



## **REGULAR BOARD MEETING**

**4:00 pm, Wednesday, January 22, 2025**  
**School Board Office**

### **AGENDA**

#### **LAND ACKNOWLEDGEMENT**

**PRESENTATION:** Pink Shirt Initiative – W. Dunlop, R. Cocksedge and N. Voghell  
PIE School Growth Plan – S. Hall

#### **QUESTION PERIOD**

#### **CHAIRPERSON'S REMARKS**

**1. ADOPTION OF AGENDA**

**MOTION:** "THAT the Regular meeting agenda of January 22, 2025, be adopted as circulated."

**2. ADOPTION OF MINUTES**

**MOTION:** "THAT the Regular meeting minutes of December 11, 2024, be adopted as circulated."

**3. REPORT OF CLOSED MEETINGS**

3.a) December 11, 2024 and January 8, 2024 – The Board met in-camera to discuss items which include property, personnel and legal.

**4. INCOMING CORRESPONDENCE**

4.a) S. Fletcher to qathet School District – Mural Wall Project  
4.b) S. Murphy to J. Miller – School Calendar

**MOTION:** "THAT the correspondence listed in item 4.a) to 4.b) be received."

**5. OUTGOING CORRESPONDENCE**

5.a) Letter of Support - Mid Level Connector Project  
5.b) qSD to S. Murphy – Administrative Procedure 130

**6. SUPERINTENDENT OF SCHOOLS' REPORT**

- 6.a) Suspension, Exclusion, and Seclusion Report – September 3, 2024, to December 31, 2024

**MOTION:** “THAT the Superintendent of Schools’ Report be received as presented.”

**7. SECRETARY-TREASURER’S REPORT**

- 7.a) N/A

**8. COMMITTEE REPORTS**

- 8.a) Committee of the Whole Report for January 8, 2025  
Recommended motions arising from the Committee of the Whole Meeting:

**MOTION:** THAT the Board of Education accept the Sustainability Program as presented at the meeting of January 8, 2025.

**MOTION:** THAT annual trustee remuneration for 2025 be increased by 3 % effective January 1, 2025.

**MOTION:** THAT the Board of Education approve the revisions to:

- Policy 1 – Foundational Statements
- Policy 2 – Role of the Board
- Policy 2 – Appendix A – Board Work Plan
- Policy 3 – Role of the Trustee
- Policy 7 – Appendix – Trustee Election Bylaw
- Policy 9 – Board Representatives

**9. OTHER BUSINESS**

- 9.a) Administrative Procedure 130 - Local School Calendar  
9.b) Administrative Procedure 155 – Event Protocol

**QUESTION PERIOD**

**MEDIA QUESTION PERIOD**

**ADJOURNMENT**

**MOTION:** “THAT the Regular meeting of January 22, 2025, be adjourned.”

SH/attachments

## **REGULAR BOARD MEETING**

**4:00 pm, Wednesday, December 11, 2024**  
**School Board Office**

### **MINUTES**

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Present: Jaclyn Miller, Rob Hill, Dale Lawson

Also in attendance: Vianne Kintzinger (Interim Superintendent), Steve Hopkins (Secretary-Treasurer)

Regrets: Kirsten Van't Schip, Maureen Mason

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The meeting was called to order at 4:00 p.m. by Chairperson Miller.

#### **PRESENTATION:**

##### **Brooks School Growth Plan – J. Marshman**

Principal J. Marshman highlighted goals from the Brooks Secondary School Growth Plan for 2024-2025. Now in her third year as principal, Ms. Marshman reflected on the initial focus of rebuilding school culture and trust among staff, students, families, and the community. The current plan emphasizes improving student engagement and achievement by aligning instructional and assessment practices with the refreshed BC K-12 curriculum and newly implemented reporting orders.

Key initiatives include data-driven decision-making, with regular reviews of student learning and attendance data to guide interventions and support. Student achievements are celebrated through term-based honour rolls, fostering motivation and family engagement. Collaborative efforts have expanded, involving all staff in initiatives such as professional development focused on Universal Design for Learning (UDL) and trauma-informed practices. Ms. Marshman highlighted efforts to increase staff and student connections through fun assemblies, intramural sports, and shared activities.

The school has created a wish list addressing ongoing needs, such as additional staff collaboration time, more technology integration, and expanded academic supports. Planning for 2024 courses includes revisiting programs like CMA and Film and updating resources to keep students engaged on-site. Community engagement is also a priority, with plans to develop a showcase for student capstone projects.

Trustees commended the increased parent engagement, collaborative school culture, and creative initiatives like the clothing swap.

## Edgehill Expansion Project Update – J. Formosa

J. Formosa, Director of Operations, presented an update on the Edgehill Elementary School Expansion Project. The project, currently in the building permit stage, aims to address the school's pressing infrastructure challenges. Originally built in 1955 with expansions in the 1960s, Edgehill operates at 178% utilization, with five portables in use. Enrollment is projected to grow to 251 students by 2025, exceeding the original design capacity of 145. The updated project will increase capacity to 285 students, including expanded spaces for kindergarten and grades 1-7.

