



**COMMITTEE OF THE WHOLE**

**12:00 pm, Wednesday, February 12, 2025**  
**School Board Office**

**AGENDA**

**1. APPROVAL OF AGENDA**

- 1.a) **MOTION:** “THAT the Committee of the Whole Meeting Agenda of February 12, 2025, be adopted as circulated.”

**2. STANDING COMMITTEES**

2.a) Finance and Facilities

2.a.i) 2024/2025 Summary Grant Information

2.a.ii) 2024/2025 Amended Budget

- Appendix A – 2024/2025 Amended Budget

2.b) Education and Strategic Planning

2.b.i) Board / Authority Authorized Courses – No Proposals

2.b.ii) Academies – No Proposals

2.b.iii) Student Suspensions – Discussion (M. Mason)

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Administrative Procedure 305 – Student Registration & Catchment Area Boundaries

- Appendix A – AP 305 – With Markup
- Appendix B – AP 305 – Clean Copy

2.d.ii) Review of Select Board Policies

- Appendix A – Policy 7 - Board Operations
- Appendix B – Policy 13 - Appeals & Notice of Appeals (Appendix)
- Appendix C – Policy 15 - Recruitment and Selection of Personnel
- Appendix D – Policy 18 - Conveyance of Students

**3. OTHER INFORMATION**

3.a) Trustee By-Election – [Public Information](#)

3.b) June Committee of the Whole Meeting Date – Prospective Conflict (J. Miller)

3.c) South Coast Branch – Prospective Motion

**4. ADJOURNMENT**

- 4.a) **MOTION:** “THAT the Committee of the Whole Meeting of February 12, 2025, be adjourned.”

**TABLE A**  
**SUMMARY OF GRANTS TO DATE, 2024/25**  
Updated January 2025

School District	2024/25 Interim Operating Grant Block	Estimated Classroom Enhancement Fund Allocation	Learning Improvement Fund - Support Staff	Community-LINK	Annual Facility Grant (Total Oper. Portion)*	Pay Equity	Student Transportation Fund	Feeding Futures Fund	Labour Settlement Funding
5 Southeast Kootenay	79,585,414	10,190,535	279,294	422,724	287,051	457,171	361,459	771,379	823,551
6 Rocky Mountain	48,237,962	4,213,613	166,284	445,058	195,843	207,823	369,399	459,217	457,169
8 Kootenay Lake	62,976,165	9,489,861	223,014	759,048	279,640	300,996	419,602	615,090	690,169
10 Arrow Lakes	11,307,176	267,431	38,433	107,344	62,466	40,560	42,675	350,000	92,389
19 Revelstoke	15,530,345	634,052	56,534	118,513	65,380	101,498	49,847	350,000	164,027
20 Kootenay-Columbia	52,367,455	6,554,796	183,681	769,086	193,904	248,239	242,977	509,312	546,335
22 Vernon	109,745,843	8,672,744	386,907	649,093	356,577	85,865	361,094	1,065,466	1,145,033
23 Central Okanagan	286,981,915	35,175,914	1,023,909	1,296,051	785,498	1,238,323	600,000	2,828,440	3,167,139
27 Cariboo-Chilcotin	62,587,212	4,808,019	221,150	737,288	311,807	665,837	739,024	609,911	619,736
28 Quesnel	42,079,786	2,479,360	149,597	568,856	179,130	379,632	274,209	413,291	421,894
33 Chilliwack	187,744,277	22,842,259	650,381	775,082	456,617	864,624	329,456	1,789,043	2,050,871
34 Abbotsford	230,942,974	23,066,059	815,191	1,325,905	692,103	118,014	313,969	2,241,132	2,495,507
35 Langley	284,059,312	59,597,435	1,001,864	2,365,238	680,306	551,875	260,000	2,752,652	3,377,037
36 Surrey	912,673,436	88,857,942	3,236,467	4,387,210	2,362,474	6,861,224	72,999	8,855,207	9,930,674
37 Delta	179,955,995	18,650,107	617,832	671,036	615,060	2,171,545	41,933	1,692,274	1,903,333
38 Richmond	252,588,106	50,013,087	879,303	869,538	829,289	2,215,706	21,608	2,410,619	3,097,063
39 Vancouver	577,658,415	47,627,185	2,063,515	10,647,334	2,238,404	7,294,124	53,423	5,653,374	6,219,357
40 New Westminster	89,454,520	9,342,304	314,459	1,738,062	235,916	521,853	6,073	858,454	965,355
41 Burnaby	306,251,079	24,952,474	1,080,257	2,714,667	931,106	1,441,995	24,841	2,953,560	3,288,515
42 Maple Ridge-Pitt Meadows	193,631,294	28,304,271	678,503	636,848	517,597	1,874,965	185,990	1,867,774	2,156,370
43 Coquitlam	371,510,916	53,981,545	1,310,012	1,735,490	1,139,837	706,353	81,641	3,576,667	4,221,290
44 North Vancouver	181,354,085	21,720,902	635,946	1,304,811	626,391	2,966,047	40,566	1,749,845	2,065,700
45 West Vancouver	78,763,248	3,497,990	281,623	326,583	267,433	678,422	84,722	768,214	823,046
46 Sunshine Coast	51,324,670	4,566,373	177,853	558,396	196,625	510,381	380,465	491,626	506,182
47 qathet	42,130,748	2,794,090	148,308	230,412	122,953	243,304	91,754	403,803	421,422
48 Sea to Sky	65,743,933	9,073,243	223,411	344,007	191,174	371,793	265,534	615,622	662,818
49 Central Coast	7,513,177	710,341	26,683	281,675	60,303	42,403	80,277	350,000	59,087
50 Haida Gwaii	12,375,919	1,480,362	43,064	123,644	110,411	139,874	149,851	350,000	106,835
51 Boundary	21,001,865	1,577,836	74,127	172,818	113,371	105,245	153,588	350,000	203,225
52 Prince Rupert	27,019,841	3,146,536	95,853	582,790	135,659	706,027	117,597	350,000	275,269
53 Okanagan Similkameen	35,550,970	3,138,144	125,684	254,752	125,870	233,703	209,099	350,000	358,028
54 Bulkley Valley	26,161,344	1,411,959	91,552	265,112	141,686	225,459	163,737	350,000	244,642
57 Prince George	171,979,541	11,808,983	602,828	2,435,896	667,343	2,271,692	687,663	1,667,742	1,762,684
58 Nicola-Similkameen	28,568,022	5,204,807	99,259	322,729	125,854	120,216	170,292	350,000	313,238
59 Peace River South	53,266,050	4,552,647	187,948	416,681	285,789	944,395	441,458	516,303	528,087
60 Peace River North	81,198,508	6,132,029	282,592	647,478	299,020	241,350	425,785	771,931	802,803
61 Greater Victoria	235,201,215	24,877,861	817,401	4,277,695	810,431	2,896,617	20,027	2,264,368	2,516,010
62 Sooke	164,843,629	28,398,664	571,419	800,343	336,877	931,052	358,365	1,566,800	1,888,292
63 Saanich	91,058,993	12,266,466	317,292	486,599	305,872	377,315	280,000	853,981	989,678
64 Gulf Islands	22,681,558	2,961,964	79,854	164,268	103,649	102,398	328,264	350,000	207,813
67 Okanagan Skaha	72,682,237	5,657,778	251,440	403,065	268,518	441,194	167,035	693,860	732,463
68 Nanaimo-Ladysmith	173,078,224	17,078,647	604,087	2,630,683	555,746	160,000	244,630	1,665,804	1,849,594
69 Qualicum	52,732,827	5,085,902	188,432	442,357	199,383	936,176	426,341	517,809	548,676
70 Pacific Rim	48,528,961	5,684,752	170,689	1,019,659	211,812	595,220	71,717	468,724	505,745
71 Comox Valley	123,099,733	13,717,913	428,480	627,949	350,494	451,831	421,375	1,145,246	1,313,011
72 Campbell River	71,851,979	4,765,645	256,609	602,848	263,177	75,322	316,860	708,528	737,028
73 Kamloops-Thompson	198,868,907	17,264,783	692,132	1,697,265	701,984	575,959	666,817	1,901,769	2,042,693
74 Gold Trail	21,509,518	697,354	76,062	424,710	139,683	376,093	366,932	350,000	181,285
75 Mission	82,800,368	10,780,400	291,442	460,240	249,559	725,901	188,900	796,804	900,865
78 Fraser-Cascade	28,080,391	3,942,273	96,438	392,453	107,288	229,516	184,576	350,000	285,186
79 Cowichan Valley	102,181,983	10,958,049	363,040	768,315	384,142	363,682	283,524	999,443	1,116,029
81 Fort Nelson	10,849,568	1,133,934	38,339	155,054	64,624	79,311	32,744	350,000	100,940
82 Coast Mountains	58,374,893	7,216,739	202,323	655,464	308,323	1,160,795	557,786	559,169	592,441
83 North Okanagan-Shuswap	89,249,157	9,934,985	310,124	368,914	342,495	641,286	561,925	856,422	904,981
84 Vancouver Island West	10,274,558	1,047,914	36,379	148,081	79,225	55,087	57,593	350,000	84,202
85 Vancouver Island North	21,305,857	1,608,305	74,491	371,538	148,405	115,216	118,179	350,000	201,096
87 Stikine	6,792,055	443,455	24,504	606,403	60,762	124,935	51,181	350,000	54,773
91 Nechako Lakes	62,223,274	3,937,392	216,704	583,164	289,483	1,096,373	503,247	576,742	578,632
92 Nisga'a	9,249,506	827,154	33,899	158,239	54,315	116,874	130,091	350,000	86,457
93 Conseil scolaire francophone	109,040,570	10,689,311	385,102	140,301	277,866	100,251	750,415	1,066,583	956,182
Provincial Total	7,108,381,479	791,514,875	25,000,000	60,392,862	23,500,000	50,876,937	15,403,131	71,500,000	76,339,952

