learning modules.
- Academy preparations continues.

Moved: J. Chenoweth That the Board of Directors receive the CEO's Report.
Seconded: B. Holmes

Status: CARRIED Res# 149/2022

4.3 Board of Directors Budget update

The Board of Directors reviewed its year-to-date budget and spending.

Moved: J. Mezei That the Board of Directors receives the budget update for the *Board of*
Seconded: J. Fearing *Director* and *Advocacy* budget lines as of October 31, 2022.

Status: CARRIED Res# 150/2022

4.4 Committee Reports

4.4.1 Professional Learning Committee

The committee is scheduled to meet following the AGM on December 3-4, 2022.

4.4.2 Indigenous Education Committee

The committee met today and considered the following topics:

- Description of BCSTA Knowledge Keeper
- Increase in IEC Budget
- Additional staff support for IEC subcommittees

4.4.2.1 Indigenous Education Committee Survey

- The IEC survey will be launched in the New Year.

4.4.3 Finance and Audit Committee

The committee met on November 18, 2022, via Zoom. Topics included:

- A presentation from Canaccord on their services.
- A review of Provincial Council speaking notes by the Finance Committee.
- A discussion regarding changes to the BCSTA Travel Policy.

4.4.4 Legislative Committee

The committee met on November 2, 2022, to review the Provincial Council motions and discussed the recommendations brought forward for consideration by the Board today regarding potential bylaw changes. The next meeting will be in January 2023.

4.4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both and individual Boards of Education.

4.5 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

- Director Fearing shared her discussion at the Climate Action Working Group.
- Director Mezei shared her work with the SOGI collaborative.
- Director of Human Resources and Labour Relations Batista gave an update on the ratification vote and the exempt compensation grid.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions Database Update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

Moved: B. Holmes
Seconded: J.
Chenoweth

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res# 151/2022

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: T. Loffler The Board of Directors receive the Directors Meeting Decision Tracking
Seconded: J. Fearing Report.

Status: CARRIED Res# 152/2022

6. FUTURE AGENDA ITEMS

- Policy Bylaw Review to be added to the January 2023 Board meeting
- Working Group Review (active and inactive) to be added to the February 2023 Board meeting

7. ADJOURNMENT

Moved: J. Mezei That the Board of Directors meeting be adjourned.
Seconded: T. Loffler

Status: Carried Res# 153/2022



Professional Learning Committee Notes

November 7th, 2022

5:00pm – 6:00pm

via Zoom: <https://us06web.zoom.us/j/86733953311>

Leah Ward, Chair
Kate Toye, Vice-Chair

Thompson Okanagan Branch
North West Branch

Roxanne Gulick
Tania Brzovic
Nicole Brown
Pammila Ruth
Pascale Shaw
Jaime Massey

Northern Interior Branch
Vancouver Island Branch
Metro Branch
South Coast Branch
Fraser Valley Branch
Kootenay Boundary Branch

Tracy Loffler
Gordon Li

BCSTA Director Liaison
BCSTA, Education Services

<i>Time</i>	<i>Item</i>	<i>Lead Person</i>
Welcome	Welcome members to Zoom meeting <ul style="list-style-type: none">Recognize traditional territoryOpening remarks	Leah
Adoption of Agenda	Moved by Kate (this will be an informal work meeting....) <ul style="list-style-type: none">Seconded by PammilaCarried	Leah
Approval Minutes	Approval of minutes from October 4 th , 2022 Moved by Tania <ul style="list-style-type: none">Seconded by RoxanneCarried	Leah
Connection and Check-in	Branch meeting updates <ul style="list-style-type: none">each rep shared one item from their branch	Discussion
PLC at Academy 2022	PLC to meet on Wednesday prior to event to review roles and emergent needs Agreement to take on overseer role to ensure success Identification to make accessible Take on leadership role as needed	Gordon
Safety Room	Gordon review request for safety rooms Two rooms to address different needs Identify sessions that may challenge trustees Kate and Leah's background that enable this work Elders will team with Leah for trustees wishing indigenous approach	Gordon

Professional Learning Committee Work Session Notes

December 3rd, 2022, 2:00pm – 6:00pm

December 4th, 2022, 9:00am – 12:00pm

Westin Bayshore Hotel, Vancouver

Leah Ward – PLC Chair

Kate Toye – PLC Vice-Chair



Agenda items:

Territory Acknowledgements

Reconciliation – call for action, language

8 Branches... Territorial Reconciliation

Bones of Crowes

Check-in: reconnect with ourselves, breath, wellness

1. Academy Debriefs

Liberating Structures to re-build energy after busy event

Roles and discussions (Conversation Café)

- PLC Business Program helpful
- Recognized via scarfs
- Impromptu Mic, good team response
- Arrival times... accommodations
- New trustee buttons
- Greeting, welcoming
- Last minute adjustments; Didn't know who the speakers were...
- Feel involved....
- Scarf didn't work for me in wheelchair
- Anxious about introductions for some, good growth opportunity
- Tired as day goes on
- Caring for people

Experience (User Experience Fishbowl w/time limits)

- Directions made some uncomfortable....
- Feedback based on scarfs
- Accessibility during World Café; front of room....
- English as second language, visibility
- Great feedback.... Welcomed
- Getting-up and moving activities
- Negative feedback re. Michael Fullan
- Negative feedback re. Sound for Shelley

- Movement between tables...
- Pre-conference session re. budget
 - "Great information for me..."
- Governance....
- Identification: hard to read details – Larger Font for first name
- Past-president recognition
- Supplies in the room
- Completely different tone: energizing and uplifting

Branches (Wise Crowd from Liberating Structures)

- Thompson Okanagan – formal meeting; discussion led to recognition of the humans
- North West – new vision, new role within branch, importance and responsibility of PLC role
- Fraser Valley – encourage post-event survey
- Northern Interior – invite ideas; child care...
- VISTA – reconnect.... More information to come
Branch best practices
- Northern Interior – new ways to connect
- South Coast – only 3 districts; concern re. small size
- Metro – new to role....

Others: Lower mainland centric; rural issues to be addressed

Name change, why and budget

Frustration with Shelley Moore, no take away

Metis...

Name change...

CSF...

PLC Day 2

Territory Acknowledgements

- Knowledge Keeper to begin our day
- Land Acknowledgement

1. Intention

Mental Health

Awareness of Privileges (Metis)

Physical Literacy

FESL – focus on Indigenous Student Learning....

Beginners' mind – listen, communication skill

Vulnerable kids

No decision with communicating with people affected

2. PLC Terms of Reference

Branch Liaison

Association Strat Plan

Student Outcome

Indigenous Education

Relationships

Equity

Governance

3. Work Plan Updates

Governance Model....

Informed Decision making - FESL

Video to explain how things are connected... tangible, actionable learning

FESL concept... accountable to our learning

Podcast (Sound bites), video for reference later

Scenarios

Use of youth and younger trustees

Student trustees

Board relationship, conflict resolution, board compliance, asking the better questions....

Alignment with Association; common narrative for public confidence

Metro-centric; “feel like a bother if....” “No hope north of hope....”

ECC is an emerging issue – children in care....

Kids-in-care.... Truth to Reconciliation

FESL – continuous improvement (connect with lesson from FNESEC re. FSA)

Bridge to post-sec re. competencies....

Recruitment and retention.... Re-frame issue; trial trade

Working upstream in other areas

Gifted children..., ignored, how to fit into inclusion picture

Student trustees....

Pronouns available

4. Moving Forward

Connector and flow to/from Branches

Take to Branch meeting:

e-mail to Branch member, thank you, ask question....

- Learning styles; Prize....
- 3 concerns for you
- Expand on learning at Academy
- 5 pillars... greatest strength and weakness for learning
- Missed learning...
- Strength and areas of growth
- FESL “the Framework...Continuous improvement....”
- What is possible... link to document
- Biggest Branch needs to be connected to 5 pillar

2. Next PLC Meeting

- January Zoom touch-base
- In-person at PC

3. Adjournment



FINANCE & AUDIT COMMITTEE MEETING MINUTES

Thursday, November 17, 2022

Via Zoom

9:00 am – 11:00 am.

PRESENT:

Bob Holmes	Finance & Audit Committee Chair, Board of Directors
Carol Cahoon	SD36 (Surrey)
Charlie Fox	SD43 (Coquitlam)
Kathleen Karpuk	SD35 (Langley)
Marie-Pierre Lavoie	SD73 (Kamloops)
	SD93 (Conseil Scolaire Francophone)

STAFF:

Elaine Teng	Director, Finance
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GUEST:

Marc Rinfret	Canaccord Genuity Wealth Management
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1. INTRODUCTIONS

2. ADOPTION OF AGENDA

Moved: Fox
Seconded: Karpuk

That the proposed agenda be adopted.

Status: Carried Res. #17/2022-2023

3. APPROVAL OF MINUTES

Moved: Fox
Seconded: Cahoon

That the minutes of the October 14, 2022 Finance & Audit Committee meeting be approved.

Status: Carried Res. #18/2022-2023

4. CANACCORD PRESENTATION

Canaccord Genuity Wealth Management shared slides introducing the investment advisor team responsible for managing BCSTA's portfolio.

BCSTA's current portfolio is designed with a capital preservation mandate and is based on the association's investment policy. The portfolio is comprised of 85% short-term investments (GICs and money market), with the remaining 15% in a long-term bond.

5. ACTION AND DISCUSSION ITEMS

5.1 Accounts Payable Payments in Excess of \$5,000

Moved: Fox
Seconded: Lavoie

That the Finance & Audit Committee receive the report listing accounts payable payments in excess of \$5,000 issued for October 2022.

Status: Carried Res. #19/2022-2023

5.2 October 2022 Financial Statements

Moved: Karpuk
Seconded: Cahoon

That the Finance & Audit Committee receive the October 2022 financial statements.

Status: Carried Res. #20/2022-2023

5.3 Finance & Audit Committee Budget Update

Moved: Fox
Seconded: Cahoon

That the Finance & Audit Committee receive its October 31, 2022 budget update report.

Status: Carried Res. #21/2022-2023

5.4 December 2022 Provincial Council

The Committee reviewed the December 2022 Provincial Council agenda items 7.1 to 7.3 and will co-present at the Provincial Council.

Action Item:

- The speaking parts will be allocated amongst the four members of the Committee who will be attending the Provincial Council.

5.5 BCSTA Policy on Travel Expenses

The Committee reviewed BCSTA's current travel expenses policy and discussed some sections that may need clarification.

- a) It was agreed that Flex fare should be kept as an option under the "Travel Costs" section to avoid incurring costs related to flight changes. The additional seat selection fee included in a Flex fare is minimal compared to the expenses incurred if flights are cancelled or changed.
- b) A suggestion was made about setting a maximum airfare; anything above the maximum will require pre-approval.
- c) It was also agreed that further guidelines should be added to the current "Meals" section to clarify when certain meals can be claimed.

Action Item:

- BCSTA staff will discuss with the CEO the Committee's suggested changes to the policy and will provide an update at the Committee's meeting in January 2023.

6. OTHER BUSINESS

6.1 2023 BCSTA Scholarships for Student Citizenship

BCSTA staff provided a brief update for the Committee regarding increasing the scholarship award value from \$500 to \$750 for 2023.

6.2 Next Meeting

The Committee's next meeting is tentatively set on December 5, 2022, via Zoom from 12 noon to 1:00 pm to discuss feedback received from Provincial Council, if any.

Action Items:

- BCSTA staff will send out the Zoom meeting invites for the two tentative meetings in December.
- BCSTA staff will send out a Doodle Poll for the Committee to decide on the schedule of the next Finance & Audit Committee meeting.

7. ADJOURNMENT

Moved: Fox
Seconded: Cahoon

That the meeting be adjourned.

Status: Carried Res. #22/2022-2023



British Columbia
School Trustees
Association

LEGISLATIVE COMMITTEE MEETING

November 2, 2022

Online

2:00 pm – 3:30 pm

PRESENT:

David Swankey	<i>Chair</i>
Floyd Krishan	<i>Vice-Chair</i>
Jen Mezei	<i>Board of Directors</i>
Timothy Dunford	

REGRETS:

Dawn Lang

STAFF:

Carmen Batista	<i>Director, Human Resources and Labour Relations</i>
Maryke Peter	<i>Program Assistant, Legal</i>

1. ADOPTION OF THE PROPOSED AGENDA

Moved:	Floyd Krishan
Seconded:	Timothy Dunford

That the agenda be approved as presented.

Status:	Carried
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2. ADOPTION OF MINUTES OF THE SEPTEMBER 7, 2022 LEGISLATIVE COMMITTEE MEETING

Moved:	Timothy Dunford
Seconded:	Floyd Krishan

That the minutes of the September 7, 2022 meeting be approved as presented.

Status:	Carried
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3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Moved: Jen Mezei
Seconded: Floyd Krishan

That the Legislative Committee receive the Budget Update report for November 2, 2022.

Status: Carried

4. PROVINCIAL COUNCIL MOTIONS

The Committee reviewed the following motions which were sent to BCSTA before the motion submission deadline. The Committee directed staff to contact motion sponsors to propose combining them into one and propose amendments to the motions.

MOTION TITLE	SUBMITTED BY	DATE RECEIVED
Inflation and Cost Escalation	SD71	October 24, 2022
Unfunded Inflationary Cost Adjustments	SD63	October 27, 2022

Moved: Jen Mezei
Seconded: Floyd Krishan

That the Legislative Committee approve a merger between the SD71 and SD63's motion submission if the Boards agree. If SD71 and SD63 agree to the merger the motion will be presented at PC.

Status: Carried

The Committee decided that Chair, David Swankey, would deliver the Committee's verbal report at PC.

5. LEGISLATIVE COMMITTEE WORKPLAN

The Legislative Committee reviewed Directions analysis of the Legislative Committee's policy book recommendations. Jen Mezei will report discussion finding to the Board of Directors. In addition, staff will provide the Board with an update including the Legislative Committee's recommendations.

While the board has contracted Directions to review and consider BCSTA's policies, bylaws and operational procedures from an anti-racism and inclusion lens, there are still areas that need to be considered from an organizational and operational perspective.

The committee recommends that a separate working group focused on reviewing the bylaws may be more efficient. The last time there was an ad hoc committee reviewing the bylaws was in 2017.

Moved: Timothy Dunford
Seconded: Floyd Krishan

That the Legislative Committee recommend BCSTA Board of Directors initiate a review of BCSTA's current bylaws to ensure they continue to best serve the membership and current organizational structure.