The \$15 million project includes five new classrooms, a music room, a tech room, and a fold-down stage for the gym. Staff feedback shaped key design features such as breakout spaces, skylights for natural light, and enhanced student support areas, including sensory rooms and quiet spaces. Additional upgrades include staff offices with improved supervision of the main entrance, separate washrooms for kindergarten classrooms, and a renovated gym with flexible play space.

Sustainability is prioritized with a three-phase electrical system upgrade and the removal of the natural gas boiler, aligning with greenhouse gas reduction goals. Construction is slated to begin in March 2024, with demolition in June-July and occupancy expected by September 2026. The project will also remove portables and restore outdoor asphalt play areas. Trustees appreciated the thoughtful design improvements and the inclusion of community feedback throughout the planning process.

### **QUESTION PERIOD**

There were no questions.

### **CHAIRPERSON'S REMARKS**

As we approach the close of another calendar year, I want to take a moment to reflect on the energy and creativity that fills our schools this December. Across our district, students are showcasing their talents in holiday concerts, winter performances, and festive celebrations that bring joy to all of us. These events don't just happen by chance. Behind every performance are teachers, support staff, and school leaders who dedicate countless hours to rehearsals, planning, and creating a stage for students to shine. You've transformed classrooms into rehearsal halls, nurtured nervous performers, and ensured every child has a chance to contribute. For that, we thank you.

This season is also a time to reflect on the spirit of giving, and I'm inspired by the many ways our schools are stepping up to support others. From holiday hampers that bring a little extra joy to homes, to filling canoes and kayaks full of food for the food bank, to clothing swaps and thrift fairs to make giving and receiving more accessible (and sustainable), our schools are truly at the heart of this community. These efforts remind us that the holidays are about more than celebration—they are about connection, compassion, and ensuring everyone has something special to share this season. Thank you to everyone who has contributed to these initiatives; a little can go a long way.

To our families, your encouragement and support mean the world—whether it’s practicing lines and lyrics at home, showing up to help with a pancake breakfast or holiday lunch or showing up with applause and pride.

On behalf of the Board, I wish you all a wonderful holiday season filled with peace, rest, and togetherness. Thank you for making our schools such special places for our students and communities.

**1. ADOPTION OF AGENDA**

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Regular meeting agenda of December 11, 2024, be adopted as amended.**

**STATUS: CARRIED**

A letter from Trustee Hill was added to the agenda as item 4.a. and “Trustee Events” was added as item 9.c.

**2. ADOPTION OF MINUTES**

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Regular meeting agenda of November 20, 2024, be adopted as amended.**

**STATUS: CARRIED**

**3. REPORT OF CLOSED MEETINGS**

3.a) November 27, 2024 – The Board met in-camera to discuss items which include personnel.

**4. INCOMING CORRESPONDENCE**

4.a) Trustee Hill – Letter of Resignation

Trustee Hill announced his resignation, effective December 31, in a statement expressing gratitude for his colleagues and the meaningful work accomplished during their tenure. He gave special thanks to LGBTQ+ students and youth, emphasizing their support. Trustee Hill shared that they will be stepping into a new role following their resignation.

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Board of Education accept Trustee Hill's resignation effective December 31, 2024.**

**STATUS: CARRIED**

**5. OUTGOING CORRESPONDENCE**

- 5.a) Board to MLA Neill – Request for Exemption for qSD Schools from ICI Packaging and Paper Product (PPP) Restrictions

Trustees expressed their support for the advocacy letter requesting an exemption for qSD schools from ICI Packaging and Paper Product (PPP) restrictions. S. Hopkins confirmed the letter would be shared with MLA Neill following the meeting.

- 5.b) Board to qRD – Use of qathet School District Facilities and Transportation Resources in the Event of a Major Emergency or Evacuation

**6. SUPERINTENDENT OF SCHOOLS' REPORT**

- 6.a) Suspension, Exclusion, and Seclusion Report – September 3, 2024, to November 30, 2024

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Superintendent of Schools' Report be received as presented.**

**STATUS: CARRIED**

**7. SECRETARY-TREASURER'S REPORT**

- 7.a) Statement of Financial Information (SOFI) Memo

S. Hopkins provided a brief overview of the SOFI report, noting that the report is an annual requirement from the Ministry to ensure transparency and accountability in financial reporting.

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Statement of Financial Information Report be approved for submission to the Ministry of Education and Childcare.**

**STATUS: CARRIED**

7.b) Ferries Advisory Committee (FAC) (oral)

S. Hopkins reported that the current Ferries Advisory Committee structure is being dismantled and that BC Ferries will transition to a new engagement model starting in April 2025.

**MOVED: D. LAWSON**

**SECONDED: R. HILL**

**THAT the Secretary-Treasurer's Report be received as presented.**

**STATUS: CARRIED**

## **8. COMMITTEE REPORTS**

8.a) There was no Committee of the Whole in December due to recent changes to the board meeting schedule.

## **9. OTHER BUSINESS**

9.a) Annual Trustee Appointments

Chairperson Miller announced the annual trustee appointments to school liaison roles and committees. The full list is included as an attachment to the meeting minutes.

9.b) Review 2024-2025 Board Annual Work Plan

The work plan was provided for information, with a commitment to revisit it quarterly. Two versions were presented, including one with markups, reflecting a few amendments made since September.