\*Includes total operating portion only; see Table D for capital portion

**TABLE B**  
**CLASSROOM ENHANCEMENT FUND ALLOCATION, 2024/25 ESTIMATED**

Updated January 2025

School District	FTE	Staffing Cost	Overhead Cost	Annual Remedies	Total 2024/25 Estimated Classroom Enhancement Fund Allocation
5 Southeast Kootenay	71.8	9,877,432	166,163	146,940	10,190,535
6 Rocky Mountain	32.3	3,997,633	215,980	0	4,213,613
8 Kootenay Lake	69.3	9,196,597	231,180	62,084	9,489,861
10 Arrow Lakes	1.7	205,807	61,624	0	267,431
19 Revelstoke	4.6	550,057	74,500	9,495	634,052
20 Kootenay-Columbia	44.2	6,147,673	370,780	36,343	6,554,796
22 Vernon	61.2	7,733,810	777,654	161,280	8,672,744
23 Central Okanagan	284.7	34,529,931	613,138	32,845	35,175,914
27 Cariboo-Chilcotin	30.2	4,154,741	634,378	18,900	4,808,019
28 Quesnel	17.1	2,239,965	239,395	0	2,479,360
33 Chilliwack	182.1	22,182,755	436,088	223,416	22,842,259
34 Abbotsford	168.3	21,061,824	485,426	1,518,809	23,066,059
35 Langley	448.5	52,760,793	1,011,500	5,825,142	59,597,435
36 Surrey	758.9	83,582,978	1,483,388	3,791,576	88,857,942
37 Delta	135.7	16,633,668	856,987	1,159,452	18,650,107
38 Richmond	353.0	44,241,564	5,404,593	366,930	50,013,087
39 Vancouver	315.4	41,570,735	4,506,776	1,549,674	47,627,185
40 New Westminster	66.6	8,259,666	416,464	666,174	9,342,304
41 Burnaby	192.2	21,912,691	2,711,166	328,617	24,952,474
42 Maple Ridge-Pitt Meadows	190.9	23,457,074	811,371	4,035,826	28,304,271
43 Coquitlam	349.2	47,038,690	2,449,724	4,493,131	53,981,545
44 North Vancouver	101.1	13,234,520	6,810,924	1,675,458	21,720,902
45 West Vancouver	26.4	3,278,107	204,883	15,000	3,497,990
46 Sunshine Coast	34.4	4,231,675	215,674	119,024	4,566,373
47 qathet	18.3	2,149,028	134,447	510,615	2,794,090
48 Sea to Sky	66.7	8,702,223	371,020	0	9,073,243
49 Central Coast	5.3	650,416	59,925	0	710,341
50 Haida Gwaii	9.6	1,400,774	79,588	0	1,480,362
51 Boundary	11.1	1,454,081	28,018	95,737	1,577,836
52 Prince Rupert	22.0	2,639,459	215,864	291,213	3,146,536
53 Okanagan Similkameen	24.6	2,984,312	73,804	80,028	3,138,144
54 Bulkley Valley	10.3	1,203,889	91,160	116,910	1,411,959
57 Prince George	90.6	11,367,568	441,415	0	11,808,983
58 Nicola-Similkameen	34.8	4,839,179	337,011	28,617	5,204,807
59 Peace River South	30.6	3,572,233	327,104	653,310	4,552,647
60 Peace River North	34.5	4,481,296	407,797	1,242,936	6,132,029
61 Greater Victoria	204.8	21,813,541	784,187	2,280,133	24,877,861
62 Sooke	204.5	26,802,431	1,596,233	0	28,398,664
63 Saanich	80.3	9,979,894	947,371	1,339,201	12,266,466
64 Gulf Islands	18.8	2,282,481	362,233	317,250	2,961,964
67 Okanagan Skaha	38.1	4,857,726	237,660	562,392	5,657,778
68 Nanaimo-Ladysmith	116.4	14,419,354	1,565,319	1,093,974	17,078,647
69 Qualicum	36.0	4,524,692	446,560	114,650	5,085,902
70 Pacific Rim	37.7	4,871,641	133,777	679,334	5,684,752
71 Comox Valley	94.2	11,719,746	1,642,937	355,230	13,717,913
72 Campbell River	37.1	4,329,631	325,593	110,421	4,765,645
73 Kamloops-Thompson	135.2	16,638,835	517,636	108,312	17,264,783
74 Gold Trail	5.3	687,379	9,975	0	697,354
75 Mission	70.0	8,798,368	289,360	1,692,672	10,780,400
78 Fraser-Cascade	29.1	3,483,733	114,995	343,545	3,942,273
79 Cowichan Valley	71.7	8,946,386	979,114	1,032,549	10,958,049
81 Fort Nelson	7.1	918,755	197,044	18,135	1,133,934
82 Coast Mountains	59.5	6,627,375	343,269	246,095	7,216,739
83 North Okanagan-Shuswap	61.6	7,760,201	355,731	1,819,053	9,934,985
84 Vancouver Island West	6.7	762,622	236,748	48,544	1,047,914
85 Vancouver Island North	12.4	1,421,505	137,277	49,523	1,608,305
87 Stikine	3.6	436,438	7,017	0	443,455
91 Nechako Lakes	28.3	3,651,781	285,611	0	3,937,392
92 Nisga'a	5.8	703,629	123,525	0	827,154
93 Conseil scolaire francophone	83.2	10,203,399	374,119	111,793	10,689,311
Provincial Total	5,745.6	704,166,387	45,770,200	41,578,288	791,514,875