Status: Carried

6. FUTURE MEETINGS DATES

Staff will send the Committee a Doodle Poll to schedule the next few meetings. The Committee asked if there was a possibility of an in-person meeting to work on the AGM motions. As this item may exceed the budget due to travel costs, staff were requested to see if there was a possibility to increase the Legislative Committee budget to support this request.

7. FUTURE AGENDA ITEMS

- New Legislative Committee Work Plan

8. OTHER BUSINESS

No other business was discussed.

9. ADJOURNMENT



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 9.0: BCSTA Motion Tracking Database Updates

- 9.1 Provincial Council Resolutions Tracking
- 9.2 Annual General Meeting Resolutions Tracking

See Link: [Motion Tracking Database \(https://bcstamotions.org/motion\)](https://bcstamotions.org/motion)



PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 10.1: BCSTA 2023/2024 Draft Budget

BACKGROUND:

Per BCSTA Bylaw 11(c)(v), one of the duties of the Finance & Audit Committee is “to cooperate with the Board of Directors in the preparation of an annual budget for the following fiscal year.”

At the December 2022 Provincial Council meeting, the Finance & Audit Committee discussed a few factors that are expected to impact BCSTA’s 2023/2024 operating budget. Those items have been updated with information available as of December 31, 2022, and are shown on the draft budget.

For the fiscal year 2023/2024, a balance draft budget of \$2,955,000 is being proposed, which includes a total net increase of \$102,000 from the 2022/2023 budget.

Highlights are listed below:

REVENUE

- The \$102,000 increase in budgeted revenue is primarily due to an increase in member fees and interest income.
- BCSTA member fees have been increased by a total of \$64,000 as a result of two factors:

Member fee increase resulting from an increase in FTE students	\$	16,000
Inflationary member fee increase of 2.14 percent		48,000
Total member fee increase	\$	64,000

- Annual General Meeting revenue has been increased by \$21,000, including a \$10,000 increase in grant allocation and a minimal increase in registration fees.
- Following the current economic trend, interest revenues are increased by approximately \$86,000 in 2023/2024, assuming that interest rates will not revert to levels experienced during 2020 and 2021.
- The revenue increases noted above are offset by the budgeted \$69,000 reduction in the Academy revenue budget due to the removal of the New Trustee Orientation. [see online orientation](#)

EXPENDITURES

- The total increase of \$102,000 in expenditures is based on budgeted increases for Advocacy (\$76,000) and Salaries and Benefits (\$41,000) offset by decreases in Trustee and Board Services (\$2,000) and Office Operations (\$13,000).

Advocacy Expenditures

- There is a projected increase of \$76,000 for Advocacy expenditures driven by the anticipated increase in travel and meal costs associated with CSBA, AGM and Provincial Council.
- It is assumed that both Fall and Spring Provincial Council meetings will be held in person.
- The Board of Directors’ budget is also slightly increased based on the five-year average of Vancouver’s CPI, equivalent to 2.14% and the anticipated increase in travel costs for meetings.

Trustee and Board Services Expenditures

- There is a projected decrease of \$2,000 for Trustee and Board Services primarily because BCSTA will not be hosting a New Trustee Orientation. Therefore, Academy expenses are expected to be reduced by \$40,000, net of an increase in meal costs.
- Without producing physical copies of the datebooks, \$3,000 savings are also anticipated for Communications/Publications.
- Legal Counsel expenses are increased by \$41,000 due to a general price increase in legal fees and the elimination of BCSTA's legal counsel position. The additional costs in legal fees are expected to be lower than the cost of an in-house legal counsel resulting in net savings overall. Instead of an in-house legal counsel, BCSTA will continue to enlist one of our external law firms to support the association's legal department.

Office Expenditures

- Savings of \$10,000 and \$3,000 are anticipated for the Equipment Maintenance and Depreciation budget, respectively, for a total decrease of \$13,000 under Office Expenditures. These savings are possible due to efficiencies with the recent upgrades in BCSTA technology infrastructure and cost savings in leasehold improvements.

Salaries and Benefits

- A net increase of \$41,000 is expected for the *Salaries/Benefits* budget line due to the following:
 - The new teachers' collective agreement was finalized and included Year 2 adjustments of:
 - a general salary grid increase of 5.5% and
 - an adjustment of 0.30% to the top step of all grids
 - Movement on the staff salary grid
 - Restructuring of BCSTA's staff complement
- Cost savings from the elimination of an in-house legal counsel staff have been reallocated as follows:
 - hiring of an additional part-time staff to join the Communications department,
 - increase in external legal counsel fees
 - reduced the amount of event surplus from AGM and Academy needed to supplement operational costs

Changes to the first draft of BCSTA's 2023/2024 budget may occur after receipt by the February 25, 2023 Provincial Council, based on feedback from member boards of education. The April 2023 Provincial Council will adopt the final budget. Councillors are encouraged to provide the Finance & Audit Committee with any feedback their school board may have on the draft budget before March 15, 2023. Feedback can be submitted to:

BCSTA Finance & Audit Committee
Elaine Teng, Director, Finance
eteng@bcsta.org

RECOMMENDATION:

That Provincial Council receive the BCSTA 2023/2024 draft budget and provide feedback to the Finance & Audit Committee prior to March 15, 2023.

SUBMITTED BY: BCSTA Board of Directors



British Columbia
School Trustees
Association

BCSTA 2023/2024 Budget

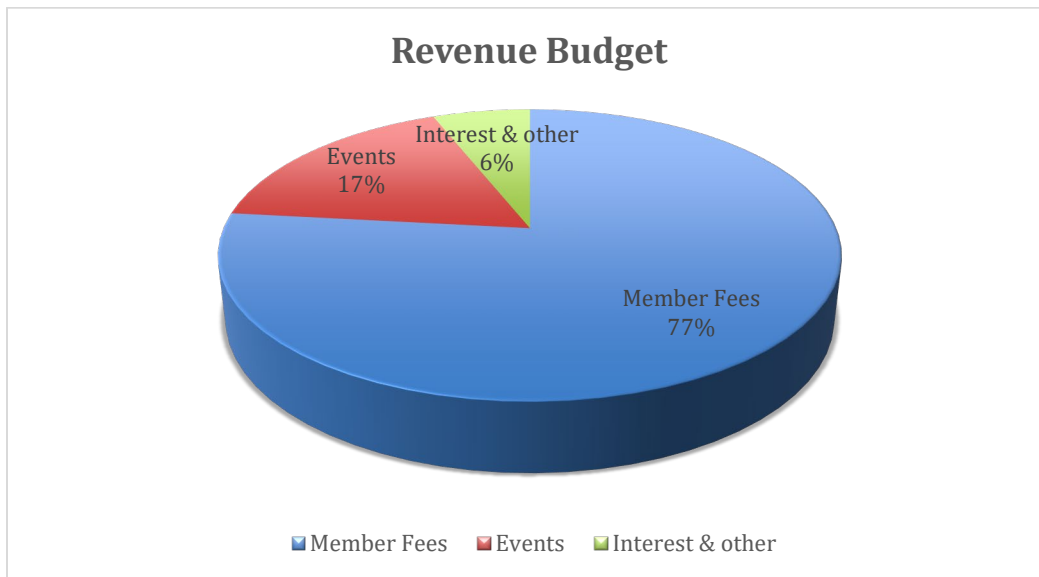
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BCSTA 2023/2024 Budget

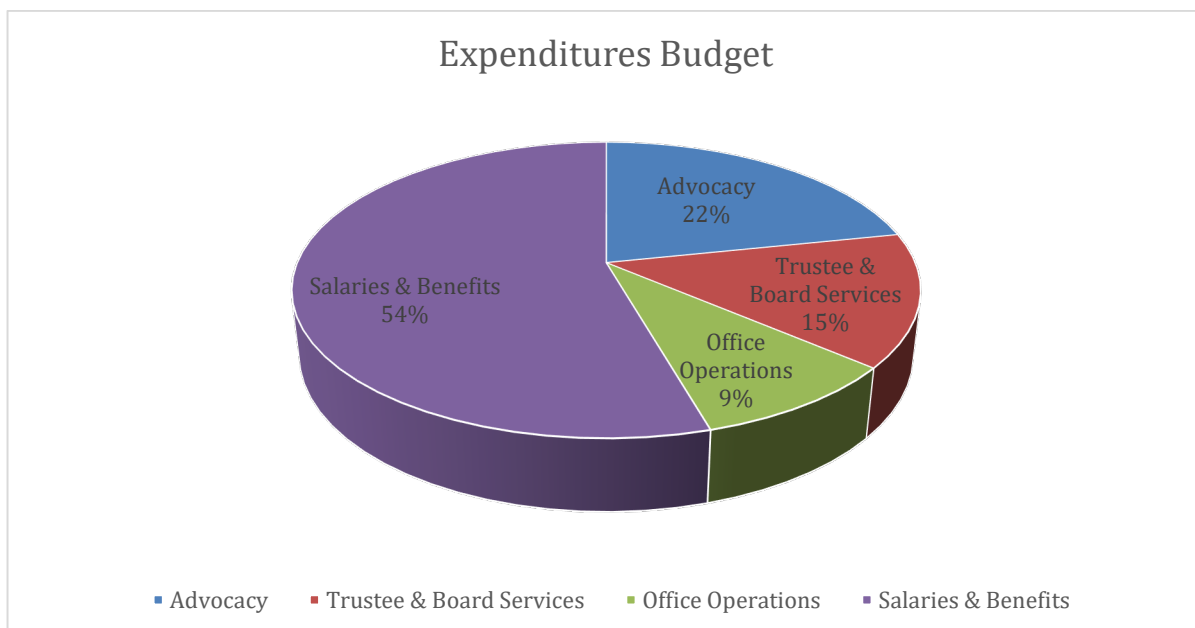
Budget Overview

The Finance & Audit Committee is proposing a balanced operating budget of \$2,955,000 for the fiscal year 2023/2024 that includes an inflationary member fee increase of 2.14%, equivalent to \$47,661. The inflationary member fee increase will be fully funded from the 2021/2022 year-end surplus per the February 2017 Provincial Council directive. The additional \$15,739 increase in fees for individual boards of education results from an increase of 11,020 FTE students.

The Association estimates to receive 77% of its revenue from member fees, 17% from events registration fees, and 6% from interest and other sources.



The operating budget for 2023/2024 will be allocated to salaries and benefits (54%), advocacy (22%), trustee and board services (15%) and office operations (9%).



BCSTA 2023/2024 Budget

Budget Considerations

BCSTA expects 2023/2024 will present challenges brought about by the current global economic landscape. Record high inflation and surging commodity prices will pose potential concerns for the upcoming year if these economic conditions persist.

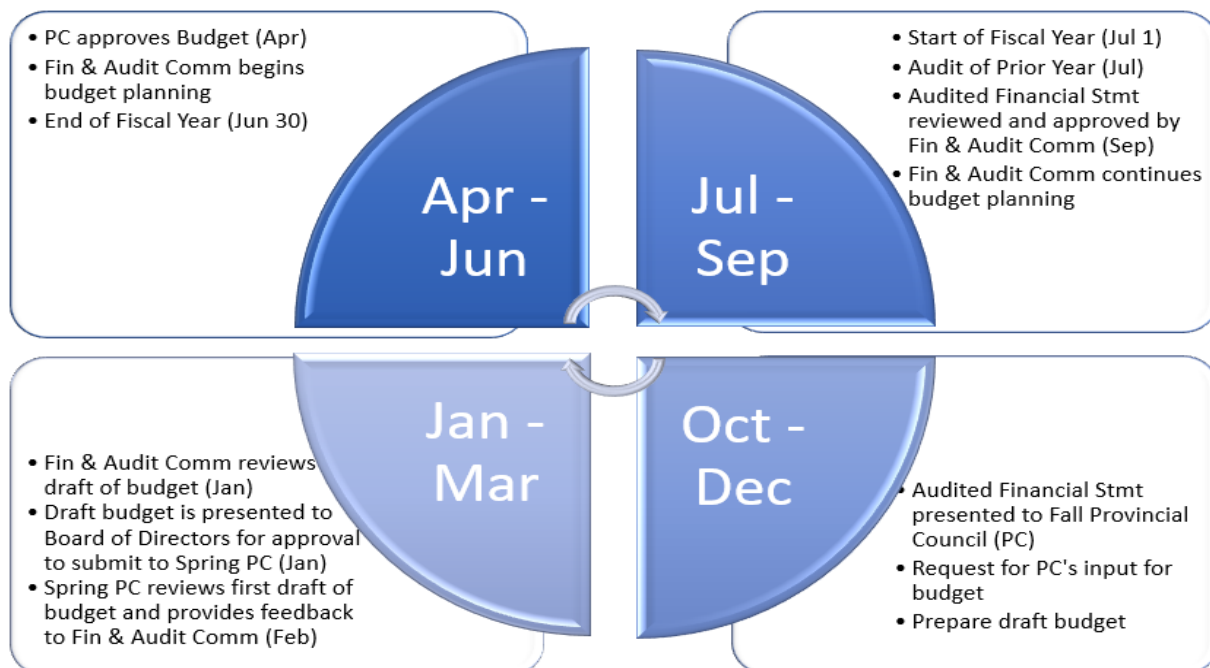
Despite these challenges, BCSTA remains committed to maximizing the delivery of quality services within the constraints presented. The Finance & Audit Committee acknowledges that member boards face similar budget challenges and will strive to minimize fee increases amid rising cost pressures.

After considering various economic scenarios, resource-allocation decisions are made to build flexibility into budgets to counter uncertainty. The operating budget was drafted based on assumptions made from information available as of December 2022; FTE student enrollment numbers as of September 30, 2022, used to build the draft budget, were based on data provided by the Ministry of Education and Child Care. The Committee will continue to update the budget as relevant information becomes available.

Budget Cycle

Following BCSTA's budget cycle, at the December 2022 Provincial Council meeting, the Finance & Audit Committee reviewed several factors that are expected to impact BCSTA's 2023/2024 operating budget. These factors have been updated, where applicable, based on additional information. The first budget draft will be presented to the February 2023 Provincial Council for review and receipt. The April 2023 Provincial Council will approve and adopt the budget.