9.c) Trustee Events

The item was deferred to the January meeting.

## **QUESTION PERIOD**

There were no questions.

## **MEDIA QUESTION PERIOD**

There were no questions.

## **ADJOURNMENT**

**MOVED: D. LAWSON**

**THAT the Regular meeting of December 11, 2024, be adjourned.**

**STATUS: CARRIED**

The meeting adjourned at 5:05 pm.

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J. Miller  
Chairperson

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S. Hopkins  
Secretary-Treasurer

SH/attachments





# VILLANI & COMPANY

BARRISTERS, SOLICITORS & NOTARIES PUBLIC

Via: Email

December 11, 2024

School District #47 [info@sd47.bc.ca](mailto:info@sd47.bc.ca)  
City of Powell River [info@powellriver.ca](mailto:info@powellriver.ca)  
Regional District of Powell River [administration@qathet.ca](mailto:administration@qathet.ca)  
Ministry of Children and Family Development Miller, [Jaclyn.Miller@gov.bc.ca](mailto:Jaclyn.Miller@gov.bc.ca)  
Powell River Child, Youth and Family Services Society [admin@youthandfamily.ca](mailto:admin@youthandfamily.ca)

Dear Sirs/Mesdames:

**Re: *Mural Wall project***

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I work with Youth in the context of my criminal law practice. I'm trying to reduce the number of criminal charges I see for graffiti. Several of my clients see themselves as artists, not criminals, and my hope is to try and find them an alternative to putting their "art" onto local businesses. With this aim, I am trying to set up a Mural Wall Project to try and help youth express themselves through art, understand the affects graffiti has on the community and businesses, and form better connections with these youth to others and the community in general.

It would be my hope that through this project the participating youth would become more involved in expression through art in general, learn some art resources and groups in our community and have more respect for the City and businesses and a better understanding of how graffiti impacts businesses and property owners.

The first step in making this project work, is identifying some key players and then locating (or perhaps building?) a wall for a mural project to commence. Once identified, I'd be reaching out to the Arts community for supervisors and supplies, so it would not be a "free for all" with spray cans, I assure you. I am hopeful that some of you may know of a suitable structure for such an undertaking and may pass that information on, but otherwise my thought is to do recognizance of my own to see if an area can be identified. I would really appreciate your thoughts, input and support. I appreciate your time and look forward to hearing from you.

Yours truly,

**VILLANI & COMPANY**

Per:

  
Stacey Fletcher

SF/

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Robert D. Villani, B.A., LL.B.\*  
Stacey Fletcher, B.A., LL.B.\*\* (Associate Counsel)  
Katya S. Buck, B.A., M.S.W., J.D. \* (Associate Counsel)  
Brandon Henderson, B.A., J.D. (Associate Counsel)

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6 January, 2025

Ms. Jaclyn Miller, Chairperson  
Qathet School District 47,  
4351 Ontario Avenue,  
Powell River, BC,  
Canada V8A 1V3

Dear Ms. Miller:

In the course of preparing an access to information request I inadvertently came across an apparent discrepancy between provincial law and District 47 policy. Section 3 of the *School Calendar Regulation* (enclosed) requires the board to offer a minimum of 952 hours of instruction in grades 8 to 12. However, District Administrative Procedure 130, while stating that school calendars must meet or exceed the prescribed minimums (para 1.2), prescribes only 947 hours of instruction for grades 8 to 12 (para 1.2.3).

Is this a typographical error in AP 130? If not, I have two further questions. Why has District 47 decided to prescribe 947 rather than 952 hours of instruction, and upon what legal authority was the decision based?

Sincerely,



Sean Murphy

## SCHOOL CALENDAR REGULATION

**Authority:** *School Act*, R.S.B.C. 1996, c. 412, ss. 87.01, 87.02 and 168.02

B.C. Reg. 314/12.....	Deposited November 8, 2012
Amended by B.C. Reg. 203/2015.....	Deposited November 4, 2015
Amended by B.C. Reg. 211/2016.....	Deposited August 3, 2016
Amended by B.C. Reg. 033/2018.....	Deposited February 1, 2018
Amended by B.C. Reg. 138/2019.....	Deposited April 17, 2019
Amended by B.C. Reg. 221/2021.....	Deposited August 12, 2021
Amended by B.C. Reg. 020/2022.....	Deposited February 9, 2022
Amended by B.C. Reg. 064/2022.....	Deposited March 15, 2022
Amended by B.C. Reg. 212/2023.....	Deposited September 26, 2023

NOTICE: The following regulation is not the official version. To obtain an official version of this regulation please contact Crown Publications, King's Printer, Telephone (250) 387-6409, Fax (250) 387-1120 or Internet [www.crownpub.bc.ca](http://www.crownpub.bc.ca)

### Application of Regulation

1 This regulation applies to the school calendar for the 2013/2014 school year and subsequent school years.

### Definitions

2 In this regulation:

"Act" means the *School Act*;

"day of instruction" means, in respect of any school, a day in a school calendar year in which students receive instruction in an educational program;

"days in session" means, in respect of any school, the days in a school calendar year on which the principal, vice principals, directors of instruction and teachers of the school are scheduled to be available for instructional, non-instructional or administrative activities;

"non-instructional day" means, in respect of any school, a day in session in a school calendar year that is not a day of instruction;

"non-instructional period" means, in respect of any school, a period of time in a day in session in a school calendar year during which students do not receive instruction.