**TABLE C**  
**LEARNING IMPROVEMENT FUND - SUPPORT STAFF, 2024/25**

Updated March 2024

School District	2024/25 Estimated Operating Grant Block	% of Total Operating Grants	2024/25 Learning Improvement Fund - Support Staff
5 Southeast Kootenay	78,879,535	1.1%	279,294
6 Rocky Mountain	46,962,614	0.7%	166,284
8 Kootenay Lake	62,984,606	0.9%	223,014
10 Arrow Lakes	10,854,510	0.2%	38,433
19 Revelstoke	15,966,508	0.2%	56,534
20 Kootenay-Columbia	51,876,065	0.7%	183,681
22 Vernon	109,272,068	1.5%	386,907
23 Central Okanagan	289,177,257	4.1%	1,023,909
27 Cariboo-Chilcotin	62,458,200	0.9%	221,150
28 Quesnel	42,250,003	0.6%	149,597
33 Chilliwack	183,683,479	2.6%	650,381
34 Abbotsford	230,230,095	3.3%	815,191
35 Langley	282,951,032	4.0%	1,001,864
36 Surrey	914,057,885	12.9%	3,236,467
37 Delta	174,490,938	2.5%	617,832
38 Richmond	248,336,889	3.5%	879,303
39 Vancouver	582,787,459	8.3%	2,063,515
40 New Westminster	88,810,934	1.3%	314,459
41 Burnaby	305,091,112	4.3%	1,080,257
42 Maple Ridge-Pitt Meadows	191,626,007	2.7%	678,503
43 Coquitlam	369,979,525	5.2%	1,310,012
44 North Vancouver	179,606,844	2.5%	635,946
45 West Vancouver	79,537,229	1.1%	281,623
46 Sunshine Coast	50,230,056	0.7%	177,853
47 qathet	41,885,919	0.6%	148,308
48 Sea to Sky	63,096,755	0.9%	223,411
49 Central Coast	7,536,024	0.1%	26,683
50 Haida Gwaii	12,162,356	0.2%	43,064
51 Boundary	20,935,315	0.3%	74,127
52 Prince Rupert	27,071,177	0.4%	95,853
53 Okanagan Similkameen	35,496,248	0.5%	125,684
54 Bulkley Valley	25,856,507	0.4%	91,552
57 Prince George	170,253,536	2.4%	602,828
58 Nicola-Similkameen	28,033,229	0.4%	99,259
59 Peace River South	53,081,177	0.8%	187,948
60 Peace River North	79,810,872	1.1%	282,592
61 Greater Victoria	230,854,057	3.3%	817,401
62 Sooke	161,382,708	2.3%	571,419
63 Saanich	89,611,020	1.3%	317,292
64 Gulf Islands	22,552,788	0.3%	79,854
67 Okanagan Skaha	71,012,871	1.0%	251,440
68 Nanaimo-Ladysmith	170,608,922	2.4%	604,087
69 Qualicum	53,217,746	0.8%	188,432
70 Pacific Rim	48,206,805	0.7%	170,689
71 Comox Valley	121,013,384	1.7%	428,480
72 Campbell River	72,472,825	1.0%	256,609
73 Kamloops-Thompson	195,475,047	2.8%	692,132
74 Gold Trail	21,481,756	0.3%	76,062
75 Mission	82,310,535	1.2%	291,442
78 Fraser-Cascade	27,236,357	0.4%	96,438
79 Cowichan Valley	102,531,394	1.5%	363,040
81 Fort Nelson	10,827,914	0.2%	38,339
82 Coast Mountains	57,141,072	0.8%	202,323
83 North Okanagan-Shuswap	87,586,555	1.2%	310,124
84 Vancouver Island West	10,274,434	0.1%	36,379
85 Vancouver Island North	21,038,125	0.3%	74,491
87 Stikine	6,920,666	0.1%	24,504
91 Nechako Lakes	61,202,515	0.9%	216,704
92 Nisga'a	9,573,921	0.1%	33,899
93 Conseil scolaire francophone	108,762,338	1.5%	385,102
<b>Provincial Total</b>	<b>7,060,615,720</b>	<b>100.0%</b>	<b>25,000,000</b>