BUDGET CYCLE



BCSTA 2023/2024 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Member Fees	2,143	2,211	2,275	+ 64
AGM	224	234	255	+ 21
Interest	73	79	165	+ 86
Academy	222	315	246	- 69
Grant Administration	14	14	14	-
Total	2,676	2,853	2,955	+ 102

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Core Services – Advocacy	599	566	642	+ 76
Core Services – Trustee & Board Services	376	432	430	- 2
Office Operations	298	287	274	- 13
Salaries & Benefits	1,403	1,568	1,609	+ 41
Total	2,676	2,853	2,955	+ 102

BCSTA 2023/2024 Budget

GRANT ADMINISTRATION

(All amounts are in thousands of dollars)

Revenue	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Grants	10	30	40	+ 10
Contracts	14	14	14	-
Total	24	44	54	+ 10
Expenditures				
Grants	10	30	40	+ 10
Contracts	-	-	-	-
Total	10	30	40	+ 10
Net Contribution	14	14	14	-

BCSTA 2023/2024 Budget

I. CORE BUDGET - REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Member Fees	2,143	2,211	2,275	+ 64
AGM	224	234	255	+ 21
Interest	73	79	165	+ 86
Academy	222	315	246	- 69
Grant Administration	14	14	14	-
Total	2,676	2,853	2,955	+ 102

1. Member Fees

BCSTA Member Fees are based on student full-time equivalent (FTE) enrolment data as of September 30 each year. This data, which the Ministry of Education and Child Care provides, is used to calculate member fees for the following fiscal year based on fee formulas set by the Provincial Council in 1995 and updated in 2001. Accordingly, FTE student enrollment numbers as of September 30, 2022, are used to calculate member fees for 2023/2024. As FTE student enrollment numbers increased by 11,020, member fees have also increased by \$15,739. This information is shown in Appendix II.

Following the February 2017 Provincial Council directive “that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year”, member fees are increased by 2.14 percent for 2023/2024. This increase totals approximately \$47,661, as shown in Appendix II.

BCSTA *Member Fees* have therefore increased a total of \$64,000 in 2023/2024:

Member fee increase resulting from increased FTE students	\$	16,000
Inflationary member fee increase		48,000
Total member fee increase	\$	<u>64,000</u>

All 60 boards of education are members of BCSTA in the 2022/2023 fiscal year, and it is anticipated that BCSTA will also have full membership in 2023/2024. If there are any member board withdrawals in 2023/2024, member equity may be used to fund the resulting loss of fee revenue.

BCSTA 2023/2024 Budget

Member Equity

The February 2017 Provincial Council also directed that annual inflationary member fee increases be supported by any unbudgeted year-end surplus arising in the fiscal year preceding the adoption of BCSTA's yearly budget. As BCSTA's 2021/2022 fiscal year ended with a surplus of approximately \$213,909, the 2023/2024 inflationary member fee increase of \$47,661 will be fully funded.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to:

- a. restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and feedback from the membership
- b. undertake a specific, unbudgeted project or projects
- c. reduce member fees and
- d. reduce registration fees for AGM or Academy

Member equity may also be used to offset emergent, unbudgeted expenses and compensate for the loss of revenue for the first year of member board withdrawal from the Association.

2. AGM

The AGM revenue budget line is increased by \$21,000, including a grant allocation of \$20,000. Compared to the prior year's budget, the grant funds allocated to AGM for 2023/2024 have been increased from \$10,000 to \$20,000 to minimize raising registration fees. Although BCSTA has signed multiple-year contracts with conference hotels to reduce event costs, meal costs have continued to rise.

3. Interest Revenue

With the current economic volatility, it is difficult to predict if the recent rise in interest rates will continue. The 2023/2024 budget includes a projected increase in interest revenue of \$86,000, assuming 3.5% as the average short-term interest rate.

4. Academy

For 2023/2024, the Academy revenue has been reduced by \$69,000 to reflect the elimination of additional revenues from the New Trustee Orientation and an anticipated slight decrease in attendance. Based on historical data, attendance for the Academy is expected to be slightly less following the year after the election. BCSTA typically only hosts an additional orientation for new trustees during an election year.

5. Grant Administration

BCSTA has received several grants, the details of which are reported annually to the Fall Provincial Council.

The Finance & Audit Committee and Board of Directors are mindful of the importance of making impactful use of grant funds received by the Association within the parameters

BCSTA 2023/2024 Budget

restricting the use of those funds. Following restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- support for boards to attend rural education regional meetings
- support for BCSTA's Annual General Meeting and Academy
- support for trustee learning opportunities
- support for trustee leadership development
- development of the *Trustee Learning Guide*
- development of an online version of *the Guide to Schools' Legislation*

Although BCSTA tries to minimize its reliance on the use of government grants to support its annual operating budgets, it is recommended to allocate \$40,000 of the Ministry of Education Student Achievement grants funds to partially offset the costs of speakers for the AGM and Academy. Otherwise, registration fees will have to be increased significantly to support rising event costs. The grant funds have been included in the following budget lines for 2023/2024 as follows:

- \$20,000 has been included in the AGM revenue budget line
- \$20,000 has been included in the Academy revenue budget line

BCSTA 2023/2024 Budget

II. CORE BUDGET EXPENDITURES – ADVOCACY

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Advocacy Services	71	71	71	-
CSBA	46	46	48	+ 2
AGM	211	221	245	+ 24
Provincial Council	98	58	104	+ 46
Board of Directors	100	102	106	+ 4
Finance & Audit Committee	10	5	2	- 3
Professional Learning Committee	18	18	18	-
Indigenous Education Committee	26	26	26	-
Legislative Committee	2	2	5	+ 3
Branch Support	17	17	17	-
Total	599	566	642	+ 76

6. Advocacy Services

No change to this budget line is projected for 2023/2024.

7. CSBA

This budget line has been slightly increased by \$2,000 for 2023/2024 to reflect an increase in travel costs for meetings.

8. AGM

The AGM expenditures will require an increase of \$24,000 to reflect projected increases in meal costs.

9. Provincial Council

There is a significant budgeted increase of \$46,000 in Provincial Council costs for 2023/2024, assuming both the fall and spring meetings revert to in-person.

10. Board of Directors

In 2006/2007, the Board of Director Honouraria Review Committee recommended that the Board of Director honouraria be reviewed annually, with increases based on Vancouver's Consumer Price Index (CPI).

In 2011/2012, the Review Committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

BCSTA 2023/2024 Budget

- budget issues do not arise in future years resulting from a need to implement significant increases required to bring honouraria amounts in line with market levels, and
- those trustees interested in serving on the Board of Directors will not be excluded from doing so for financial reasons.

Recommended Board of Directors honouraria increases for 2023/2024 are:

President:	\$ 20,410	to	\$ 20,847/year	= \$437/year
Vice-President:	\$ 9,013	to	\$ 9,206/year	= \$193/year
Director:	\$ 6,439	to	\$ 6,577/year	= \$138/year

The Board of Directors budget line is increased by \$4,000 in 2023/2024 to include the increase in honouraria and the anticipated increase in travel costs for meetings.

11. Standing Committees and Branch Support

To reduce meeting costs, committees such as the Legislative Committee and Finance & Audit Committee utilize online meeting formats wherever feasible. However, based on previous experience, it would be more efficient for the Legislative Committee to meet in person to prepare for the Annual General Meeting. Therefore, for 2023/2024, \$3,000 has been reallocated from the Finance & Audit Committee budget line to the Legislative Committee.

BCSTA 2023/2024 Budget

III. CORE BUDGET EXPENDITURES – TRUSTEE AND BOARD SERVICES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Academy	205	261	221	- 40
In-District/Pro-D Services	45	45	45	-
Board Chairs' Meeting	28	28	28	-
Communications/Publications	25	25	22	- 3
Legal Counsel	73	73	114	+ 41
Total	376	432	430	- 2

12. Academy

A projected net decrease of \$40,000 in the Academy budget reflects the deduction of the costs associated with the New Trustee academy and is offset by an increase in meal costs.

13. In-District/Professional Development Services

No change to this budget line is projected for 2023/2024.

14. Board Chairs' Meeting

No change to this budget line is projected for 2023/2024.

15. Communications/Publications

An anticipated cost savings of \$3,000 is projected for this budget line for 2023/2024 due to the elimination of the datebooks.

16. Legal Counsel

Legal counsel expenses have been increased by \$41,000 for 2023/2024 to reflect legal fee price increases and increases in cases referred to external law firms with the elimination of an in-house BCSTA legal counsel. The additional costs of legal counsel are expected to be less than the cost of an in-house legal counsel staff resulting in net savings overall. The volume of legal assistance requests varies annually; therefore, this budget line will be adjusted accordingly depending on the size of the budget variance.

BCSTA 2023/2024 Budget

IV. OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Building	136	140	140	-
Equipment Maintenance	67	61	51	- 10
Office Administration	19	17	17	-
Financial	54	44	44	-
Depreciation	22	25	22	- 3
Total	298	287	274	- 13

17. Building

BCSTA's current lease agreement with SD39 (Vancouver), which came into effect on September 1, 2019, for nine years, has several lease rate increases to be applied during the lease term. The next increase takes effect on September 1, 2024. Therefore no change to this budget line is expected for 2023/2024.

18. Equipment Maintenance

The Equipment Maintenance budget line is reduced by \$10,000 to reflect cost savings resulting from decreased maintenance costs for the backup systems after switching to a more cost-efficient system and vendor.

19. Office Administration

No change to this budget line is projected for 2023/2024.

20. Financial

Included in the Financial budget line are BCSTA's annual audit fees. BCSTA typically undertakes a five-year contract with its audit firms, and 2022/2023 will be the final year for the current audit firm. The Finance & Audit Committee will have to conduct a review of potential audit firms commencing in 2023/2024. Since this budget line was already increased previously to account for inflationary increases in audit fees, no adjustments are anticipated for 2023/2024.

21. Depreciation

The Depreciation budget line is affected by BCSTA's capital asset purchases. These assets are replaced as needed when the equipment becomes obsolete or problematic.

A decrease of \$3,000 to the Depreciation budget line is anticipated in 2023/2024.

BCSTA 2023/2024 Budget

This budget line will be affected in 2023/2024 by the following capital asset transactions:

- 2017/2018 leasehold improvements:
These leasehold improvements have an estimated useful life of 10 years and will be fully depreciated in 2027/2028.
- 2019/2020 photocopier replacement:
BCSTA's photocopier has an estimated useful life of five years and will be fully depreciated in 2024/2025.
- 2020/2021 furniture replacement:
BCSTA's office chairs were replaced in 2020/2021 with an estimated useful life of 10 years; these chairs will be fully depreciated in 2030/2031.
- 2020/2021 cell phone refresh:
BCSTA's cell phones have an estimated useful life of three years and will be fully depreciated in 2023/2024.
- 2021/2022 server and server software replacement
The estimated life for this server replacement has been adjusted to match 2022/2023's completion of the server upgrade and will be fully depreciated in 2027/2028.
- 2021/2022 leasehold improvements:
These leasehold improvements include new office space to facilitate the restructuring of BCSTA staff roles in 2021/2022. The leasehold improvement will have an estimated useful life of six years and will be fully depreciated in 2027/28, the end of BCSTA's current lease term.
- 2022/2023 server and server software replacement
There was a delay in receiving the supplies for the server upgrade, so the upgrade was not completed until 2022/2023. BCSTA's new server has an estimated useful life of five years and will be fully depreciated in 2027/2028.
- 2022/2023 replacement of workstations:
With an estimated useful life of five years, these assets will be fully depreciated in 2027/2028.
- 2022/2023 intranet software development:
With an estimated useful life of five years, these assets will be fully depreciated in 2027/2028.

BCSTA 2023/2024 Budget

- 2022/2023 leasehold improvements:
Installing a fob key access to BCSTA's office was cancelled; some funds were repurposed to repaint the office and fix the kitchen. These leasehold improvements will have an estimated useful life of five years and will be fully depreciated in 2027/28, coinciding with the end of BCSTA's current lease term.

BCSTA 2023/2024 Budget

V. SALARIES AND BENEFITS

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Total Salaries/Benefits	1,403	1,568	1,609	+ 41

22. Salaries and Benefits

The Salaries and Benefits budget line is increased by \$41,000 to accommodate the projected changes as follows:

- In accordance with the BCSTA's Employment Policy Handbook, staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' collective agreement was finalized and came into effect on July 1, 2022.
 - Based on Year 2 of the new collective agreement, a general salary grid increase of 5.5% and an adjustment of 0.30% to the top step of all grids were applied. The salary grid increase for 2023/2024 is estimated to be approximately \$68,000. Even though the new collective agreement also includes up to an additional 1.25% cost of living adjustment, which is approximately \$16,500, the actual costs are subject to specific criteria and not yet confirmed; therefore, it is not included in the 2023/2024 budget. Any additional increases to the salary due to the cost of living adjustment can be funded by prior years' surplus, if necessary, subject to the Board of Directors' approval.
 - Movement on the staff salary grid and increases in employee benefits is estimated to be \$40,000.
- Staffing restructuring resulting in a net decrease of 0.5 FTE, has also impacted the budget:
 - During the fiscal year 2022/2023, the Administrative Assistant position (1.0 FTE) was restructured with a part-time Executive Administrator position (0.86 FTE). Although the Executive Administrator position is at a reduced FTE, this position has additional responsibilities.
 - BCSTA's legal counsel position has been vacant since the summer of 2021 when the previous staff member went on maternity leave and subsequently resigned.
 - To ensure member boards continued to receive support on legal matters, BCSTA negotiated a temporary secondment contract with one of our external law firms.
 - With the addition of the Director, Human Resources and Labour Relations last year, many of the committees and responsibilities assigned to the legal

BCSTA 2023/2024 Budget

position were reassigned to the director. These include representing BCSTA at provincial committees (e.g. Coordinated Legal & Arbitration Support Services - CLASS, School Protection Plan - SPP, Anti-Racism K-12 Collaborative). The new director is also supporting the work of the Legislative Committee, Child Care Working Group, as well as internal matters related to human resources and labour relations (e.g. performance reviews, employment policy reviews/updates).

- The Board of Directors acknowledged it is more cost-efficient and would better serve our member boards to continue enlisting one of our external law firms to support BCSTA's legal department instead of hiring a legal counsel staff.
 - External support has been timely and thorough, and received positive feedback from member boards.
- The Board of Directors supported using the savings from not hiring a legal counsel staff person to be partially reallocated towards hiring a 0.60 FTE staff to join the communications department to increase the capacity for BCSTA's advocacy work and address the increased workload of the communications department.