[am. BC Reg. 203/15, effective Nov 4/15]

### Prescribed minimum hours of instruction

3 (1) *REPEALED by B.C. Reg. 020/2022, effective February 9, 2022*

(2) Subject to subsections (2.1) and (3), the following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools in its school district in the 2019/2020 school year and subsequent school years:

- (a) 853 hours of instruction for students in kindergarten;
- (b) 878 hours of instruction for students in grades 1 to 7;
- (c) 952 hours of instruction for students in grades 8 to 12.

January 22, 2025

City of Powell River  
6910 Duncan St,  
Powell River, BC V8A 1V4

To Whom it May Concern,

**Re: Reaffirming Support for the Mid-Level Connector Active Transportation Corridor Project**

On behalf of the Board of Education of School District 47 (qathet), I am writing to reaffirm our support to connect the Mid-Level Connector Project along a proposed pathway through the Brooks Secondary School parking lot to the Townsite neighbourhood in the City of Powell River. The planned active transportation corridor initiative aligns closely with our strategic goals and promises significant benefits for our students and the broader qathet community.

This project directly supports several key objectives outlined in our Strategic Plan Framework for 2023–2028:

- **Promoting Student Well-being:** By providing a safe and accessible pathway, the corridor encourages physical activity and active transportation among students, contributing to their overall health and well-being.
- **Enhancing Community Engagement:** The development of this infrastructure fosters stronger connections between the school and the community, promoting collaborative partnerships that benefit all stakeholders.
- **Supporting Environmental Sustainability:** Encouraging active modes of transportation aligns with our commitment to environmental stewardship and sustainability, reducing the community's carbon footprint.

We are confident that the Mid-Level Connector will serve as a strong active transportation link, enhancing the daily experiences of our students and residents by providing a safe, efficient, and environmentally friendly transportation option.

The Board of Education of School District 47 (qathet) remains fully committed to supporting this important project and looks forward to its successful implementation.

Thank you for your continued to support active travel for all residents.

Yours truly,

A handwritten signature in black ink that reads "J Miller". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke.

Jaclyn Miller  
Chairperson  
Board of Education  
qathet School District

cc: Vianne Kintzinger, Superintendent of Schools  
Lisa Bhopalsingh, Chief Administrative Officer, City of Powell River  
Jason Gow, Director of Planning, City of Powell River

January 10, 2025

Mr. Sean Murphy  
7120 Tofino Street  
Powell River, BC V8A 1G3

**Delivered via email to: [buncrana@telus.net](mailto:buncrana@telus.net)**

Dear Mr. Murphy,

**RE: Administrative Procedure 130 Local School Calendar**

Thank you for contacting our board regarding the inconsistency in Administrative Procedure 130 – Local School Calendar. We appreciate you bringing to our attention the error in the hours of instruction listed in items 1.2.1 to 1.2.3.

It appears the template used for this Administrative Procedure was based on a previous version of the prescribed minimum hours of instruction that predates the current Ministry regulation. Please be assured that, while the posted Administrative Procedure listed incorrect hours, our yearly calendar submissions to the Ministry of Education and Child Care have adhered to the current hours of instruction as outlined in the [School Calendar Regulation](#):

- 853 hours of instruction for students in kindergarten
- 878 hours of instruction for students in grades 1 to 7
- 952 hours of instruction for students in grades 8 to 12

We are in the process of correcting the Administrative Procedure to ensure alignment with current requirements. We anticipate the update to be made by January 23, 2025.

Thank you again for bringing this matter to our attention

Sincerely,

A handwritten signature in black ink, appearing to be "S. Hopkins", written over a light blue horizontal line.

Steve Hopkins  
Secretary-Treasurer

cc: Board of Education of School District 47 (qathet)  
Vianne Kintzinger, Superintendent

**SCHOOL DISTRICT 47 - SUSPENSION, EXCLUSION AND SECLUSION REPORT YEAR TO DATE 2023-2024**

<b>SUSPENSIONS (BY INCIDENT)</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>YEAR TO DATE</b>
10 days or less (non-violent)		4	2	3							9
10 days or less (violent)	1	2	2	1							6
11-20 days (non-violent)											0
11-20 days (violent)											0
20 days or more (non-violent)											0
20 days or more (violent)											0
Indefinite (non-violent)											0
Indefinite (violent/threats of violence)											0
Indefinite (first drug offence)											0
Less than 20 days (first drug/alcohol offence)	4	3	1	2							10
Less than 20 days (second + drug/alcohol offence)											0
20 + days (first drug offence)											0
20 + days (second + drug offence)											0
Indefinite (second + drug/alcohol offence)											0
In-school suspension											0
<b>TOTAL SUSPENSIONS</b>	<b>5</b>	<b>9</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>
<b>EXCLUSIONS</b>											
Exclusions - Elementary											0
Exclusions - Secondary											0
<b>SECLUSIONS</b>											
Seclusions - Elementary											0
Seclusions - Secondary											0

*(Violent incidents include: fighting, physical altercations, threats of bodily harm, etc.  
Verbal is considered violent if threatening)*





**COMMITTEE OF THE WHOLE**

**12:00 pm, Wednesday, January 8, 2025**  
**School Board Office**

**NOTES**

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Present: Jaclyn Miller, Dale Lawson, Maureen Mason, Kirsten Van't Schip

Also in attendance: Vianne Kintzinger (Interim Superintendent), Steve Hopkins (Secretary-Treasurer)

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The meeting was called to order at 12:04 pm by Chairperson Miller.