**TABLE D  
ANNUAL FACILITY GRANT, 2024/25**

Updated June 2024

School District	Total Operating Portion	Capital Portion	Total 2024/25 Annual Facility Grant	Operating Portion			Total Allocation to Districts
				Gross	Withheld	Net	
					Capital Asset Mgmt System		
5 Southeast Kootenay	287,051	1,547,633	1,834,684	287,051	24,430	262,621	1,810,254
6 Rocky Mountain	195,843	1,055,886	1,251,729	195,843	16,667	179,176	1,235,062
8 Kootenay Lake	279,640	1,507,678	1,787,318	279,640	23,799	255,841	1,763,519
10 Arrow Lakes	62,466	336,784	399,250	62,466	5,316	57,150	393,934
19 Revelstoke	65,380	352,497	417,877	65,380	5,564	59,816	412,313
20 Kootenay-Columbia	193,904	1,045,432	1,239,336	193,904	16,502	177,402	1,222,834
22 Vernon	356,577	1,922,483	2,279,060	356,577	30,347	326,230	2,248,713
23 Central Okanagan	785,498	4,235,007	5,020,505	785,498	66,851	718,648	4,953,655
27 Cariboo-Chilcotin	311,807	1,681,105	1,992,912	311,807	26,537	285,270	1,966,375
28 Quesnel	179,130	965,777	1,144,907	179,130	15,245	163,885	1,129,662
33 Chilliwack	456,617	2,461,847	2,918,464	456,617	38,861	417,756	2,879,603
34 Abbotsford	692,103	3,731,467	4,423,570	692,103	58,902	633,201	4,364,668
35 Langley	680,306	3,667,862	4,348,168	680,306	57,898	622,407	4,290,269
36 Surrey	2,362,474	12,737,245	15,099,719	2,362,474	201,064	2,161,413	14,898,658
37 Delta	615,060	3,316,088	3,931,148	615,060	52,346	562,714	3,878,802
38 Richmond	829,289	4,471,101	5,300,390	829,289	70,578	758,711	5,229,812
39 Vancouver	2,238,404	12,068,331	14,306,735	2,238,404	190,502	2,047,901	14,116,232
40 New Westminister	235,916	1,271,941	1,507,857	235,916	20,078	215,838	1,487,779
41 Burnaby	931,106	5,020,050	5,951,156	931,106	79,243	851,863	5,871,913
42 Maple Ridge-Pitt Meadows	517,597	2,790,618	3,308,215	517,597	44,051	473,546	3,264,164
43 Coquitlam	1,139,837	6,145,420	7,285,257	1,139,837	97,007	1,042,830	7,188,250
44 North Vancouver	626,391	3,377,180	4,003,571	626,391	53,310	573,081	3,950,261
45 West Vancouver	267,433	1,441,863	1,709,296	267,433	22,760	244,673	1,686,536
46 Sunshine Coast	196,625	1,060,102	1,256,727	196,625	16,734	179,891	1,239,993
47 qathet	122,953	662,900	785,853	122,953	10,464	112,489	775,389
48 Sea to Sky	191,174	1,030,713	1,221,887	191,174	16,270	174,904	1,205,617
49 Central Coast	60,303	325,123	385,426	60,303	5,132	55,171	380,294
50 Haida Gwaii	110,411	595,280	705,691	110,411	9,397	101,014	696,294
51 Boundary	113,371	611,237	724,608	113,371	9,649	103,722	714,959
52 Prince Rupert	135,659	731,403	867,062	135,659	11,545	124,113	855,516
53 Okanagan Similkameen	125,870	678,629	804,499	125,870	10,712	115,158	793,787
54 Bulkley Valley	141,686	763,897	905,583	141,686	12,058	129,627	893,524
57 Prince George	667,343	3,597,971	4,265,314	667,343	56,795	610,548	4,208,519
58 Nicola-Similkameen	125,854	678,538	804,392	125,854	10,711	115,143	793,681
59 Peace River South	285,789	1,540,827	1,826,616	285,789	24,322	261,466	1,802,293
60 Peace River North	299,020	1,612,164	1,911,184	299,020	25,449	273,572	1,885,736
61 Greater Victoria	810,431	4,369,430	5,179,861	810,431	68,973	741,458	5,110,888
62 Sooke	336,877	1,816,271	2,153,148	336,877	28,670	308,207	2,124,478
63 Saanich	305,872	1,649,105	1,954,977	305,872	26,032	279,840	1,928,945
64 Gulf Islands	103,649	558,821	662,470	103,649	8,821	94,828	653,649
67 Okanagan Skaha	268,518	1,447,710	1,716,228	268,518	22,853	245,665	1,693,375
68 Nanaimo-Ladysmith	555,746	2,996,300	3,552,046	555,746	47,298	508,449	3,504,749
69 Qualicum	199,383	1,074,973	1,274,356	199,383	16,969	182,414	1,257,387
70 Pacific Rim	211,812	1,141,980	1,353,792	211,812	18,027	193,785	1,335,765
71 Comox Valley	350,494	1,889,684	2,240,178	350,494	29,829	320,665	2,210,349
72 Campbell River	263,177	1,418,916	1,682,093	263,177	22,398	240,779	1,659,695
73 Kamloops-Thompson	701,984	3,784,738	4,486,722	701,984	59,743	642,241	4,426,979
74 Gold Trail	139,683	753,101	892,784	139,683	11,888	127,795	880,896
75 Mission	249,559	1,345,497	1,595,056	249,559	21,239	228,320	1,573,817
78 Fraser-Cascade	107,288	578,441	685,729	107,288	9,131	98,157	676,598
79 Cowichan Valley	384,142	2,071,098	2,455,240	384,142	32,693	351,449	2,422,547
81 Fort Nelson	64,624	348,418	413,042	64,624	5,500	59,124	407,542
82 Coast Mountains	308,323	1,662,318	1,970,641	308,323	26,240	282,082	1,944,400
83 North Okanagan-Shuswap	342,495	1,846,557	2,189,052	342,495	29,148	313,346	2,159,903
84 Vancouver Island West	79,225	427,140	506,365	79,225	6,743	72,482	499,622
85 Vancouver Island North	148,405	800,126	948,531	148,405	12,630	135,775	935,901
87 Stikine	60,762	327,597	388,359	60,762	5,171	55,591	383,188
91 Nechako Lakes	289,483	1,560,746	1,850,229	289,483	24,637	264,846	1,825,592
92 Nisga'a	54,315	292,840	347,155	54,315	4,623	49,693	342,533
93 Conseil scolaire francophone	277,866	1,498,114	1,775,980	277,866	23,648	254,218	1,752,332
Provincial Total	23,500,000	126,700,000	150,200,000	23,500,000	2,000,000	21,500,000	148,200,000