Budget Impact Summary

With the current inflation rates, BCSTA is anticipating facing cost pressures from several budget lines in 2023/2024, summarized as follows:

- Costs for CSBA have been adjusted slightly by an additional \$2,000 to reflect increased travel costs.
- Due to the rising cost of meals, AGM expenses have increased by \$24,000.
- The Provincial Council budget line is projected to increase by \$46,000 as meetings revert to in-person.
- The Board of Directors budget has increased by approximately \$4,000 due to increased honouraria and travel expenses.
- Legal Counsel expenses are expected to increase by approximately \$41,000 mainly due to the anticipated increase in legal fees without an in-house legal counsel staff.
- The Salaries/Benefits budget line has been adjusted with a net increase of \$41,000 due to increases stipulated by the BCSTA's Employment Policy Handbook, movement on the staff salary grid, increases in employee benefits and changes to BCSTA's staff complement.

To help offset some of the cost pressures mentioned above, adjustments have been made to certain budget lines as follows:

- Interest revenues for 2023/2024 are projected to increase by \$86,000 due to improved interest rates on short-term investments.
- A total of \$40,000 of government grants have been allocated to AGM and Academy to offset speaker costs and avoid increasing registration fees significantly.
- Academy expenses are decreased by \$40,000 without the New Trustee Orientation.
- Cost savings of \$3,000 and \$13,000 are also anticipated under the Communications and Office Operations expenses, respectively.

APPENDIX I

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of the four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

APPENDIX II

2023/2024 BCSTA MEMBER FEES (Annual Inflationary Member Fee Increase of 2.14%)

No.	School District	Total FTE Pupils Sep 30/21	Total FTE Pupils Sep 30/22	FTE Difference - Increase/ (Decrease)	Category	2022/2023 Fees (2.05% Incr.)	2023/2024 Fees (0% Incr.)	Fee increase / (decrease) due to FTE Changes	Annual Inflationary Fee Increase 2.14%	Total 2023/2024 Member Fees
5	Southeast Kootenay	5,787.63	5,876.50	88.88	2	37,541.04	37,701.54	160.50	806.81	38,508.35
6	Rocky Mountain	3,467.06	3,490.13	23.06	1	29,578.77	29,753.99	175.22	636.74	30,390.73
8	Kootenay Lake	4,713.13	4,732.56	19.44	2	35,600.56	35,635.67	35.11	762.60	36,398.27
10	Arrow Lakes	531.75	518.85	(12.91)	1	7,278.14	7,180.08	(98.06)	153.65	7,333.73
19	Revelstoke	1,045.13	1,072.06	26.94	1	11,178.42	11,383.08	204.66	243.60	11,626.68
20	Kootenay-Columbia	4,083.69	4,103.00	19.31	2	34,463.85	34,498.72	34.87	738.27	35,236.99
22	Vernon	8,672.31	8,738.00	65.69	2	42,750.59	42,869.22	118.63	917.40	43,786.62
23	Central Okanagan	23,910.69	24,220.50	309.81	3	68,751.48	69,264.68	513.20	1,482.26	70,746.94
27	Cariboo-Chilcotin	4,641.81	4,691.88	50.06	2	35,471.78	35,562.19	90.41	761.03	36,323.22
28	Quesnel	2,943.50	2,977.88	34.38	1	25,601.08	25,862.24	261.16	553.45	26,415.69
33	Chilliwack	14,479.56	14,749.50	269.94	3	53,129.05	53,576.19	447.14	1,146.53	54,722.72
34	Abbotsford	19,483.00	19,624.88	141.88	3	61,417.12	61,652.13	235.01	1,319.36	62,971.49
35	Langley	22,048.06	23,152.25	1,104.19	3	65,666.08	67,495.15	1,829.07	1,444.40	68,939.55
36	Surrey	72,909.00	75,173.06	2,264.06	5	99,204.56	100,144.50	939.94	2,143.09	102,287.59
37	Delta	15,636.81	15,773.44	136.63	3	55,046.00	55,272.32	226.32	1,182.83	56,455.15
38	Richmond	20,227.14	20,989.19	762.05	3	62,649.77	63,912.08	1,262.31	1,367.72	65,279.80
39	Vancouver	47,948.06	49,018.81	1,070.75	4	88,796.94	89,243.40	446.46	1,909.81	91,153.21
40	New Westminster	6,720.75	7,077.94	357.19	2	39,226.20	39,871.26	645.06	853.24	40,724.50
41	Burnaby	24,024.66	25,218.81	1,194.16	3	68,940.27	70,918.36	1,978.09	1,517.65	72,436.01
42	Maple Ridge-Pitt Meadows	15,483.88	15,896.50	412.63	3	54,792.67	55,476.17	683.50	1,187.19	56,663.36
43	Coquitlam	31,147.38	31,574.75	427.38	4	81,791.79	81,969.98	178.19	1,754.16	83,724.14
44	North Vancouver	15,592.19	15,794.88	202.69	3	54,972.09	55,307.83	335.74	1,183.59	56,491.42
45	West Vancouver	6,950.75	7,021.88	71.13	2	39,641.57	39,770.01	128.44	851.08	40,621.09
46	Sunshine Coast	3,333.13	3,385.00	51.88	1	28,561.20	28,955.32	394.12	619.64	29,574.96
47	Powell River	2,910.38	3,031.19	120.81	1	25,349.41	26,267.27	917.86	562.12	26,829.39
48	Sea to Sky	5,303.88	5,262.31	(41.56)	2	36,667.42	36,592.36	(75.06)	783.08	37,375.44
49	Central Coast	206.69	224.31	17.63	1	4,808.50	4,942.41	133.91	105.77	5,048.18
50	Haida Gwaii	458.44	462.13	3.69	1	6,721.15	6,749.16	28.01	144.43	6,893.59
51	Boundary	1,298.50	1,299.50	1.00	1	13,103.40	13,111.00	7.60	280.58	13,391.58
52	Prince Rupert	1,817.81	1,817.25	(0.56)	1	17,048.82	17,044.54	(4.28)	364.75	17,409.29
53	Okanagan-Similkameen	2,352.63	2,382.56	29.94	1	21,111.98	21,339.43	227.45	456.66	21,796.09
54	Bulkley Valley	1,912.75	1,966.38	53.63	1	17,770.09	18,177.50	407.41	389.00	18,566.50
57	Prince George	13,023.06	13,150.50	127.44	3	50,716.39	50,927.49	211.10	1,089.85	52,017.34
58	Nicola-Similkameen	2,039.50	1,992.50	(47.00)	1	18,733.05	18,375.98	(357.07)	393.25	18,769.23
59	Peace River South	3,624.38	3,639.44	15.06	1	30,773.94	30,888.37	114.43	661.01	31,549.38
60	Peace River North	6,063.25	6,104.63	41.38	2	38,038.80	38,113.52	74.72	815.63	38,929.15
61	Greater Victoria	19,794.66	19,999.69	205.03	3	61,933.38	62,273.01	339.63	1,332.64	63,605.65
62	Sooke	11,956.31	12,618.88	662.56	3	48,949.34	50,046.87	1,097.53	1,071.00	51,117.87
63	Saanich	7,363.00	7,211.38	(151.63)	2	40,386.06	40,112.23	(273.83)	858.40	40,970.63
64	Gulf Islands	1,461.44	1,494.06	32.63	1	14,341.30	14,589.17	247.87	312.21	14,901.38
67	Okanagan Skaha	5,653.25	5,789.56	136.31	2	37,298.37	37,544.54	246.17	803.45	38,347.99
68	Nanaimo-Ladysmith	14,767.88	14,910.50	142.63	3	53,606.63	53,842.89	236.26	1,152.24	54,995.13
69	Qualicum	4,270.94	4,295.00	24.06	2	34,802.00	34,845.46	43.46	745.69	35,591.15
70	Alberni	3,894.88	3,929.81	34.94	1	32,829.03	33,094.46	265.43	708.22	33,802.68
71	Comox Valley	9,579.44	9,772.06	192.63	2	44,388.79	44,736.66	347.87	957.36	45,694.02
72	Campbell River	5,523.63	5,583.06	59.44	2	37,064.27	37,171.61	107.34	795.47	37,967.08
73	Kamloops/Thompson	15,354.00	15,582.94	228.94	3	54,577.53	54,956.76	379.23	1,176.07	56,132.83
74	Gold Trail	1,054.53	1,081.75	27.22	1	11,249.89	11,456.68	206.79	245.17	11,701.85
75	Mission	6,396.88	6,434.13	37.25	2	38,641.30	38,708.57	67.27	828.36	39,536.93
78	Fraser-Cascade	1,719.94	1,701.94	(18.00)	1	16,305.22	16,168.47	(136.75)	346.01	16,514.48
79	Cowichan Valley	8,330.36	8,434.25	103.90	2	42,133.04	42,320.67	187.63	905.66	43,226.33
81	Fort Nelson	671.13	630.19	(40.94)	1	8,337.01	8,025.99	(311.02)	171.76	8,197.75
82	Coast Mountains	4,053.13	4,151.44	98.31	2	34,408.65	34,586.20	177.55	740.14	35,326.34
83	N. Okanagan-Shuswap	6,773.56	6,789.06	15.50	2	39,321.58	39,349.57	27.99	842.08	40,191.65
84	Vancouver Island West	269.75	315.06	45.31	1	5,287.61	5,631.87	344.26	120.52	5,752.39
85	Van. Island North	1,264.19	1,270.00	5.81	1	12,842.73	12,886.88	44.15	275.78	13,162.66
87	Stikine	161.75	179.63	17.88	1	4,467.10	4,602.90	135.80	98.50	4,701.40
91	Nechako Lakes	3,594.50	3,468.50	(126.00)	1	30,546.96	29,589.70	(957.26)	633.22	30,222.92
92	Nisga'a	375.50	415.50	40.00	1	6,091.04	6,394.93	303.89	136.85	6,531.78
93	Francophone Ed. Auth.	6,428.38	6,262.38	(166.00)	2	38,698.19	38,398.41	(299.78)	821.73	39,220.14
TOTALS		557,505.28	568,525.66	11,020.38		2,211,401.02	2,227,139.64	15,738.62	47,660.79	2,274,800.43

*Note: As the inflationary member fee increase of 2.14 percent will be fully funded from the 2021/2022 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2023/2024 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Fee Formula for 2023/2024:

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2023/2024 total fees: **113,740.02**

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2023/2024 total fees: **4,549.60**

Category 1 ((6.1 x FTEs) + \$2,600) x 1.2721
Category 2 ((\$1.45 x FTEs) + \$21,750) x 1.2721
Category 3 ((\$1.33 x FTEs) + \$23,400) x 1.2721
Category 4 (\$0.3333 x FTEs) + \$55,000 x 1.2778
Category 5 (\$0.30 x FTEs) + \$57,500 x 1.2778



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 10.2: BCSTA's Policy on Travel Expenses

BACKGROUND:

The Finance & Audit Committee reviewed *BCSTA's Policy on Travel Expenses* at its January 13, 2023, meeting and is recommending changes to the policy, as attached.

The purpose of the changes is to provide more clarity on the eligibility for travel expenses.

RECOMMENDATION:

That the Provincial Council approve the recommended changes to *BCSTA's Policy on Travel Expenses*.

SUBMITTED BY: BCSTA Board of Directors



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BCSTA's Policy on Travel Expenses

Generally, all expenses are paid by the claimant at the time incurred. The claimant then submits an expense claim form to the Association for reimbursement. Original receipts* or legible copies of receipts must be provided; *toll and bus fare receipts are not required*. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred, but no later than two months** after expenses are incurred.

~~*Note: toll and bus fare receipts are not required~~

****Note: EXPENSE CLAIMS *MUST BE* SUBMITTED *NO* MORE THAN TWO MONTHS AFTER *THE EVENT. EXPENSES ARE INCURRED* CLAIMS RECEIVED AFTER THIS DEADLINE WILL NOT BE PROCESSED.**

The Association will reimburse only expenses listed in items 1 through 6 of this policy.

For each expense item listed, please clearly identify the PURPOSE of each expense.

- Travel expenses incurred to attend the BCSTA Academy and Annual General Meeting are not reimbursable.*
- Attendance at standing committees, ad-hoc committees and Provincial Council (not attached to Academy or Annual General Meeting) is reimbursable*
- Attendance at in-person Board Chair meetings held in conjunction with the Ministry of Education and Child Care Partners Liaison meeting will have one-night accommodation and associated meals reimbursed but not travel expenses.*

Pre-approval from the BCSTA staff liaison should be obtained in the event of extraordinary costs or unusual circumstances where expenditures do not meet the BCSTA's allowable guidelines.

When filling in the expense claim form, please note the following:

- TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.
- MILEAGE COSTS** – Claim \$0.618/km for private automobile costs. Mileage reimbursement is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be similarly calculated. Where a discrepancy exists, mileage will be

paid in accordance with the lowest mileage determined by mapping software used by BCSTA staff. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.

3. **HOTEL** – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. **MEALS** – Claim \$55.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$12.00 for breakfast, \$17.00 for lunch, \$26.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts.

To claim meals, travel status must:

- *Begin before 7 am on the date of departure to claim breakfast*
- *Begin before 12 pm on the date of departure to claim lunch*
- *End after 6 pm on the date of return to claim dinner*

5. **DEPENDANT CARE COSTS** – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

- 5.1 The definition of dependant is a person who is dependent upon an individual for their care and support and who is:
 - a. the individual's spouse; or
 - b. the child or grandchild of the individual or the individual's spouse; or
 - c. the parent, grandparent, brother or sister of the individual or the individual's spouse.

6. **OTHER EXPENSES** – Claim expenditures made necessary by being away from home in the performance of duties on behalf BCSTA, such as internet or long-distance charges.

~~PLEASE NOTE: The Association will reimburse only expenses listed in items 1 through 6 of this policy.~~

~~For each expense item listed, please clearly identify the PURPOSE of each expense. For instance, attendance at a specific standing or ad hoc committee meeting, Provincial Council, etc.~~

Appeal Process:

Where a claim, in full or in part, is not approved by BCSTA because it does not comply with *BCSTA's Policy on Travel Expenses* as approved by Provincial Council, the claimant may submit an appeal. Appeals must be submitted to BCSTA in writing within 30 days of notification that all or a portion of the claim has not been approved for payment. Claims are to be submitted, via the Director, Finance & Human Resources, to the next meeting of the Finance & Audit Committee for the Committee's review and ruling.



British Columbia
School Trustees
Association

British Columbia School Trustees Association

4th Floor, 1580 West Broadway, Vancouver, BC V6J 5K9

Telephone: (604) 734-2721

Fax: 1-844 887-1195

E-mail: bcsta@bcsta.org



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BCSTA's Policy on Travel Expenses

Generally, all expenses are paid by the claimant at the time incurred. The claimant then submits an expense claim form to the Association for reimbursement. Original receipts* or legible copies of receipts must be provided. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred, but no later than two months** after expenses are incurred.