**1. APPROVAL OF AGENDA**

**MOVED: M. MASON**

**SECONDED: D. LAWSON**

**THAT the Committee of the Whole Meeting Agenda of January 8, 2025, be adopted as circulated.**

**STATUS: CARRIED**

**2. STANDING COMMITTEES**

2.a) Finance and Facilities

2.a.i) Fiscal Accountability Report

S. Hopkins provided an update as of the end of December, which marks 50% through the fiscal year and 40% through the school year. The current period shows that 57% of the budget is available, compared to 57% at the same time last year. Last year, the board relied on surplus funds, making this year tighter than initially anticipated.

When the budget is amended in February, some budget items will be scaled back, particularly in indirect services. If strategic positions remain unfilled halfway through the year, funding for those may be pulled. Maintenance projects that haven't yet started may also be deferred, saving some funds mid-year.

Budget shortfalls are related to pressures from teacher staffing, as well as unbudgeted items such as the by-election, staffing decisions made after the budget was adopted, and the superintendent search. Forecasting indicates an increase in costs, with actual teacher costs for the fall closer to a 5% increase,



compared to the 3% budgeted. As a result, we are likely to see a rollback in the service plan in order to claw back funds without affecting the system as a whole.

2.a.ii) Mid Level Connector Project

J. Formosa provided an update on the Mid Level Connector Project, led by the city, which aims to create a bike and walking path connecting the recreation center to the Townsite area. The path will pass through the forest behind Brooks and extend to Brooks Field. The city is exploring a route through school district property and has requested a letter of support for their funding application, due by February 26. The proposed path will include widening the existing sidewalk at the top of the property and making adjustments to the parking lot to ensure daycare parking remains unaffected. The school district will incur no costs related to the project.

Board members expressed support for the project but raised concerns about potential increases in motorized vehicle use, such as quads and dirt bikes, if the path is paved. There were also concerns regarding recent changes to the Hemlock intersection. J. Formosa noted that he is working with the engineering department on practical solutions to address impacts on bussing and traffic flow. The board agreed to provide a letter of support for the city's application, which will be sent after the regular meeting.

2.b) Education and Strategic Planning

2.b.i) Sustainability Program Review – Level 2 Report

R. Barfoot provided an update on the progress of the Environmental Stewardship and Sustainability initiatives, which align with the board's goal of prioritizing climate change and organizational health. The committee's objectives include raising awareness, fostering community engagement, and recommending sustainability-focused enhancements to district policies and initiatives. The committee's action plan, which includes over 70 specific actions, is organized around three key pillars: leadership, operations, and sustainability. Notable actions include the establishment of sustainability leads at schools, an ongoing partnership with Eco-Schools Canada, and environmental restoration projects like the CARES project at Lang Creek.

Recent efforts also include student engagement through initiatives like the Youth Climate Summit, district-wide eco-change gatherings, and curricular connections to sustainability. The committee has made strides in areas such as electrification projects to reduce emissions at Edgehill, a composting pilot program at Brooks, and zero waste education campaigns across schools. The multi-use trail collaboration with the City of Powell River is progressing with a completed feasibility study. The committee is also working on outdoor learning initiatives, including forest education for grade 3 students and partnerships with Indigenous Education teams for various programs.

**Recommendation: That the Board of Education accept the Sustainability Program as attached and presented.**

2.b.ii) Proposals for Substantive Changes

There are currently no proposals for substantive changes.

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Trustee Remuneration

S. Hopkins shared that Board Policy 7, Section 14.2, requires annual review of trustee remuneration, with adjustments based on increases for employee groups and comparable organizations. This year, employee groups received a 3% increase to their base compensation. Currently, trustees receive \$17,326 annually, the vice-chair receives \$19,058, and the chair receives \$20,791. To maintain alignment with staff increases and avoid creating a disproportionate gap, a 3% increase is recommended for trustees in 2025, effective January 1st.

**Recommendation: That annual trustee remuneration for 2025 be increased by 3 % effective January 1, 2025.**

2.d.ii) Review and Revisions of Policies and Administrative Procedures

Trustees reviewed proposed amendments to board policy to reflect the recent change to the school district's name and logo, along with other housekeeping changes, including reorganization and reduced redundancy.

- Policy 1 – Foundational Statements

Changes were reviewed, including the updated logo and legal name of the school district, as confirmed by the order in council.

- Policy 2 – Role of the Board

The field trip Administrative Procedure (AP) was updated and no longer requires board approval. The legal name will also need to be updated in the preamble.