**TABLE E**  
**LABOUR SETTLEMENT FUNDING, 2024/25**

Updated January 2025

School District	Labour Settlement Funding - Operating				Labour Settlement Funding - Classroom Enhancement Fund			Grand Total, 2024/25 Labour Settlement Funding
	Cost of Living Adjustment	Exempt (EN) Salary Increases	Teachers' Professional Development*	2024/25 Total	Staffing Cost	Overhead Cost	2024/25 Total**	
5 Southeast Kootenay	557,442	164,823		722,265	97,669	3,617	101,286	823,551
6 Rocky Mountain	319,624	93,582		413,206	39,261	4,702	43,963	457,169
8 Kootenay Lake	444,966	131,796		576,762	108,375	5,032	113,407	690,169
10 Arrow Lakes	69,555	19,433		88,988	2,060	1,341	3,401	92,389
19 Revelstoke	121,470	35,229		156,699	5,707	1,621	7,328	164,027
20 Kootenay-Columbia	368,206	108,581		476,787	61,477	8,071	69,548	546,335
22 Vernon	808,124	242,613		1,050,737	77,367	16,929	94,296	1,145,033
23 Central Okanagan	2,190,268	661,382		2,851,650	302,142	13,347	315,489	3,167,139
27 Cariboo-Chilcotin	438,238	128,107		566,345	39,582	13,809	53,391	619,736
28 Quesnel	304,634	89,714		394,348	22,335	5,211	27,546	421,894
33 Chilliwack	1,408,802	425,386		1,834,188	207,191	9,492	216,683	2,050,871
34 Abbotsford	1,767,285	533,961		2,301,246	183,694	10,567	194,261	2,495,507
35 Langley	2,248,580	666,430		2,915,010	440,008	22,019	462,027	3,377,037
36 Surrey	7,058,363	2,140,463		9,198,826	699,557	32,291	731,848	9,930,674
37 Delta	1,345,387	406,093		1,751,480	133,198	18,655	151,853	1,903,333
38 Richmond	1,951,573	587,098		2,538,671	440,742	117,650	558,392	3,097,063
39 Vancouver	4,437,107	1,344,308		5,781,415	339,837	98,105	437,942	6,219,357
40 New Westminster	682,499	205,099		887,598	68,692	9,065	77,757	965,355
41 Burnaby	2,354,731	713,343		3,068,074	161,423	59,018	220,441	3,288,515
42 Maple Ridge-Pitt Meadows	1,470,698	444,132		1,914,830	223,878	17,662	241,540	2,156,370
43 Coquitlam	2,850,676	860,189		3,710,865	457,099	53,326	510,425	4,221,290
44 North Vancouver	1,369,753	415,253		1,785,006	132,432	148,262	280,694	2,065,700
45 West Vancouver	604,229	182,062		786,291	32,295	4,460	36,755	823,046
46 Sunshine Coast	361,524	105,907		467,431	34,056	4,695	38,751	506,182
47 qathet	306,431	90,936		397,367	21,129	2,926	24,055	421,422
48 Sea to Sky	448,593	133,493		582,086	72,655	8,077	80,732	662,818
49 Central Coast	41,106	10,735		51,841	5,942	1,304	7,246	59,087
50 Haida Gwaii	75,352	20,864		96,216	8,887	1,732	10,619	106,835
51 Boundary	145,481	42,061		187,542	15,073	610	15,683	203,225
52 Prince Rupert	188,488	55,325		243,813	26,758	4,698	31,456	275,269
53 Okanagan Similkameen	253,627	74,528		328,155	28,267	1,606	29,873	358,028
54 Bulkley Valley	178,118	51,858		229,976	12,681	1,985	14,666	244,642
57 Prince George	1,264,561	380,085		1,644,646	108,429	9,609	118,038	1,762,684
58 Nicola-Similkameen	201,894	59,216		261,110	44,792	7,336	52,128	313,238
59 Peace River South	374,412	109,550		483,962	37,004	7,121	44,125	528,087
60 Peace River North	575,077	171,597		746,674	47,252	8,877	56,129	802,803
61 Greater Victoria	1,754,083	531,546		2,285,629	213,311	17,070	230,381	2,516,010
62 Sooke	1,230,194	371,099		1,601,293	252,251	34,748	286,999	1,888,292
63 Saanich	669,636	200,959		870,595	98,461	20,622	119,083	989,678
64 Gulf Islands	140,828	39,795		180,623	19,305	7,885	27,190	207,813
67 Okanagan Skaha	525,894	157,696		683,590	43,699	5,174	48,873	732,463
68 Nanaimo-Ladysmith	1,294,773	389,741		1,684,514	131,006	34,074	165,080	1,849,594
69 Qualicum	382,450	112,928		495,378	43,577	9,721	53,298	548,676
70 Pacific Rim	353,209	104,938		458,147	44,686	2,912	47,598	505,745
71 Comox Valley	893,212	266,837		1,160,049	117,197	35,765	152,962	1,313,011
72 Campbell River	530,406	158,313		688,719	41,221	7,088	48,309	737,028
73 Kamloops-Thompson	1,440,582	433,165		1,873,747	157,679	11,267	168,946	2,042,693
74 Gold Trail	136,015	38,201		174,216	6,852	217	7,069	181,285
75 Mission	624,529	187,127		811,656	82,910	6,299	89,209	900,865
78 Fraser-Cascade	193,845	56,160		250,005	32,677	2,504	35,181	285,186
79 Cowichan Valley	768,411	230,110		998,521	96,194	21,314	117,508	1,116,029
81 Fort Nelson	67,917	19,132		87,049	9,602	4,289	13,891	100,940
82 Coast Mountains	401,872	116,823		518,695	66,274	7,472	73,746	592,441
83 North Okanagan-Shuswap	637,100	188,779		825,879	71,358	7,744	79,102	904,981
84 Vancouver Island West	54,471	14,939		69,410	9,638	5,154	14,792	84,202
85 Vancouver Island North	142,691	41,300		183,991	14,116	2,989	17,105	201,096
87 Stikine	39,412	10,386		49,798	4,823	152	4,975	54,773
91 Nechako Lakes	417,923	122,670		540,593	31,822	6,217	38,039	578,632
92 Nisga'a	59,192	15,969		75,161	8,608	2,688	11,296	86,457
93 Conseil scolaire francophone	652,133	191,810		843,943	104,095	8,144	112,239	956,182
Provincial Total	52,997,652	15,905,655		68,903,307	6,440,308	996,337	7,436,645	76,339,952

\* To be determined. Please contact [Alison Jones](#) at BCPSEA for questions on district allocations.