*Note: toll and bus fare receipts are not required

****Note: EXPENSE CLAIMS SUBMITTED MORE THAN TWO MONTHS AFTER EXPENSES ARE INCURRED WILL NOT BE PROCESSED.**

When filling in the expense claim form, please note the following:

1. **TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.
2. **MILEAGE COSTS** – Claim \$0.61/km for private automobile costs. Mileage reimbursement is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be similarly calculated. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by BCSTA staff. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. **HOTEL** – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. **MEALS** – Claim \$55.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$12.00 for breakfast, \$17.00 for lunch, \$26.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts.

5. **DEPENDANT CARE COSTS** – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

- 5.1 The definition of dependant is a person who is dependent upon an individual for their care and support and who is:
- a. the individual's spouse; or
 - b. the child or grandchild of the individual or the individual's spouse; or
 - c. the parent, grandparent, brother or sister of the individual or the individual's spouse.

6. **OTHER EXPENSES** – Claim expenditures made necessary by being away from home in the performance of duties on behalf BCSTA, such as internet or long-distance charges.

PLEASE NOTE: The Association will reimburse only expenses listed in items 1 through 6 of this policy.

For each expense item listed, please clearly identify the PURPOSE of each expense. For instance, attendance at a specific standing or ad hoc committee meeting, Provincial Council, etc.

Appeal Process:

Where a claim, in full or in part, is not approved by BCSTA because it does not comply with *BCSTA's Policy on Travel Expenses* as approved by Provincial Council, the claimant may submit an appeal. Appeals must be submitted to BCSTA in writing within 30 days of notification that all or a portion of the claim has not been approved for payment. Claims are to be submitted, via the Director of Finance, to the next meeting of the Finance & Audit Committee for the Committee's review and ruling.



British Columbia School Trustees Association
4th Floor, 1580 West Broadway, Vancouver, BC V6J 5K9
Telephone: (604) 734-2721
Fax: 1-844 887-1195
E-mail: bcsta@bcsta.org



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 10.3: Provincial Council Meeting Cycle

BACKGROUND:

At the January 25, 2023 board of directors meeting, the board was asked to consider hosting the February 2024 and possibly subsequent February Provincial Council meetings virtually (Attachment A).

After discussion, the board deferred its decision, so that the Provincial Council can provide feedback at the February 25, 2023 meeting. At the Provincial Council meeting, staff will engage the Provincial Councillors in a discussion on the consideration of hosting the February 2024 Provincial Council and possibly subsequent February Provincial Council meetings virtually.

Attachment A: January 25, 2023 Board Meeting - Agenda Item 3.13 Provincial Council February 2024

RECOMMENDATION:

This item is for discussion and no decision is required by the Provincial Council.

SUBMITTED BY: BCSTA Board of Directors



BOARD OF DIRECTORS MEETING: January 25, 2023

AGENDA ITEM 3.13: Provincial Council February 2024

BACKGROUND:

BCSTA has returned to hosting large in person events following guidance from the BC Center for Disease Control (BCCDC) as well as the Ministry of Education and Child Care and Ministry of Health. When BCSTA had to pivot to another option to be able to meet with trustees due to provincial health orders, the Zoom platform was selected and used to host all events and meetings virtually.

At this time, smaller meetings continue to be held virtually which has been very positive and well attended due to not requiring travel or finding a location to host the meeting. Opportunities are easier to schedule with trustees as no travel time is required and as meetings are focused on a succinct agenda, the time savings for trustees is also beneficial.

Hosting online meetings has also been a good financial decision for the associations budget by reducing the travel/venue/catering costs as well as excellent from a climate change perspective, reducing the carbon footprint due to no travel required for these meetings. Many of the Standing Committees, Board Chair meetings, training and workshops (e.g. governance, voting) have been held both virtually and in person.

The board of directors has had discussions regarding which meetings might be considered as virtual options and the consideration of the February provincial council has been raised.

Under Bylaw 2b -

The President shall call meetings of the Provincial Council at least twice each year between Annual General Meetings and of the Board of Directors at least ten (10) times per year. The President shall be chair of meetings of the Board of Directors, and the President, or such person as he/she designates, shall be chair of meetings of the Provincial Council. The President shall appoint members to the Association's standing and ad hoc committees. The President shall be an ex officio member of all BCSTA committees.

As staff begin working forward and scheduling events, reviewing the business and content of events, in particular Provincial Council, staff would like the President and board of directors to consider hosting the February 2024 Provincial Council virtually.

The rationale for considering February's provincial council to be virtual includes:

- Travel may be impacted due to weather
- Financial savings
- Change in Ministry cycle for budget input (used to be April)
- Fewer motions coming forward at February meetings
- October agenda having a greater number of motions
- Reduce carbon footprint
- Time savings for trustees
- Request from trustees to consider virtual options where possible

It is important that a decision be made soon as staff will need to work on contracts with the site and hotel.

BOARD OF DIRECTORS MEETING: January 25, 2023

AGENDA ITEM 3.13: Provincial Council February 2024

RECOMMENDATION:

That discussion on this report be referred to the Provincial Council meeting being held February 25, 2023 for feedback and return to a subsequent meeting of the board of directors.

APPROVED AND SUBMITTED BY: Suzanne Hoffman, *Chief Executive Officer*

PREPARED BY: Suzanne Hoffman, *Chief Executive Officer*
Carmen Batista, *Director of Human Resources and Labour Relations*



PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 11.1: Continue Funding the Student and Family Affordability Fund

SUBMITTED BY: THOMPSON OKANAGAN BRANCH

Moved Kathleen karpuk SD74 Kamloops-Thompson Seconded val Adrian SD 74 Gold Trail

BE IT RESOLVED:

That BCSTA request the Ministry of Education and Child Care continue the Student and Family Affordability Fund as an annual targeted fund, provided to school districts beyond June 30, 2023.

Rationale:

The Student and Family Affordability Fund is a one-time fund, set to expire on June 30, 2023. The purpose and intention of the Student and Family Affordability Fund was to help "make back-to-school more affordable for students and their families who are struggling with rising costs of living due to global inflation".

It is clear inflation is an ongoing issue for many families and this is not a one time issue. Districts need a sustainable fund to support their school communities to expand school meal programs and make sure students in need can take part in activities, such as field trip for the school year 2023-2024 and beyond.

The Student and Family Affordability Fund is a good step in government's commitment to students but this must be ongoing as inflation continues to rise and it is impacting our most vulnerable families.

Reference:

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

This motion relates to Policy Statement 8.1.2P One-Time Grants

voted against school bus amendment ^{Changes motion}

Amend funds be made prior to start of school year In favour

advocate for families in need MSC In favour 96.6%



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 11.2: Funding for Exempt Staffing Compensation

SUBMITTED BY: Board of Education of SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

BE IT RESOLVED:

That BCSTA request the provincial government fully fund exempt staff compensation based on the new salary grids published by BCPSEA.

Rationale:

While the commitment to fund the general increase was appreciated, the additional cost to move exempt staff to the new grid was not completely funded. In School District 58's (Nicola-Similkameen) case this meant that approximately 40% of the needed increase was unfunded. The overall wage increases for our unionized staff over the term of the new collective agreements will not be sustainable for boards to provide to their exempt staff. Boards need assurances to be able to fund exempt increases in order to ensure the recruitment of qualified staff into these important roles.

Reference:

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

MSC in favour 98.2%



British Columbia
School Trustees
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PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 12.0: Late Motions

None



British Columbia
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PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 13.0: Swearing-in of New Board Members

Tracy Loeffler BCSTA Vic President

Allison Watson BCSTA Director until AGM 2023



British Columbia
School Trustees
Association

PROVINCIAL COUNCIL MEETING: February 25, 2023

AGENDA ITEM 14.0: Adjournment

	2018	2022/23
QUALITY	<ul style="list-style-type: none"> » Estimated Early Childhood Educator (ECE) workforce: 11,000 » \$1/hour ECE wage enhancement to 9,100 ECEs » Median ECE wage: \$19/hour with wage enhancement » The ECE Education Support Fund enhanced & expanded in partnership with ECEBC 	<ul style="list-style-type: none"> » Almost 14,000 ECEs received the \$4/hour wage enhancement across 3,400+ facilities by December 2022 » Median ECE wage: \$26/hour with wage enhancement » 40% higher enrolment in public post-secondary ECE programs » Prioritizing ECEs under the Provincial Nominee Program » Invested almost \$25 million+ in the ECE Education Support Fund, providing 12,500+ bursaries to support 6,500+ ECE students
AFFORDABILITY	<ul style="list-style-type: none"> » Introduced fee reductions of up to \$350 a month per child, for children kindergarten and younger » Launched \$10 a Day ChildCareBC program with 50+ sites supporting 2,500 spaces » Introduced fee increase oversight for providers caring for children kindergarten and younger » Introduced the Affordable Child Care Benefit, providing income tested supports for families earning up to \$111k/year 	<ul style="list-style-type: none"> » Increased monthly fee reductions by an additional \$550, for a total of up to \$900 a month, per child effective December 2022 » Expanded the \$10 a Day ChildCareBC program to 12,700 spaces in February 2023 » Enhanced operational funding for child care providers caring for children kindergarten and younger, and introduced fee increase limits for 94% of licensed spaces (for children kindergarten and younger), effective December 2022 » Extending eligibility for fee reductions to children in licensed preschool programs and Grades 1 and older starting September 2023
ACCESSIBILITY	<ul style="list-style-type: none"> » 114,600 spaces at 4,700 facilities receiving child care funding 	<ul style="list-style-type: none"> » 138,300 spaces at 5,200 facilities receiving child care funding » More than 20,000 additional spaces are under development
INDIGENOUS	<ul style="list-style-type: none"> » Need for provincial investment in Indigenous-led child care spaces for Indigenous children » No provincially-funded, full-day Aboriginal Head Start (AHS) child care programs 	<ul style="list-style-type: none"> » Supported the creation of over 2,000 Indigenous-led child care spaces since 2018 through the ChildCare BC New Spaces Fund » Approximately 1,500 federally and provincially funded AHS spaces, providing culturally relevant child care at no cost to Indigenous families
INCLUSION	<ul style="list-style-type: none"> » 6,000 children/month receiving support services 	<ul style="list-style-type: none"> » 7,400 children/month receiving support services
INVESTMENTS	<ul style="list-style-type: none"> » Provincial: \$406 million » Federal: \$51 million » Total: \$457 million 	<ul style="list-style-type: none"> » Provincial: \$817 million » Federal: \$464 million » Total: \$1.3 billion » Increase of \$823 million or 280% since 2018-19 » Five-year cumulative total: \$3.9 billion

AFFORDABLE CHILD CARE BENEFIT

» www.gov.bc.ca/affordablechildcarebenefit

CHILD CARE FEE REDUCTION INITIATIVE

» www.gov.bc.ca/childcare/optin

CHILD CARE OPERATING FUNDING

» www.gov.bc.ca/childcareoperatingfunding

CHILD CARE RESOURCE AND REFERRAL CENTRES

» www.gov.bc.ca/ChildCareResourceReferralCentres

EARLY CHILDHOOD EDUCATOR REGISTRY

» www.gov.bc.ca/earlychildhoodeducator

EARLY CHILDHOOD EDUCATOR - WAGE ENHANCEMENT

» www.gov.bc.ca/childcare/wage-enhancement

MAINTENANCE FUND

» www.gov.bc.ca/ccmaintenancefund

NEW SPACES FUND

» www.gov.bc.ca/childcare/newspacesfund

START-UP GRANTS (HOME BASED FACILITIES)

» www.gov.bc.ca/childcare/startupgrants

\$10 A DAY CHILDCAREBC CENTRES

» www.gov.bc.ca/10adaychildcare

YOUNG PARENT PROGRAM

» <https://tinyurl.com/2u9rr9bp>

Report Heritage Commission Wed Mar 1 – Board Meeting March 7, 2023

Highlights:

1. Heritage Week 2024 Plans in motion. Dates Feb 19 – 25 – all Heritage groups participating at each venue plus a central HUB at Echo Centre to meet each Heritage group.
2. Community arts Council 'The Grove' at the Harbour Quay – current exhibit is Landmarks of Port Alberni sponsored by Arrowsmith Rotary till March 24. Next exhibit 'Climate Change' May 26.
3. Chamber Ambassador Program continuing in Cathedral Grove. Jollene Dick has been hired as the new CEO of the Chamber.
4. Restoration of key historical assets at McLean Mill. McLean Mill hosting along with Ridge View Health & Performance, a 10k Run April 2nd - 593 Runners registered plus all their individual entourage.
5. Industrial Heritage Society (I.H.S.) toured Shaw videographer through the industrial collection and in particular the 'Two Spot', "No. 7", CN Caboose as well as the Shay.
6. Several activities happening at the Kinsmen Community Centre at the Fall Fair Grounds in the newly renovated 'Five acre Shaker Building. Josie Osbornes meet and greet was held there.
7. School and Public programs are back up to pre-covid levels. Birthday Party packages are available from the AV Museum with numerous themes and activities like "Tea Party" & "Dinosaur" search Popular School program of "Grasses and Cedarbark".

DRAFT MINUTES: Agricultural Development Committee Meeting

Tuesday, February 14th, 2023, 9:30-11:15am via Zoom

Meeting ID: **830 9247 5352** Passcode: **862472**

In Attendance:

Heather Shobe (Ag Support Liaison)
Anna Lewis (Ag Support Liaison)
Stephanie Stevens (AVFSS)
Victoria Lake (Effingham Oyster)
Helen Zanette (SD70 Trustee)
Helene Dufour (Island Health)
Lisa Aylard (Stonehaven Farm)
Amy Needham (ACRD staff)
Erika Goldt (TUCG)
Cathy Burkosky (Avalon Farm)
Jen Cody (NTC)
Tanya Shannon (The Cabins)
Fred Boyko (Beaufort Electoral Director)

Regrets:

Bob Collins (Arrowvale Farm)
Janette Cormier (Happy Hollow Farm)
Ann Siddall (Chair; Fall Fair)
Kate Smith (Port Authority, the Dock+)
Alex Taylor (Shelter Farm)
Thom Odell (Ministry of Agriculture)

Guest:

Maddi Parent (UBC grad student; ACRD Intern)

Meeting called to order at 9:31

1. WELCOME & INTRODUCTIONS

- Acknowledgement of traditional unceded territory
- Roundtable of introductions

2. APPROVAL OF AGENDA

Tanya Shannon moved *"To adopt agenda as presented"*.
Fred Boyko seconded. All in favour. Motion carries.