- Policy 2 – Appendix A – Board Work Plan

The updated Board Work plan was added as an appendix to Policy 2.

- Policy 3 – Role of the Trustee

Content was reorganized and redundancy reduced. Additional language from the School Act regarding attendance was included, along with policy language from other boards in the province.

- Policy 7 – Appendix – Trustee Election Bylaw  
The bylaw may need further revision in light of the upcoming by-election.
- Policy 9 – Board Representatives  
A sentence listing external committees was removed.

Superintendent Kintzinger shared revisions to Administrative Procedures and highlighted the following:

- Administrative Procedure 155 Event Protocol  
The procedure includes more explicit guidelines for territorial acknowledgments and invitations to elders. Trustees discussed the proposed honoraria, and V. Kintzinger confirmed that it had been reviewed with the Tla'amin Nation and is expected practice from the Nation. Trustees also suggested removing the requirement to reserve parking spaces for trustees at events.
- Administrative Procedure 164 School Nutrition Programs  
The procedure was reviewed and updated by the Health Committee to reflect relevant language and align with current practices, ensuring a healthy variety of options. Trustees discussed potential impacts on PACs, and V. Kintzinger noted that District Principal Rainbow is working with PACs and schools to ensure the procedures are understood.

**Recommendation: That the board approve the revisions to**

- **Policy 1 – Foundational Statements**
- **Policy 2 – Role of the Board**
- **Policy 2 – Appendix A – Board Work Plan**
- **Policy 3 – Role of the Trustee**
- **Policy 7 – Appendix – Trustee Election Bylaw**
- **Policy 9 – Board Representatives.**

### 3. **OTHER INFORMATION**

#### 3.a) Statement of Financial Disclosure Reminder

Trustees were reminded to submit their completed Statement of Financial Disclosure prior to the January 15 deadline.

### 4. **ADJOURNMENT**

**MOVED: M. MASON**

**SECONDED: D. LAWSON**

**THAT the Committee of the Whole Meeting of January 8, 2025, be adjourned.**

**STATUS: CARRIED**

SH/attachments

# MEMORANDUM



**Date:** January 8, 2025  
**From:** Vianne Kintzinger, Interim Superintendent  
**Prepared by:** Ryan Barfoot, Sustainability Coordinator  
**Re:** Sustainability Program Review

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## 1.0 BACKGROUND

Administrative Procedure 280 states that,

*“Programs may be reviewed and evaluated for the purpose of ensuring that program goals and objectives are being pursued and achieved in an effective and efficient manner.”*

## 2.0 INFORMATION

The Board of Education recognizes that timely and relevant information determined through a review process that evaluates the quality of programs and services offered to the students in the qathet School District, will enable the Board to make decisions on:

- 1) The maintenance, modification or discontinuation of existing programs
- 2) The need for the development and implementation of other programs
- 3) The ways in which existing or proposed objectives can be achieved in a more efficient manner.

To further support this work, the Board of Education approved a review cycle on the programs and services offered to support the teaching and learning within qathet School District at the Regular Board Meeting of October 23, 2024.

## 3.0 PROGRAM RATIONALE

The qathet Board of Education developed a 2023-2028 strategic plan in partnership with a wide variety of rights-holders, in partnership with Tla’amin Nation. These groups include parents, staff and teachers, community members and students.

Priority 2 of the Strategic Plan includes, “To strengthen our competencies around environmental stewardship.” The development of a District Sustainability Program was focussed on working to meet the need to achieve this goal.

## 4.0 OPTIONS FOR ACTION

- (A) Accept the review as presented
- (B) Request further information regarding the Sustainability Program.

## 5.0 STAFF RECOMMENDATION

**THAT:** The Board of Education accept the Sustainability Program as attached and presented.

## **6.0 APPENDICES**

(A) Sustainability Program PowerPoint Presentation

(B) Administrative Procedure 280 – Program Evaluations

# MEMORANDUM



**Date:** January 8, 2025  
**From:** Steve Hopkins, Secretary-Treasurer  
**Prepared by:** Steve Hopkins, Secretary-Treasurer  
**Action:** Annual Review of Trustee Remuneration

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## 1.0 BACKGROUND

Board Operations Policy 7, section 14.2, states that,

*“Trustee remuneration shall be reviewed annually by the Superintendent who will recommend to the Board, adjustments to the annual trustee, chair, and vice chair remuneration based on adjustments made to all employee groups and/or other comparative organizations. Any adjustment shall be approved by Board motion. Such adjustments normally will take effect on January 1st unless otherwise determined by the Board.”*

## 2.0 INFORMATION

For this school year the various employee groups within the sector received on average a 3% increase to their base compensation. Currently trustees receive \$17,326 annually with the vice chair receiving \$19,058 and the chair \$20,791.