\*\* Final 2024/25 COLA allocation for CEF. A portion of this funding (\$124,190) was reallocated to the operating fund.

**Interim Operating Grants Overview - 2024/25 School Year**  
 (Following the September 2024 Enrolment Count)

School District 47 (qathet)

September 2024 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	2,008.5625	\$8,915	\$17,906,335	
Continuing Education	0.0000	\$8,915	\$0	
Alternate Schools	18.0000	\$8,915	\$160,470	
Online Learning	1,016.2500	\$7,200	\$7,317,000	
Home Schooling	4	\$250	\$1,000	
Course Challenges	0	\$279	\$0	
<b>Total Enrolment-Based Funding (September)</b>	<b>3,042.8125</b>			<b>\$25,384,805</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	4.7500	\$4,458	\$0	
4%+ Enrolment Decline		\$6,686	\$0	
Significant Cumulative Decline (7%+)	127.6875	\$4,458	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Inclusive Education	10	\$50,730	\$507,300	
Level 2 Inclusive Education	348	\$24,070	\$8,376,360	
Level 3 Inclusive Education	146	\$12,160	\$1,775,360	
English Language Learning	21	\$1,795	\$37,695	
Indigenous Education	366	\$1,770	\$647,820	
Adult Education	2.6250	\$5,690	\$14,936	
Equity of Opportunity Supplement			\$215,858	
<b>Supplement for Unique Student Needs</b>				<b>\$11,575,329</b>
		Funding		Total Supplement
Variance from Provincial Average	-\$786			
Estimated Number of Educators	169.191	-\$132,984		
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	3,045.4375	\$180.33	\$549,184	
<b>Supplement for Salary Differential</b>				<b>\$416,200</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$3,907,842</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Curriculum and Learning Support Fund</b>				<b>\$27,343</b>
<b>September 2024 Enrolment Count, Total</b>				<b>\$41,311,519</b>

July 2024 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	182	\$255	\$46,410	
Summer Learning Grade 8-9	12	\$255	\$3,060	
Summer Learning Grade 10-12	35	\$505	\$17,675	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	15	\$505	\$7,575	
<b>Summer Learning, Total</b>				<b>\$74,720</b>
February 2025 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	2.0000	\$8,915	\$17,830	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	40.0000	\$3,600	\$144,000	
Gr 10-12 School-Age FTE - Online Learning	50.0000	\$7,200	\$360,000	
Adult FTE - Online Learning	0.0000	\$5,690	\$0	
Level 1 Inclusive Education Enrolment Growth	0	\$25,365	\$0	
Level 2 Inclusive Education Enrolment Growth	5	\$12,035	\$60,175	
Level 3 Inclusive Education Enrolment Growth	5	\$6,080	\$30,400	
Newcomer Refugees	0.0000	\$4,458	\$0	
ELL Supplement - Newcomer Refugees	0	\$898	\$0	
<b>February 2025 Enrolment Count, Total</b>				<b>\$612,405</b>
May 2025 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$8,915	\$0	
Adult FTE - Continuing Education	0.0000	\$5,690	\$0	
K-Gr 9 School-Age FTE - Online Learning	0.0000	\$2,400	\$0	
Gr 10-12 School-Age FTE - Online Learning	10.0000	\$7,200	\$72,000	
Adult FTE - Online Learning	0.0000	\$5,690	\$0	
<b>May 2025 Enrolment Count, Total</b>				<b>\$72,000</b>
<b>Indigenous Education Councils</b>				<b>\$60,104</b>
<b>2024/25 Full-Year Estimated Total</b>				<b>\$42,130,748</b>
Estimated 2024/25 Operating Grant from Indigenous Services Canada				\$1,104,133
Estimated 2024/25 Operating Grant from Ministry of Education and Child Care				\$41,026,615

\*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

# MEMORANDUM



**Date:** February 12, 2025  
**To:** Committee of the Whole  
**From:** Steve Hopkins, Secretary-Treasurer  
**Re:** Approval of Amended Budget

---

## 1.0 BACKGROUND

In accordance with the *Budget Transparency and Accountability Act* (BTAA), school districts are required to provide the Ministry with electronic and print copies of their amended annual budget. Updated after the Fall recalculation of Operating Grants, this is a Board of Education’s legal budget for the current school year.

## 2.0 ADDITIONAL INFORMATION

The amended annual budget is reflective of the service plan adopted in June but updated to reflect current conditions approximately halfway into the school year. Two common variables that are estimated in the annual budget and updated mid year are student enrolment, and salary costs. Examples of other costs to be accounted for, for this year, were the costs associated with the recruitment and section of a Superintendent of Schools and the upcoming school trustee by-election.

## 3.0 OPTIONS FOR ACTION

Option 1 – To approve the 2024/2025 Amended Annual Budget as presented.

Option 2 – Make recommendations for further adjustments to the Amended Annual Budget

## 4.0 STAFF RECOMMENDATION

**THAT:** The Board of Education approve the 2024/2025 Amended Annual Budget

## 4.0 APPENDICES

- a. Appendix A – 2024/2025 Amended Annual Budget

Amended Annual Budget

## **School District No. 47 (qathet)**

June 30, 2025

# School District No. 47 (qathet)

June 30, 2025

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	15

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

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 47 (QATHET) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 47 (qathet) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$54,530,556 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 26th DAY OF FEBRUARY, 2025;

READ A SECOND TIME THE 26th DAY OF FEBRUARY, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF FEBRUARY, 2025;

( Corporate Seal )

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**Chairperson of the Board**

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 47 (qathet) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the 26th DAY OF FEBRUARY, 2025.