APPROVAL OF MINUTES – January 17th, 2023.

Steph Stevens moved: *"To adopt minutes as presented"*.
Lisa Aylard seconded. All in favour. Motion carries.

3. PRESENTATION: Maddi Parent: Findings from her project “Framing an agri-food staff position for the ACRD”.

-Please look at the final report and attached slidedeck.

-Maddi focused on 5 key areas when defining the role of an agri-food staff position

1. Activities

Key Roles

- engagement and relationship building
- policy and program influence
- ACRD administrative support

Tasks

- facilitating committees
- assistance with grants
- climate change planning (ie. Emergency planning)

2. Reach (intersects with many other roles).

- Internally this would intersect with many other roles. ie. Natural assets manager
- Whole Systems approach – encompass the entire food system

3. Structure -should role be part or full time

- Full time: attracts higher qualifications, embeds role into ACRD structures, widens applicant pool, reduces time constraints, and signifies value.
- Part-time: possibility more attractive to producers
- Most people thought this could fit within the planning department, but idea of new ag department was also introduced.

4. Skills and experience.

- People skills were absolutely crucial and came through the most.
- Food systems and food security including indigenous food systems
- Knowledge of the local community.
- Want producer experience and project management.

5. Funding - how to pay for role.

- Should come from an existing service. easy, low risk and low cost to implement.
- Con. Not tailored to position
- New service; demonstrates position value, pro: tailored to position, cons: difficult, risky and high cost to implement.

Ensuing conversation:

- It is a critical time for Farmland Advantage program. Producers are valued for the protection of the land that they protect. ie. Township of Langley is running as their own pilot program.
- Would be great to have a permanent position at the ACRD embedded in ag issues as well as climate issues. Both are intertwined.
- The Council for the Agricultural Water Supply should continue as water is on the forefront of most producers' minds.
- A staff position is valuable as it would bring ag and food right into the heart of the ACRD. A contractor cannot do this to the same extent.

2. UPDATES

- Event At Pacific Ag Show

Heather

- Jan. 27th Heather hosted an event in Abbotsford
- 25 people in attendance
- Part of year 2 of systems change project
- MoA, producers, regional governments, and Farmers' Institutes (FI) were in attendance, including the director of the extension services for the Ministry of Ag and the coast team lead for the ministry's agrologists.
 - programs for funding and training extension agents.
 - FIs could be the key voice for the producers.
- See the [event summary online here](#)

- Island Ag Show

Anna

- seemed significantly smaller than in previous years, less vendors but lots of tractors.
- workshops were well attended
- quite a few Port Alberni folks and quick shout out and thank you to those that helped with the personning the booth.
- virtual FFD videos were great.
- quality of conversation not quantity. Bylaws were concern.

- Seedy Saturday

Steph

- Feb. 11th at Echo Center, 10am-2pm
- AVFSS organized the event with the help of a great group of volunteers!
- super well attended and next year will move to a larger venue.
- 11 vendors
- 450 to 500 people in attendance.
- draw for a food skills course at the Dock+ 97 people entered.

- Meat Fundamentals Program

Anna

- started on February 13th, runs for 8 weeks – four days per week of classes
- 6 of the 8 spots filled
- Eligible student will get a training allowance
 - Other financial assistance is provided for students, for tools, knives, boots, travel allowance, per diem

- Link to Colin Dring's report "Agricultural Supports and Challenges" Anna
<https://triaslab.ca/regional-agriculture> is the link to the 1 pager, 3 pager and 5 pager with recommendations
 -PhD student with UBC.
 -Looking at how to expand the influence of regional districts. Interviewed 17 RDs in BC and looked at what are some of the opportunities, what are RDs doing and what are the recommendations.
 -Part of the Systems Change project

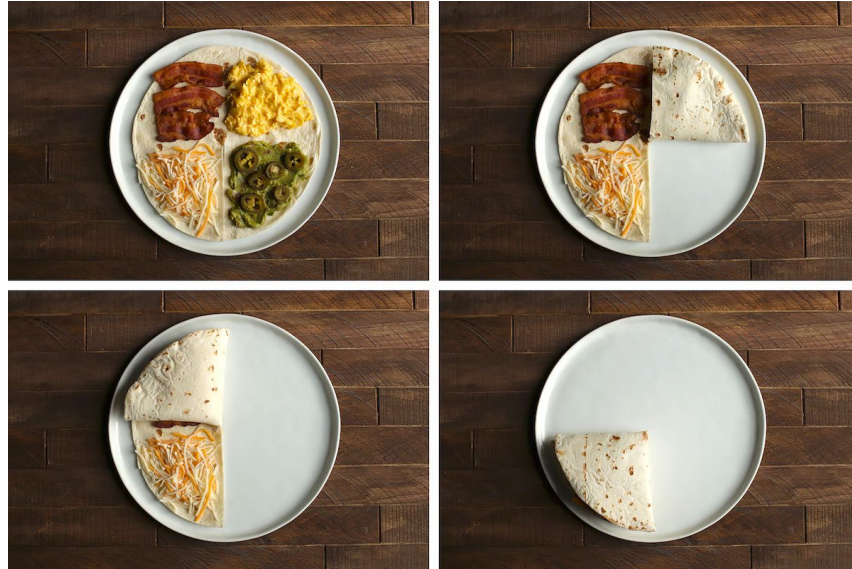
3. NEW BUSINESS

- Growers Guide or equivalent Anna
 -time of year when start collating information for the growers guide.
 -Anna was disappointed with the wrap that came out last year and contemplating a different format this year. Anna will be connecting with Theresa to discuss options.
 -Suggestion was made to connect with Valley Vibe. ie. Centerfold option.
 -Cowichan Greens has a farm map which is quite lovely. Anna to investigate further.
https://cowichangreencommunity.org/wpcontent/uploads/2020/04/ilovepdf_merged.pdf
 -Erica will assist with updating the WestCoast portion.
- Climate Change Events March 7th and 8th Helene
 -Island Health is putting on in Nanaimo.
 - Climate-related impacts are already being felt in Island Health regions, affecting people, and the natural and built environments where we live, work and play. Our public health system has a critical role to play. Goal to co-create the vision for our newly forming Climate Change and Health Unit.
 -If interested in attending please reach out to Helene.

4. OPEN FLOOR FOR COMMITTEE MEMBERS

- Literacy Events
 -Feb. 4th Event at Echo Centre from 10-12
 -Had a "Make a soup kit". Kids were able to get the ingredients from the baskets for a healthy soup that they could make at home.
 -ACRD provided all funds for the freeze dried onions and the garlic
 -2 school events around food literacy.
 -8th Avenue alternative school. Kids made a tik tok quesadilla plus got a soup kit
 -The highschool had 120 kids come through and do the folding tik tok quesadillas

-What is a folded tik tok quesadilla? See image below and then note that the quesadilla goes into a panini press and a delicious meal ensues.



- AFI 125th Birthday Anna
-Will be at the Beaver Creek Hall on March 18th.
-Childrens activities in the afternoon, potluck dinner with a dance in the evening that will be combined with a fundraiser for BCH.
- AV Food Security Society Manager Steph
-A new manager will be coming onboard the end of March. Anna was the successful applicant for this position.
- Beaver Creek Hall hosting a homesteading event Steph
-Seedling sale and home-grown things.
-Will be held on Mother's Day.
-still in formational planning stage
- Coastal Events Erika
-Plenty of March events still to be determined.
-March 4th is earmarked for Seedy Saturday.
-Will be traditional food sharing workshops.
-Job posted for one day per week and is responsible for running the school garden.
No one currently in place.
- Nuu-Chah-Nulth Nations Jen

- Nuuchahnulth nations on the coast looking for mentorship and growing. May be an opportunity for aboriginal training for market gardening.
- Tseshaht is also looking to do container growing this year.

- Successful partnership!

Lisa

- emerged from the speed dating event hosted at the Dock+.
- Clambucket is offering a New York steak grown on Stonehaven Farm as the Valentine's special.

- Future engagement for bylaw and ocp updates

Cathy/Amy

- Some areas are completed but Sproat Lake may be having another one.
- Input can come at any time planning@acrd.bc.ca.
- Zoning bylaw review producer engagement is complete but email any further concerns. There are legislative requirements re. public hearings, and ACRD is hoping that 2023 will be the completion and adoption of bylaws.

5. NEXT MEETING

- Tuesday, March 21st via Zoom 9:30-11:15
- Tuesday, April 25th via Zoom 9:30-11:15
- Tuesday, May 23rd via hybrid plus lunch at the ACRD 11:15-1pm

Meeting adjourned at 10:59

Table of Partners Minutes

Wednesday, February 15, 2023 @ 9:30 am
Zoom Meeting

Participants: Penny Cote (Chairperson), Marcie DeWitt (Coordinator), Vaida Siga, Larry Ransom, Curt Smecher, Rachelle Cole, Jaslyn Haberl, Brooke Wood, Ellen Froot, Alisha Pauling, Kerri Waugh

Regrets: Edward Johnson, Natasha Dumont, Deb Haggard, Debra Hamilton, Nicole Uzelman, Sandra Allison, Shawn Anderson, Mollie Law

Guests: Jordan Higgins (Alberni Valley CBYF Youth Engagement Facilitator), Toni Buston (West Coast Youth Engagement Facilitator), Helen Zanette (School District 70 Trustee), Jane Osborne (BC Community Response Network), Lesley Wright (Literacy Alberni)

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:35 am.

The Chairperson recognized the meeting is being held throughout the Nuuchahnulth territories.

A round of introductions was held.

2. APPROVAL OF AGENDA & MINUTES

The Agenda for the February 15, 2023, meeting was approved.

The Minutes of the January 18, 2023, meeting were approved.

3. ACHN REPORTS

a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting, as outlined in the agenda package.

Highlights:

- Vancouver Island CHN's have been successful in applying for and confirming a presentation at the AVICC. Will be presenting to local decision makers and elected officials around the Health Network model with a special focus on transportation with how it relates to health equity in our regions. That will be on April 15th.
- Completed Alberni-Clayoquot TOP new orientations.
- Working closely with ACRD staff and WATTS consulting to facilitate a West Coast Transportation working group in order to initiate a planning process around alternative transportation in lieu of BC Transit.

- The annual report should be finished by the end of this month for review and approval next month.

b. ACHN Project Plans

- Creating Conditions for Equity Based Decision Making Project Plan
Motion to pursue this plan as presented

Approved by Consensus

- Alberni Valley Community Health Forum Project Plan
Motion to pursue this plan as presented

Approved by Consensus

- ACHN Strategic Planning Project Plan
Motion to pursue this plan as presented

Approved by Consensus

4. ACHN UPDATES

a. West Coast Transportation

ACRD has entered into a contract with WATTS Consulting to ensure that we have the ability to bring in local information and experts to inform that process, they are aware of some of the challenges our region has faced recently. Looking to address some of these gaps that have arose since January around medical transportation, Wheels for Wellness service ending as well as the bus which has now been reinstated under a different provider but will be looking to fill in some of those gaps if they are presented. Discussion on access to transportation in Bamfield for sexual assault survivors. That is not included in the scope of this study but would be something worthwhile to look at.

b. Communities Building Youth Futures

Toni:

- Youth forum planned in spring will be youth focused and planned by Youth Leadership Table, will have people from school, local leaders to listen and engage with the youth.
- Youth space stating in Tofino next week in partnership with WCRS.
- Will be helping the Youth Worker Group on the Coast do some strategic planning.
- Leadership group meets weekly, looking to upscale that. Looking to do some advising to local groups, spoke to the Multiplex last week. Hoping to do some advocacy to the councils, planning events, just did a youth concert, donated money to food bank.
- Starting a newsletter.
- Conversation around starting a local youth non-profit or social enterprise.
- Discussion on the gap in programs for youths in the 12-13 age range and whether there can be some advocacy to SD70 for facilities to be available on weekends. School District 70 is in the process of getting a student advisory board set up.

Marcie to follow up with Larry and new SD70 West Coast Trustee to see what we can do to assist with these conversations moving forward.

Jaslyn:

- In Bamfield have been running successful youth drop in dates.
- Started a monthly community games night for all ages.
- Just had the Alberni Valley Employment Center come out to do some employment workshop with youths and community member, hoping to hire one of them to facilitate a spring break camp.
- Over spring break, they will be attending the youth conference with ADAPS.
- Planning a ski trip with Huu-ay-aht First Nations for any children 8+.
- Have a successful aquaculture club going.
- Put out some dates to youth for food safe, chainsaw operator training, small vessel operator proficiency and wilderness first aid. Looking to host some field trips to socialize together.
- Consent has been a big topic in the school lately in all grades. Youth drop-ins offer safety planning. Sage Haven will be coming out to do some violence prevention work to further those conversations about consent and good relationships.
- One teacher has formed a girls group to meet bi-weekly.

Jordan:

- Working on partnering with ADAPS for a youth conference in the next couple of weeks. Getting input from youth to see what they want to happen at the conference. Workshops will be about 45min -1 hour each. Currently have the Barclay hotel booked, will have catered lunch. Will have lots of updates for the next meeting.
- ADAPS harm reduction team was just at ADSS doing an engagement table with youths about vaping. Kids feel like they belong when vaping together, some say it helps calm their anxiety. Hoping to provide better coping mechanisms and finding a way to get more education out for more successful ways to help them quit. Other topics will include cannabis, alcohol and consent.
- Working on getting more harm reduction kits out. Trying to make it safer for everybody.

Marcie:

- Received another year of funding. For march funding, we will be doing some planning to make sure current allocation of \$215,000 that pays for salaries for 3 ladies, pays for workshops in various capacities also some project managements that's over above work with health network.
- Will be doing some reflection sessions with Tamarack Communities team and will be pulling together plan for the next phase that pulls together plans from the 3 sub regions. Highlight changes we want to see in the community. We will be utilizing that to pull forward some planning and tying that into our application for our next run of funds.

5. INFORMATION ITEMS

a. Regional Member Updates

Penny - My report is that I had a conversation with Jane Vinet. Oceanside Health Network and attended 4 days of UBC Health Summit, Breathe and Weave and Rural Connections. I will be attending the UBCM Executive and Health and Social Development meetings next week. Always advocating for the work the ACHN is supporting. ACRD is in budget meetings now and there is an aquatic center committee formed to start the public process.