## 3.0 STAFF RECOMMENDATION

**THAT:** Annual trustee remuneration for 2025 be increased by 3 % effective January 1, 2025

# MEMORANDUM



**Date:** January 8, 2025  
**From:** Vianne Kintzinger, Interim Superintendent  
**Prepared by:** Vianne Kintzinger, Interim Superintendent  
**Re:** Review and Revisions of Policies and Administrative Procedures

## 1.0 BACKGROUND

Board Policy 10 (Board Policy Making and Handbook) states that,  
*“The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review its policies following a schedule that results in all policies in the Board Policy Manual being reviewed at least once in a Board term of office.”*

## 2.0 INFORMATION

As part of the Board of Education’s work to continue to meet the needs of the District, the Board will be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and provincial as well as federal legislation. Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the District and the opportunity for the Superintendent to exercise professional judgment in the administration of the District.

## 3.0 STAFF RECOMMENDATION

- THAT:** The Board of Education accept the proposed revision to:
- Policy 1 – Foundational Statements
  - Policy 2 – Role of the Board
  - Policy 2 – Appendix A – Board Work Plan
  - Policy 3 – Role of the Trustee
  - Policy 7 – Appendix – Trustee Election Bylaw
  - Policy 9 – Board Representatives
  - Administrative Procedure 155 Event Protocol
  - Administrative Procedure 164 School Nutrition Programs

## 4.0 APPENDICES

- (A) Policy 1 – Foundational Statements
- (B) Policy 2 – Role of the Board
- (C) Policy 2 – Appendix A – Board Work Plan
- (D) Policy 3 – Role of the Trustee
- (E) Policy 7 – Appendix – Trustee Election Bylaw
- (F) Policy 9 – Board Representatives
- (G) Administrative Procedure 155 Event Protocol
- (H) Administrative Procedure 164 School Nutrition Programs



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## LOCAL SCHOOL CALENDAR

### Background

The *School Act* states that all Boards shall develop their own local calendars and submit them to the Minister of Education by March 31. Proposed local calendars must be made available for public comment at least one month prior to their required submission to the Minister. The *School Act* also permits school boards to submit local school calendars for up to three consecutive years.

### Definitions

Day of instruction means a day in a local school calendar year in which students receive instruction in an educational setting.

Days in session means the days in a school calendar year on which the Principal, Vice Principals, Directors of Instruction, and Teachers at the school are scheduled to be available for instructional, non-instructional, or administrative activities.

Non-instructional days means the days in session in a school calendar year that is not a day of instruction.

### Procedures

1. Prescribed Information to be Included in the Local School Calendar:
  - 1.1. The Board has retained responsibility to specify the school's opening date, the number and days of school operation, the length of the school day, the number of minutes of school operation in a school day, the number and length of recesses, the number of minutes of classroom instruction, and vacation periods in a school year. (There are no prescribed minimum hours for students enrolled in distributed learning programs.)
  - 1.2. These specific statutory requirements (BC Reg. 020/2022) shall be met, or as stated by local agreement exceeded, and included in the local school calendar:
    - 1.2.1. ~~848-853~~ hours of instruction for students in kindergarten.
    - 1.2.2. ~~873-878~~ hours of instruction for students in grades 1 to 7.
    - 1.2.3. ~~947-952~~ hours of instruction for students in grades 8 to 12.
    - 1.2.4. The number and dates of the days in session.
    - 1.2.5. The number and dates of each day of instruction.
    - 1.2.6. The vacation periods and dates of statutory holidays, the dates of non-instructional days and the number of instructional hours offered to students.



## Administrative Procedure 130

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### 2. Consultation Process

- 2.1. The District in accordance with the School Calendar Regulation, will make public the school calendar that it proposes to submit to the Minister of Education at least one month prior to the date it must be submitted to the Minister.
- 2.2. Proposals for local school calendars shall comply with the requirements of the School Act, the School Calendar Regulation 020/2022, any Ministerial orders, and provisions of the collective agreements with CUPE 476 and the qTA.
- 2.3. Prior to the adoption of a Local School Calendar, the District will consult with parents and employees by adhering to the following:
  - 2.3.1. The Superintendent will ensure a consultation with parents and employee representatives of the District as per section 5 of the School Calendar Regulation.
  - 2.3.2. The Board has retained authority to make all decisions regarding the school calendar and school hours of operation by March 31 for the forthcoming school year.
  - 2.3.3. The Superintendent will give notice of a public Board meeting to discuss the Board's intention to submit a proposed local school calendar to the Minister.
  - 2.3.4. The Superintendent will make the proposed school calendar which the Board plans to submit to the Minister publicly available at least one month before the meeting scheduled to adopt the school calendar.
  - 2.3.5. The Superintendent will provide an opportunity for the parents of enrolled students and representatives of employees to provide comments to the Board.

### 3. Adoption of the Local School Calendar

- 3.1. The Board has retained authority to determine the official local school calendar and the daily schedule for all District schools.
- 3.2. The Board will adopt the local school calendar at a public Board meeting.

### 4. Distribution of the Local School Calendar

- 4.1. The Superintendent in accordance with the provisions of the School Calendar Regulation will provide a school calendar for the following school year to every parent of a student in each of the schools in the District.
- 4.2. The Principal of each District school will ensure that a copy of the calendar is made available for parents.
- 4.3. The calendar will be published on the District website, [www.sd47.bc.ca](http://www.sd47.bc.ca).
- 4.4. Individual school websites are accessible through the District site and will also display a published calendar.
- 4.5. The District is required to operate each school in accordance with the published school calendar.