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**Secretary Treasurer**

# School District No. 47 (qathet)

Statement 2

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	3,144,813	3,137,000
Adult	2,625	2,500
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>3,147,438</b>	<b>3,139,500</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	47,991,329	46,725,273
Other	75,000	75,000
Tuition	726,540	607,500
Other Revenue	2,994,133	2,622,389
Rentals and Leases	85,400	85,400
Investment Income	117,500	170,000
Amortization of Deferred Capital Revenue	1,815,404	1,700,000
<b>Total Revenue</b>	<b>53,805,306</b>	<b>51,985,562</b>
<b>Expenses</b>		
Instruction	44,045,224	42,532,593
District Administration	2,634,166	2,527,291
Operations and Maintenance	6,526,084	6,535,259
Transportation and Housing	1,325,082	1,424,490
<b>Total Expense</b>	<b>54,530,556</b>	<b>53,019,633</b>
<b>Net Revenue (Expense)</b>	<b>(725,250)</b>	<b>(1,034,071)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>359,144</b>	<b>754,071</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(366,106)</b>	<b>(280,000)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(366,106)	(280,000)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(366,106)</b>	<b>(280,000)</b>

**School District No. 47 (qathet)**  
 Amended Annual Budget - Revenue and Expense  
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	44,722,101	44,521,811
Special Purpose Funds - Total Expense	7,609,445	6,497,822
Capital Fund - Total Expense	2,199,010	2,000,000
<b>Total Budget Bylaw Amount</b>	<b>54,530,556</b>	<b>53,019,633</b>

**Approved by the Board**

Signature of the person of the Board \_\_\_\_\_ Date \_\_\_\_\_

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

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

**DRAFT**

# School District No. 47 (qathet)

Amended Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(725,250)</u>	<u>(1,034,071)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Amortization of Tangible Capital Assets	<u>2,199,010</u>	<u>2,000,000</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>2,199,010</u>	<u>2,000,000</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>1,473,760</u></u>	<u><u>965,929</u></u>

# School District No. 47 (qathet)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2025

	<b>Operating Fund</b>	<b>Special Purpose Fund</b>	<b>Capital Fund</b>	<b>2025 Amended Annual Budget</b>
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	1,230,776		8,599,777	<b>9,830,553</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(359,144)		(366,106)	<b>(725,250)</b>
<b>Net Changes for the year</b>	<u>(359,144)</u>	-	<u>(366,106)</u>	<b>(725,250)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b><u>871,632</u></b>	-	<b><u>8,233,671</u></b>	<b><u>9,105,303</u></b>

# School District No. 47 (qathet)

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	42,081,884	41,627,451
Other	75,000	75,000
Tuition	726,540	607,500
Other Revenue	1,294,133	1,222,389
Rentals and Leases	85,400	85,400
Investment Income	100,000	150,000
<b>Total Revenue</b>	<b>44,362,957</b>	<b>43,767,740</b>
<b>Expenses</b>		
Instruction	36,655,945	36,304,872
District Administration	2,566,168	2,426,744
Operations and Maintenance	4,265,263	4,465,705
Transportation and Housing	1,234,725	1,324,490
<b>Total Expense</b>	<b>44,722,101</b>	<b>44,521,811</b>
<b>Net Revenue (Expense)</b>	<b>(359,144)</b>	<b>(754,071)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>359,144</b>	<b>754,071</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 47 (qathet)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	42,130,748	41,885,919
ISC/LEA Recovery	(1,104,133)	(1,032,389)
Other Ministry of Education and Child Care Grants		
Pay Equity	243,304	243,304
Funding for Graduated Adults	2,000	2,000
Student Transportation Fund	91,754	91,754
FSA Scorer Grant	7,506	7,506
Child Care Funding	75,000	
Labour Settlement Funding	421,422	179,357
Integrated Child Youth (ICY) Team Grant	64,283	250,000
Cafeteria Revenue	75,000	
Before & After School Care	75,000	
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>42,081,884</b>	<b>41,627,451</b>
<b>Provincial Grants - Other</b>	<b>75,000</b>	<b>75,000</b>
<b>Tuition</b>		
Summer School Fees	6,540	7,500
International and Out of Province Students	720,000	600,000
<b>Total Tuition</b>	<b>726,540</b>	<b>607,500</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	110,000	110,000
Funding from First Nations	1,104,133	1,032,389
Miscellaneous		
Misc. Billings & Recoveries	80,000	80,000
<b>Total Other Revenue</b>	<b>1,294,133</b>	<b>1,222,389</b>
<b>Rentals and Leases</b>	<b>85,400</b>	<b>85,400</b>
<b>Investment Income</b>	<b>100,000</b>	<b>150,000</b>
<b>Total Operating Revenue</b>	<b>44,362,957</b>	<b>43,767,740</b>

# School District No. 47 (qathet)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	14,413,363	14,855,290
Principals and Vice Principals	2,966,400	2,491,776
Educational Assistants	4,487,147	4,226,701
Support Staff	4,009,548	3,811,640
Other Professionals	2,385,684	2,215,675
Substitutes	1,594,908	1,578,160
<b>Total Salaries</b>	<b>29,857,050</b>	<b>29,179,242</b>
<b>Employee Benefits</b>	<b>6,722,102</b>	<b>6,668,161</b>
<b>Total Salaries and Benefits</b>	<b>36,579,152</b>	<b>35,847,403</b>
<b>Services and Supplies</b>		
Services	3,625,605	3,945,450
Student Transportation	5,000	5,800
Professional Development and Travel	393,847	400,596
Rentals and Leases	294,600	322,100
Dues and Fees	339,000	288,500
Insurance	117,000	108,500
Supplies	2,810,397	2,998,462
Utilities	557,500	605,000
<b>Total Services and Supplies</b>	<b>8,142,949</b>	<b>8,674,408</b>
<b>Total Operating Expense</b>	<b>44,722,101</b>	<b>44,521,811</b>

**School District No. 47 (qathet)**

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

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	11,704,523	252,144	57,796	164,074	262,018	1,061,408	13,501,963
1.03 Career Programs	96,514						96,514
1.07 Library Services	165,086	59,328					224,414
1.08 Counselling	445,228				109,097		554,325
1.10 Inclusive Education	1,403,625	370,800	4,429,351	15,196	504,111	207,500	6,930,583
1.30 English Language Learning	48,257						48,257
1.31 Indigenous Education	424,662	148,320		182,899		15,000	770,881
1.41 School Administration		1,765,008		1,194,755		30,000	2,989,763
1.60 Summer School						138,500	138,500
1.61 Continuing Education	77,211						77,211
1.62 International and Out of Province Students	48,257	74,160			72,163	2,500	197,080
<b>Total Function 1</b>	<b>14,413,363</b>	<b>2,669,760</b>	<b>4,487,147</b>	<b>1,556,924</b>	<b>947,389</b>	<b>1,454,908</b>	<b>25,529,491</b>
<b>4 District Administration</b>							
4.11 Educational Administration		296,640			472,754		769,394
4.40 School District Governance					117,350		117,350
4.41 Business Administration				247,010	547,284		794,294
<b>Total Function 4</b>	<b>-</b>	<b>296,640</b>	<b>-</b>	<b>247,010</b>	<b>1,137,388</b>	<b>-</b>	<b>1,681,038</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				30,391	132,780		163,171
5.50 Maintenance Operations				1,496,875	124,630	90,000	1,711,505
5.52 Maintenance of Grounds				92,968			92,968
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,620,234</b>	<b>257,410</b>	<b>90,000</b>	<b>1,967,644</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				22,793	43,497		66,290
7.70 Student Transportation				562,587		50,000	612,587
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>585,380</b>	<b>43,497</b>	<b>50,000</b>	<b>678,877</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>14,413,363</b>	<b>2,966,400</b>	<b>4,487,147</b>	<b>4,009,548</b>	<b>2,385,684</b>	<b>1,594,908</b>	<b>29,857,050</b>