Larry - SD70 participated in zoom call yesterday with BC School Trustee Association on anti-racism focus group series. Very informative there will be more discussion in the future. There was a delegation last night from ADSS students for change, they touched on how they're looking at a long-term proposal to build a youth assist program for homelessness and possible shelter drop-in with overnight assistance. Alberni Valley Community School Society presented on the work the school is doing for ADSS youth focusing on the Wellness Center combining mental health support for students. Last night Michelle Bennet presented on integrated child and health team, extensive program in place just getting started. SD70 supports teachers in the classroom to take a more holistic approach to classroom learning, child wellbeing and mental health and physical wellness. Volunteering every Wednesday morning at EJ Dunn's read and feed breakfast program.

Lesley - Literacy Alberni is the Anti-Racism Network Resilience BC Spoke for that work, would like to follow up with Larry regarding work on anti-racism. New staff - Tanya is the new office assistant, Sheena falconer has been hired as the Klitsa tutoring program coordinator. Looking to get a youth driven mentorship program back. We have an increase in Ukrainian families within the district, please send them to Literacy Alberni as they have the capacity and funding to help them. Working with Tseshaht First Nation is supporting their Elders with digital literacy, hoping to take a team in on a regular basis to help Elders to reconnect in the digital world.

Rachelle - Doing a series of workshops, did an AED one last month, there's a naloxone training session coming up this month, there have been a lot of requests from adults wanting to bring their children. Numbers are small but there's already been a couple of overdoses this month. Have been requested to do naloxone training with private businesses as well as at the high school with the teachers. Next month there will be stroke recognition training at the Ucluelet Community Center. Teaming with Public Health to do monthly workshop series touching on topics that we don't always think about, something to be out there in the community.

Question: Brooke - With stroke recognition month I've had people looking for AEDS, looking at grants they're never covered.

Answer: Rachelle - There used to be a big stream of money and it's gone now; we haven't seen anything else yet. They have come down in price, but they can still be expensive. If anything comes up, will reach out.

Alisha - Island Health Board is coming to tour the space tomorrow, there will be a public presentation and meet and greet tomorrow evening. They're going to tour the

community's health services building. Part of the strategic pillar's quality excellent care for our patients, awesome staff experience, long term systems sustainability and looking at serving the population in the best way. CEO is coming to recognize Island Health; our crew had the highest completion rate. Tapped to participate in MSIP research with WCB and Occupational Health & Safety in UVic, there's funding through WCB, one of 3 sites that have full time MSIP coaches. The MSIP coach and health workers will be testing an app that will help support them to prevent MSIP (Musculoskeletal Injury Prevention) injuries.

Brooke - Locally on the coast have been working on First Nations led patient care initiative for the last two years. This service implementation plan has gone to the Health Directors for final approval, it has already gone to the Ministry so very close, this will employ two physicians, a nurse roll and other programs. Now offering a clinic in Macoah and ongoing services in Hitacu, a new clinic offered in Ty-Histanis and really consistent care in Ahousaht. Most positions are vacant. Currently in crisis mode, working with a skeletal crew with a 2-month referral process and utilizing First Nations doctor of the day. Noted that there has been higher opioid use in the last 2 months, plan to keep up the naloxone training. Seems like it's not being purchased on the coast, no local dealers yet. They have a Collaborative Services Committee, the EOI for a patient care network was approved, now going into the service planning stages. Starting to discuss bringing birthing back to the coast. Have not involved Island Health yet. CBT offered Nuuchahnulth language grants for the first time, there will be an announcement next week on this. The Sobering Assessment Centre has some momentum and Island Health committed the funding past fiscal end. Conversation under way with Island health and District of Tofino for temporary location- positive so far.

Ellen - New building slated for July, may not have occupancy until September. Secondly, sexual assault response program has responded to 58 callouts. The 3 years of funding came from ending violence BC, because the decision was made to make this funding permanent it has gone out to RFP, there were 77 communities identified based on Canada Census data that could benefit from a sexual assault program. Unfortunately, not every project is going to be funded. Maybe 55 out of the 77. Hopefully we'll be funded for another 3 years, if not there will be a huge loss of resources in this community. At the end of March will be attending Canadian women's foundation partnered with Women's Shelter Canada to host a National Summit called Shock Proofing Communities.

Helen - School District is working on new strategic plan as well as budgeting, if you have any questions contact the school board, it's all on the website <https://www.sd70.bc.ca/>. There's a survey to fill out. Reviewing policies up for public consultation, those will be coming regularly. There will be a board meeting in the West Coast coming.

Jane - In the process of trying to find the place where CRN dollars can flow in because it's been determined they must have a named coordinator. Now on the provincial board of restorative justice BC. The focus everywhere currently is how we can decolonize, many of us on the island are way ahead of other places. Planning a "Lightening in the Bottle" presentation about the magic of working through Community Health Networks at our annual staff Summit in April.

Jaslyn - BCSA - literacy week at the end of January, library has been underutilized. Received funding to buy new books for the library, lots of family literacy programs. Spoke to the nurses this week about doing naloxone training. Working to restart the food bank. There will be a Black History Month film screening at the end of month. Physical health programming runs weekly yoga, circuit training and dodgeball. Breakfast and lunch program which is supported by SD70 and Huu-ay-aht First Nations. Doing Jump Rope for heart and stroke recognition event going into March.

Jordan - ADAPS will be leading the McCreary Youth Homelessness Health and Wellness survey that will be coming out in the next month or so. Hoping to get the whole Clayoquot region. Will bring in a whole bunch of service providers in different areas so each region can be represented more fairly. Feb 28 will be hosting training for the service providers, youth with get a \$20 gift card for filling out the survey.

Toni - No further updates

Vaida - No updates currently, it's been amazing to hear about all the encouraging things that are happening.

Marcie - Doing some project management with the HSA BC organization, it's a homelessness organization, we have paused our count, usually do it first week in April, due to service provision changes have decided to delay it to May 2nd. They let us know the challenges around housing within the region, specific to the Alberni valley. In the future will be looking at rural housing.

MEETING ADJORNED

The meeting adjourned at 11:41 pm. The next meeting of the Table of Partners will be held Wednesday, March 15, 2023 at 9:30 am via Zoom

113: POLICY DEVELOPMENT

Approved: 87 04 07

Amended: 13 06 11

Amended: 18 05 08

DRAFT REVISION: 23 01 17

POLICY

The Board of Education believes that it can best discharge its duties and responsibilities by establishing policies that define how the district will be operated and that communicate the Board's values, beliefs, and expectations. The Board charges the Superintendent with the responsibility of administering those policies.

Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Unless the Board determines that it wishes to exercise authority over a specific set of administrative procedures, the authority for establishing and amending administrative procedures shall lie with the Superintendent in consultation with those affected by the administrative procedure. Any such proposed changes will be shared with the Board in a timely manner.

The Board acknowledges that not all administrative procedures will have a direct connection to Board policy.

300: RECORDS MANAGEMENT (P)

Approved: 14 05 27
DRAFT REVISION 23 01 17

POLICY

The Board of Education requires that a records management program be maintained to provide control over the quality and quantity of information produced by the school district from its creation until its disposal, for legal, fiscal, and historical purposes and that proper custody, storage and disposal of records shall comply with statutory requirements.

It is understood that records management will be in relation to at minimum the following:

- Board records
- Financial records
- Information and privacy records
- Human Resources records
- Payroll, purchasing and insurance records
- Student records
- Information systems records
- Transportation records

The Secretary-Treasurer will be responsible for the records management program including maintenance and currency of Administrative Procedure 3001 – Retention and Disposal of Records, which is consistent with provincial and federal regulations.

The Board supports the transition of records from paper-based to electronic where it is possible to ensure security of such records in a form consistent with the standards of paper-based records.

References: Sections 22, 23, 65, 85 School Act
 Information Management Act Freedom of Information and Protection of Privacy Act
 Retention and Disposal of Records Administrative Procedure

310: SCHOOL CLOSURE/RECONFIGURATION (P)

Approved: 87 03 24

Amended: 14 11 25

DRAFT REVISION 23 01 17

POLICY

The Board of Education recognizes that it has a responsibility to its community for the effective and efficient operation of schools within the district. The Board realizes that from time to time it may be necessary to consider individual schools for changes in grade configurations and/or permanent closure.

The Board recognizes that even the contemplation of closure or reconfiguration may create hardship, stress and an emotional toll on families, staff, and the community at large. The Board is committed to being sensitive to those impacts and to only approaching the potential for closure or reconfiguration when it is absolutely necessary to do so.

The Board's final decisions will be based upon the collection and analysis of relevant data, including impacts on children, families, the community, and which would provide solid rationale should reconfigurations and/or permanent closures be considered. In each case a process will be developed which provides for public discussion, including consultation with parents, students and staff and the community.

References: School Act-Sections 22, 65, 73, 85, 94
 Ombudsman Act – Section 23
 School Opening and Closure Order – September 2008

320: CONVEYANCE OF STUDENTS (P)

Approved: 85 06 04

Amended: 14 11 04

DRAFT REVISIONS 23 01 17

POLICY

The Board of Education recognizes that the transportation of students shall be provided in accordance with the School Act and such local policies as are considered appropriate for this District.

The Board acknowledges that students will be transported by District-owned or contracted vehicles for regularly scheduled runs and for authorized curricular and extra-curricular activities. In addition, the Board recognizes that volunteer vehicles will be utilized from time to time where District transportation is impractical or unavailable.

The Superintendent will be responsible for maintenance and currency of Administrative Procedure 3210 – Student Transportation, which will be consistent with provincial and federal regulations and the wishes of the Board as reviewed from time to time.

The Superintendent has overall responsibility for the creation and maintenance of an efficient and effective student transportation system to provide for the transportation of students to and from their nearest catchment school. Student safety shall be the highest priority.

330: DISPOSAL OF DISTRICT PROPERTY OR FACILITIES (P)

Approved: 86 07 08

Amended: 05 10 11

Amended: 09 09 22

Amended: 18 05 -8

DRAFT REVISIONS 23-01-17

POLICY

Where the Board of Education determines that any given land and/or facility is surplus to current or future needs, the Board must seek the approval of the Minister to dispose of the property by sale, transfer, lease (of more than 10 years), or land exchange in whole or in part, unless the sale or lease is to another School Board, the Conseil Scolaire Francophone (CSF) or an independent school.

When disposing of land and/or facilities, the Board will follow a public process consisting of established guidelines.

References: School Act-Sections 22, 65, 73, 85, 94
 School Opening and Closure Order – September 2008
 Disposal of Lands or Improvements Order – September 2008

331: DISPOSAL OF SURPLUS OR OBSOLETE EQUIPMENT (P)

Approved: 86 07 08

Amended: 05 10 11

Amended: 09 09 22

Amended: 18 05 08

DRAFT REVISIONS 23 01 17

POLICY

The Superintendent shall establish procedures for distributing or disposing of surplus or obsolete equipment and furniture. Procedures must ensure that equipment or furniture purchased with Board or school funds is disposed of at the end of its useful life in an efficient, cost-effective, and environment-friendly manner. In addition, the procedures for disposal also must be fair, transparent, and open to review. Equipment or furniture that has residual value shall be disposed of in a way that maximizes the financial return to the Board.

340: ACCUMULATED OPERATING SURPLUS (P)

Approved:18 09 11
DRAFT REVISIONS 23 01 17

POLICY

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus, which would be used to mitigate any negative impact such circumstances, might cause.

Reference: School Act and Ministerial Orders

341: BUDGET DEVELOPMENT, MONITORING AND REPORTING (P)

Approved:19 06 11
DRAFT REVISIONS 23 01 17

POLICY

The Board of Education recognizes its responsibility for the effective use of funds received from the Ministry of Education and other sources. The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the goals of the Ministry of Education and the goals and priorities identified by the district. The School Act requires the Board to develop an annual operating budget, in the form and containing the content specified by the Ministry of Education.

The Board authorizes the Superintendent and the Secretary-Treasurer to develop and monitor the annual budget and provide for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary-Treasurer is specifically responsible for the management of the budget and all financial reporting processes.

The Board will be provided with supporting materials, budget highlights and assumptions, implementation strategies and financial and business risks to assist in its understanding of the district's financial health prior to decision making. The budget will support the district's strategic priorities and operational plans.

The Board will ensure budget consultation and discussion takes place in a planned, collaborative, and transparent manner, and will be responsible for monitoring the district's financial position at regular intervals throughout the year. The Board will also ensure that budgetary and financial information is available and that financial statements are audited.

710: HEALTH AND SAFETY COMMITTEE (P)

Approved: 86 11 04
Amended: 91 08 27
Amended: 07 06 26
Amended: 17 01 24
Reviewed: 23 02 21

POLICY

The Board of Education has the responsibility to provide and maintain a safe working environment for all its employees.

The Board establishes a District Health and Safety Committee whose purpose shall be to ensure that Worksafe BC Regulations and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) apply to all operations within the district. The District Health and Safety Committee will report to the Board through the Health and Safety Officer.

711: HEALTH AND SAFETY: VIOLENCE IN THE WORKPLACE (P)

Approved: 95 04 04

Amended: 08 03 11

Reviewed: 23 02 21

POLICY

The Board of Education is committed to providing and maintaining a safe environment for its employees. Students, parents or guardians, and employees are advised that the Board of Education shall not tolerate violence of any kind in its premises, on its property, or during any school-sanctioned activity.

The Board believes that it is the responsibility of all employees to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be put in place. Further, the Board also recognizes its responsibility to provide appropriate services and support to those individuals whose behaviours may threaten injury or cause injury to employees of the district.

The District's Health and Safety Committee is to ensure that the procedures established under this policy apply to all operations within the district. This committee will report to the Board through the District Safety Officer.

301: Inclement Weather/Tsunami Warning – Change to regular instructional day

Approved: 87 07 07
Amended: 98 03 10
Amended: 03 11 25
Amended: 12 10 04
Amended: 20 03 10

POLICY

The Board of Education recognizes its responsibility under the School Act to keep district schools in session for students and staff for all prescribed school days according to its annual school calendar.

The Board also understands that circumstances may arise whereby it may become inadvisable to have students and/or staff in school for reasons of adverse weather, ~~or~~ power outages, **or tsunami warning and whether it is safe for school busses to run.** The Board authorizes the Superintendent of Schools to decide whether schools should be in session or remain in session when extraordinary/emergent weather or power outages arise. Emergency disaster procedures are considered separately from adverse weather or power outages and are outlined in AP 7000. **Procedures for inclement weather/Tsunami warnings – change to regular instructional day are outlined in AP 3000.**

Policy XXX: Accessibility

Approved: XX

The Board of Education of School District 70 Pacific Rim recognizes the diversity of our School District and classrooms strengthens learning opportunities and fosters learning environments that value the contributions of all members of our school communities.