## Administrative Procedure 130

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### 5. Amendments to a Local School Calendar

- 5.1. The Board has retained the authority to amend the Local School Calendar. When the Board intends to amend the existing calendar, the Superintendent will:
  - 5.1.1. Make the proposed amendments publicly available at least one month before adopting the amendments.
  - 5.1.2. As soon as practicable, and in any event, within 30 days of a school calendar amendment, provide the Minister with the amended calendar.

### 6. Changes to Non-Instructional Days

- 6.1. Section 5 of this Administrative Procedure does not apply to rescheduling non-instructional days scheduled in a school calendar if the Superintendent gives notice of the change to:
  - 6.1.1. The parents of students enrolled in the school to which the proposed changes are to apply.
  - 6.1.2. The representatives of the employees assigned to the school.

### 7. Individual Employees Affected by Calendar Change

- 7.1. Any employee negatively affected by the calendar change can appeal to the Superintendent by April 15 of the previous school year with proof of commitment prior to the changes to the local calendar.

### 8. Board Adoption

- 8.1. A school calendar proposal which has been adopted by the Board shall continue for a period of twelve (12) consecutive months in accordance with its terms unless amended pursuant to provision of this Administrative Procedure, Legislation, or Ministerial Order.

Reference: Sections 8, 22,23, 65, 85, 87.01, 87.02, 87.03, 168.02, 175 *School Act*  
School Regulation 221/2021  
Ministerial Order M194/08  
Local Matters Agreement between SD 47 and qTA (article 36)

Adopted: April 19, 2016

Revised: ~~May 18, 2022~~ January 22, 2025

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  - 1.2. These specific statutory requirements (BC Reg. 020/2022) shall be met, or as stated by local agreement exceeded, and included in the local school calendar:
    - 1.2.1. 853 hours of instruction for students in kindergarten.
    - 1.2.2. 878 hours of instruction for students in grades 1 to 7.
    - 1.2.3. 952 hours of instruction for students in grades 8 to 12.
    - 1.2.4. The number and dates of the days in session.
    - 1.2.5. The number and dates of each day of instruction.
    - 1.2.6. The vacation periods and dates of statutory holidays, the dates of non-instructional days and the number of instructional hours offered to students.



## Administrative Procedure 130

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Adopted: April 19, 2016  
Revised: January 22, 2025

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## EVENT PROTOCOL

### Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by schools. The Superintendent is to be informed whenever elected officials or dignitaries are involved in District or school events.

The success of a District or school event depends largely on good planning, as well as having a defined agenda and purpose for the event. If the event is well planned, protocols normally flow smoothly.

Protocols will vary from one situation to another, depending on who is involved in the event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

### Procedures

1. A territory acknowledgement will be offered by the host or master of ceremonies (MC) of the event.
  - 1.1 When possible, a ʔamun Elder will be invited to offer a welcome and opening remarks.
    - 1.1.1 An invitation will be extended a minimum of 1-2 weeks in advance of the event.
    - 1.1.2 The minimum honoraria rate is \$50, plus an additional \$30-50/hour to present at the event
    - 1.1.3 The host or MC will ask the elder to clarify if they would like the audience to sit or stand for their remarks
    - 1.1.4 When possible, a thank you card and honorarium will be provided at the event.
2. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
  - 2.1 Members of the Senate representing British Columbia.
  - 2.2 MPs (cabinet members first).
  - 2.3 MLAs (cabinet members first).
  - 2.4 Board Chair and Vice-Chair.
  - 2.5 Indigenous Elders and Leaders.
  - 2.6 Mayor.
  - 2.7 Other trustees and civic councilors.



## Administrative Procedure 155

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- 2.8 Senior Administrators and heads of other organizations.
- 2.9 Prominent community members.
3. When organizing an event within the District schools, the introductions will take place in the following order:
  - 3.1 Board Chair.
  - 3.2 Vice-Chair.
  - 3.3 Trustees in attendance.
  - 3.4 Indigenous Elders and Leaders.
  - 3.5 Superintendent, Directors of Instruction, Secretary Treasurer.
  - 3.6 Principal, Vice-Principal.
4. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
5. Seating is to be arranged so that the most senior dignitary is always closest to the podium.
6. Trustees are to be introduced at all times.
7. Provision is to be made for Trustees and other important guests to be greeted by staff or students.
8. As audience members, dignitaries are to be provided with reserved seating in the front row.
9. Invitations to Trustees to attend a school event are to be directed only to the liaison Trustee(s) by the Principal. The role and expectations are to be defined in the invitation. **Provisions for parking are to be made for dignitaries and Trustees.** Trustees are to be notified at least two (2) weeks prior to the event.
10. The Office of the Superintendent is to be contacted if a representative of senior staff is requested to attend a school event.
11. The Trustee invitation and District Office notice is to indicate who will serve as the Master of Ceremonies (MC).
12. When no Trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
13. The Office of the Superintendent is to be contacted for further assistance.

Reference: Sections 20, 22, 65, 85 School Act  
Provincial Government Protocol  
Federal Government Protocol

Adopted: May 18, 2022  
Reviewed: January 8, 2025  
Revised: January 8~~22~~, 2025



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## Administrative Procedure 155

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