The Board of Education further identifies accessibility, in addition to inclusion, as a core value and supports the principle of accessibility in all aspects of the district's sites, educational programs, classrooms, schools, and community interactions. The values evident in the principle of accessibility honours diversity, equity, safety, and an individual's right to have made accessible to them the school district, school environment, and learning opportunities.

This policy captures protected grounds covered by the [Accessible British Columbia Act](#), the [Order of the Lieutenant Governor in Council Number 218](#), the [Human Rights Code of BC](#) and is intended to ensure that all employees, regardless of their personal beliefs, reflect on how their actions and interactions create an accessible, respectful, safe and supportive environment for all members of our school communities. Therefore, the Board of Education expects the principles of accessibility are reflected in the creation of the following: Accessibility District Committee; District Accessibility Plan; Public Feedback Format.

Policy XX: Newcomer Students with Refugee Experience

Approved: XX

The School District 70 Pacific Rim Board of Education supports all school staff in their work with children and youth who are newcomers with refugee experience, offering strategies for teachers working with children and youth and their families to ensure all newcomer students in SD70 have access to a quality education as asserted in the *Universal Declaration of Human Rights*, the Convention on the Rights of the Child, the Convention Against Discrimination in Education, and the International Convention on Economic, Social and Cultural Rights.

The right to education for refugees is asserted in the 1951 Convention Relating to the Status of Refugees and reaffirmed for both primary and secondary schooling in the 2016 New York Declaration for Refugees and Migrants

Note: The rights listed here are outlined in the BC Ministry of Education and Child Care Students with Refugee Experience: A Teacher and School Guide (pg. 1).



530: School Fees and Student Hardship (P)

Approved: 97 10 28

Revised: 23 03 07

POLICY

The Board of Education of School District 70 Pacific Rim (the Board) is committed to providing a wide range of educational opportunities for all students and ensuring that financial hardship will not become a barrier to participation in school activities or programs (see also Policy 530: School Fees).

The Board believes that:

- every child has the right to complete a graduation program,
- all students should have equitable access to learning opportunities for achievement and the pursuit of excellence in all aspects of their educational programs,
- participation in activities by school age students resident in the school district must be facilitated where financial hardships exists,
- and any fees charged will be on a cost recovery basis.

The Board recognizes its obligation pursuant to the *School Act* is to provide, free of charge to school age students resident in the school district, instruction in an educational program sufficient to meet the general graduation requirements, as well as educational resource materials necessary for participation in such a program.

The *School Act*, S82 governs school related fees and deposits. Board of Education Fees (ministry order M236/07) and Provincial Fees (ministry order M140/89) further explains fees and deposits related to graduation from schools in B.C. To this end, schools may not charge fees for goods and services required to meet the learning outcomes or assessment requirements of the schools' educational programs except as permitted by ministerial orders.

In accordance with the *School Act*, Section 82.4, no student of school age will be denied an educational program due to financial hardship. Further, no student of school age will be denied the opportunity to participate in a course, specialty academy, trades program, and/or activity associated with a course, specialty academy, or trades program in which they are enrolled because of financial hardship.

Reference

School Act of British Columbia

Ministerial Orders, Province of British Columbia

XXX: ANTI-Racism (P)

First Revision 22 12 06

POLICY

Public school systems should be safe havens for students and employees free of racial hatred, colonial biases, systemic racism, and the oppression of marginalized groups. School district facilities should pose as culturally sensitive, safe, and inclusive learning and working environments.

It is the intent of the Board of Education for School District 70 Pacific Rim (the Board) that all district programs and operations comply with the statutory requirements and provisions of our nation's Charter of Rights, Criminal Code of Canada, School Act of British Columbia, Canadian Human Rights Act, BC Human Rights Code, the BC Multiculturalism Act, and the BC Declaration on the Rights of Indigenous Peoples Act.

The Board acknowledges that racism still exists in many places and that racism can take many forms and is often implicit in attitudes, behaviours, beliefs, and values. The Board recognizes that it is up to all of us to take a collaborative community approach to challenge and prevent racism and hate crime.

The Board is committed to promoting and strengthening anti-racism practices by identifying, challenging, preventing, eliminating, and changing the values, structures, policies, programs, practices, and behaviours that perpetuate racism in support of all individuals throughout the system as is referenced through Policy 101: Diversity and Inclusion and Policy XXX: Race Relations – Non-Discrimination.

Per policy 101: EQUITY, DIVERSITY, AND INCLUSION (P); policy 512: MULTICULTURALISM (P); policy XXX: NON-DISCRIMINATION (P); and, policy XXX: ANTI-RACISM (P), the Superintendent will establish an advisory committee to provide advice to the Superintendent regarding the District's efforts in meeting the principles of equity, diversity and inclusion, multi culturalism, non-discrimination, accessibility, and anti-racism. The membership, terms of reference, and operational procedures of the Committee will be established by the Superintendent through consultation with the committee.

References

BC Declaration on the Rights of Indigenous Peoples Act

BC Human Rights Code

BC Ministry of Education and Child Care **Diversity in BC Schools – A Framework**

BC Ministry of Education and Child Care **Safe, Caring, and Orderly Schools: A Guide**

BC Multiculturalism Act

Canadian Charter of Rights and Freedoms

Canadian Human Rights Act

Criminal Code of Canada

Resilience BC Anti-Racism Network

School Act of British Columbia

XXX: Child Care (P)

First Revision: 22 12 06

POLICY

The Board of Education acknowledges that childcare programs are critical to support families. The Board recognizes that it makes sense for children to attend programs in their home school that facilitate children's movement from pre-school to school programs. The Board also believes that childcare programs must adhere to the *Early Learning Framework Principles* and *The First People's Principles of Learning*.

The Board supports the use of school district facilities for the provision of childcare so long as the facilities are not required for use by school district programs.

The Board expects that childcare programs using school district facilities will be provided on a not for profit basis and will function without cost to the Board.

XXX: DISTRICT STUDENT ADVISORY COUNCIL (P)

First Revision: 22 12 06

POLICY

The Board of Education of School District 70 Pacific Rim (the Board) supports the development of citizenship skills, which involve students in decision-making, leadership, and advocacy roles. To this end, the Board endorses the establishment of a District Student Advisory Council.

The purpose of the District Students Council will be:

- To enhance leadership and communication skills, fostering recognition and respect for the responsibilities and benefits of broad-based decision making.
- To provide a forum for discussion of issues which connect student representatives from all secondary schools in the district, valuing student perspective and providing experience in democratic decision making.
- To facilitate student input and/or feedback to the Management Team and to the Board.

The Superintendent will establish a District Student Advisory Council with equal, representative membership from each secondary school to meet quarterly, rotating meeting locations to each site, to discuss issues of relevance to students as it pertains to K-12 public education, the business of the Board, or operations of the district.

XXX: Employee Conflict of Interest (P)

First Revision: 22 12 06

POLICY

The Board of Education of School District 70 Pacific Rim (the Board) recognizes the importance of ensuring its employees avoid direct or indirect conflicts of interest or perceived conflicts of interest in order to assure the public that all business practices of the district are undertaken in an ethical manner.

Employees of the Board occupy positions of great public trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially. The onus is on each employee to anticipate and avoid conflicts of interest or perceived conflicts of interest. It is imperative that employees always be seen as acting in the best interest of the public they serve, and do not compromise themselves in the discharge of their duties.

Definitions:

Conflict of Interest – When an individual in a decision-making position or position of influence is presented with a situation where they can personally benefit (directly or through personal relationship) from the decision.

Perceived Conflict of Interest – When an individual in a decision-making position or position of influence could be seen to be biased or personally benefiting from the decision.

XXX: EQUITY, DIVERSITY & INCLUSION (P)

First Revision 22 12 06

POLICY

The Board of Education of School District 70 Pacific Rim (the Board) recognizes that the diversity of our School District and of our classrooms strengthens learning opportunities and fosters learning environments that value the contributions of all members of our school communities.

The Board of Education further identifies inclusion as a core value and supports the principle of inclusion in all aspects of the district's educational programs, classrooms, schools, and community interactions.

The values evident in the principle of inclusion honour diversity, equity, safety, and a student's right to feel welcomed in every school environment.

This policy captures protected grounds covered by the Human Rights Code of BC and is intended to ensure that all employees, regardless of their personal beliefs, reflect on how their actions and interactions create a respectful, accepting, safe and supportive environment for all members of our school communities. Therefore, the Board expects that the principles of equity, diversity and inclusion are reflected in:

- Everyday interactions in all District facilities and classrooms
- Extra-curricular activities such as clubs and sports
- Policies and Administrative Procedures of the Board of Education
- School Codes of Conduct
- School and workplace cultures
- Instructional programs and practices
- School learning resources
- Professional Development and Professional Learning opportunities

Per policy 101: EQUITY, DIVERSITY, AND INCLUSION (P); policy 512: MULTICULTURALISM (P); policy XXX: NON-DISCRIMINATION (P); and policy XXX: ANTI-RACISM (P), the Superintendent will establish an advisory committee to provide advice to the Superintendent regarding the District's efforts in meeting the principles of equity, diversity and inclusion, multi culturalism, non-discrimination, accessibility, and anti-racism. The membership, terms of reference, and operational procedures of the Committee will be established by the Superintendent through consultation with the committee.

References

BC Declaration on the Rights of Indigenous Peoples Act

BC Human Rights Code

BC Ministry of Education and Child Care **Diversity in BC Schools – A Framework**

BC Ministry of Education and Child Care **Safe, Caring, and Orderly Schools: A Guide**

BC Multiculturalism Act

Canadian Charter of Rights and Freedoms

XXX: NON-DISCRIMINATION (P)

First Revision 22 12 06

POLICY

Public school systems serve a society which is characterized by ethnic, racial, and ideological diversity.

It is the intent of the Board of Education for School District 70 Pacific Rim (the Board) that all district programs and operations comply with the statutory requirements and provisions of our nation's Charter of Rights, Criminal Code of Canada, School Act of British Columbia, Canadian Human Rights Act, BC Human Rights Code, the BC Multiculturalism Act, and the BC Declaration on the Rights of Indigenous Peoples Act (DRIPA).

The Board is committed to inclusive, equitable treatment and opportunities for all individuals throughout the system as is referenced through Policy 101: Equity, Diversity and Inclusion; Policy 512: Multiculturalism; and Policy XXX: Anti-racism.

The Board recognizes the importance of establishing an educational climate that:

- Promotes an appreciation of and respect for the rights, feelings, and opinions of others.
- Provides the opportunity for all students and staff to develop to their full potential by providing an environment free from racism, prejudice, and discrimination.

Further, the Board is committed to creating non-discriminatory environments through the support and promotion of educational and employment equity for all who learn and work in School District 70 Pacific Rim.

Per policy 101: EQUITY, DIVERSITY, AND INCLUSION (P); policy 512: MULTICULTURALISM (P); policy XXX: NON-DISCRIMINATION (P); and, policy XXX: ANTI-RACISM (P), the Superintendent will establish an advisory committee to provide advice to the Superintendent regarding the District's efforts in meeting the principles of equity, diversity and inclusion, multi culturalism, non-discrimination, accessibility, and anti-racism. The membership, terms of reference, and operational procedures of the Committee will be established by the Superintendent through consultation with the committee.

References

BC Declaration on the Rights of Indigenous Peoples Act

BC Human Rights Code

BC Ministry of Education and Child Care **Diversity in BC Schools – A Framework**

BC Ministry of Education and Child Care **Safe, Caring, and Orderly Schools: A Guide**

BC Multiculturalism Act

Canadian Charter of Rights and Freedoms

Canadian Human Rights Act

Criminal Code of Canada

Resilience BC Anti-Racism Network

School Act of British Columbia

Recognition of School District No. 85 Vancouver Island North Policy No. 5-100 Race Relations

XXX: TRUTH AND RECONCILIATION (P)

First Revision 22 12 06

POLICY

The Board of Education of School District 70 Pacific Rim (the Board) is committed to renewed governance (district to nation) relationship with Indigenous Peoples based on recognition of rights, respect, cooperation, and partnership.

The Board commits to working closely with Nuu-Chah-Nulth First Nations whose ha-houlthees (homelands) the school district is situated upon, and to work alongside all Nuu-Chah-Nulth nations as well as the Métis Nation of British Columbia to serve the children and youth of the Alberni-Clayoquot region.

The Board strives to increase awareness, understanding and integration of Nuu-Chah-Nulth culture, history, and language in all SD70 schools as part of our ongoing commitment to Truth and Reconciliation. Further, the Board strives to increase awareness, understanding and integration of Metis history, culture, and relationship to the land in all SD 70 schools in recognition of Metis contributions to Canada.

The Board acknowledges, honours, and commits to the sacred principles of the Nuu-Chah-Nulth People:

- **ʔiisaak:** Greater Respect. Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities.
- **ʔuuʔaʔuk:** Taking Care Of... In this context, this is about taking care of present and future generations as well as taking care of the resources provided by the land and the natural world.
- **Hišuk ma cáwak:** Everything is One. A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land and the wider world(s) in a physical, spiritual and social sense.

Further, the Board commits to promoting early engagement and ensuring meaningful consultation with Indigenous partners pertaining to matters that regard Indigenous learners, hence honouring the principle of “Nothing about us, without us.” Us

The Superintendent will establish a Truth and Reconciliation Advisory Committee inclusive of representatives of local Indigenous Rights Holders, representatives of the Nuu-Chah-Nulth Tribal Council, and the Alberni-Clayoquot Metis Nation to provide advice to the Board and Superintendent regarding the District’s efforts in meeting the applicable educational Calls to Action as set forth by the Truth and Reconciliation Commission of Canada and the applicable educational declarations as noted in the BC Declaration on the Rights for Indigenous Peoples’ Act (DRIPA). The membership, terms of reference, and operational procedures of the Committee will be established by the Superintendent through consultation with the committee.

References

BC Declaration on the Rights of Indigenous Peoples Act

Department of Justice Canada: Principles Respecting the Government of Canada's Relationship with Indigenous Peoples

First Nations Education Steering Committee: First Peoples Principles of Learning

Government of Canada: Building Relationships and Advancing Reconciliation through Meaningful Consultation

Metis Nation British Columbia Consultation Guidelines

Truth and Reconciliation Commission of Canada: Calls to Action

United Nations Declaration on the Rights of Rights of Indigenous Peoples