# School District No. 47 (qathet)

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

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	13,501,963	3,129,745	16,631,708	2,907,045	19,538,753	19,472,380
1.03 Career Programs	96,514	24,129	120,643	7,000	127,643	124,345
1.07 Library Services	224,414	55,267	279,681	27,358	307,039	277,310
1.08 Counselling	554,325	136,876	691,201	25,049	716,250	553,931
1.10 Inclusive Education	6,930,583	1,691,020	8,621,603	1,875,501	10,497,104	10,603,521
1.30 English Language Learning	48,257	12,064	60,321	2,000	62,321	63,669
1.31 Indigenous Education	770,881	186,002	956,883	47,750	1,004,633	1,010,409
1.41 School Administration	2,989,763	432,544	3,422,307	98,343	3,520,650	3,346,495
1.60 Summer School	138,500		138,500	20,000	158,500	130,000
1.61 Continuing Education	77,211	19,303	96,514		96,514	122,337
1.62 International and Out of Province Students	197,080	45,718	242,798	383,740	626,538	600,475
<b>Total Function 1</b>	<b>25,529,491</b>	<b>5,732,668</b>	<b>31,262,159</b>	<b>5,393,786</b>	<b>36,655,945</b>	<b>36,304,872</b>
<b>4 District Administration</b>						
4.11 Educational Administration	769,394	176,959	946,353	106,000	1,052,353	798,096
4.40 School District Governance	117,350	11,380	128,730	89,663	218,393	162,000
4.41 Business Administration	794,294	187,628	981,922	313,500	1,295,422	1,466,648
<b>Total Function 4</b>	<b>1,681,038</b>	<b>375,967</b>	<b>2,057,005</b>	<b>509,163</b>	<b>2,566,168</b>	<b>2,426,744</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	163,171	38,137	201,308	122,000	323,308	249,171
5.50 Maintenance Operations	1,711,505	395,740	2,107,245	1,086,000	3,193,245	3,353,305
5.52 Maintenance of Grounds	92,968	23,242	116,210	75,000	191,210	258,229
5.56 Utilities	-	-	-	557,500	557,500	605,000
<b>Total Function 5</b>	<b>1,967,644</b>	<b>457,119</b>	<b>2,424,763</b>	<b>1,840,500</b>	<b>4,265,263</b>	<b>4,465,705</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	66,290	15,702	81,992	20,000	101,992	101,282
7.70 Student Transportation	612,587	140,646	753,233	379,500	1,132,733	1,223,208
<b>Total Function 7</b>	<b>678,877</b>	<b>156,348</b>	<b>835,225</b>	<b>399,500</b>	<b>1,234,725</b>	<b>1,324,490</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>29,857,050</b>	<b>6,722,102</b>	<b>36,579,152</b>	<b>8,142,949</b>	<b>44,722,101</b>	<b>44,521,811</b>

# School District No. 47 (qathet)

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2025

	<u>2025 Amended Annual Budget</u>	<u>2025 Annual Budget</u>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	5,909,445	5,097,822
Other Revenue	1,700,000	1,400,000
<b>Total Revenue</b>	<u>7,609,445</u>	<u>6,497,822</u>
<b>Expenses</b>		
Instruction	7,389,279	6,227,721
District Administration	67,998	100,547
Operations and Maintenance	152,168	169,554
<b>Total Expense</b>	<u>7,609,445</u>	<u>6,497,822</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

**School District No. 47 (qathet)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			215,910	270,011			18,388		
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	122,953	148,308			128,000	14,700	78,224	230,412	134,447
Other			200,000	1,500,000					
	122,953	148,308	200,000	1,500,000	128,000	14,700	78,224	230,412	134,447
<b>Less:</b> Allocated to Revenue	122,953	148,308	200,000	1,500,000	128,000	14,700	96,612	230,412	134,447
<b>Deferred Revenue, end of year</b>	-	-	<b>215,910</b>	<b>270,011</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	122,953	148,308			128,000	14,700	96,612	230,412	134,447
Other Revenue			200,000	1,500,000					
	122,953	148,308	200,000	1,500,000	128,000	14,700	96,612	230,412	134,447
<b>Expenses</b>									
Salaries									
Teachers							47,103		7,178
Principals and Vice Principals									
Educational Assistants		132,418					20,000	68,906	
Support Staff					94,142				29,215
Other Professionals								70,000	
Substitutes						7,455			74,614
	-	132,418	-	-	94,142	7,455	67,103	138,906	111,007
Employee Benefits		15,890			22,594	745	11,121	23,269	11,100
Services and Supplies	122,953		200,000	1,500,000	11,264	6,500	18,388	68,237	12,340
	122,953	148,308	200,000	1,500,000	128,000	14,700	96,612	230,412	134,447
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 47 (qathet)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	JUST B4	SEY2KT (Early Years to Kindergarten)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>						40,000	156,003		
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	2,149,028	510,615	55,000	6,000	55,400			25,000	19,000
Other									
	2,149,028	510,615	55,000	6,000	55,400	-	-	25,000	19,000
<b>Less:</b> Allocated to Revenue	2,149,028	510,615	55,000	6,000	55,400	40,000	156,003	25,000	19,000
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	2,149,028	510,615	55,000	6,000	55,400	40,000	156,003	25,000	19,000
Other Revenue									
	2,149,028	510,615	55,000	6,000	55,400	40,000	156,003	25,000	19,000
<b>Expenses</b>									
Salaries									
Teachers	1,743,075	425,513							
Principals and Vice Principals									
Educational Assistants									
Support Staff					41,533			21,368	
Other Professionals									
Substitutes			20,000	2,500					14,220
	1,743,075	425,513	20,000	2,500	41,533	-	-	21,368	14,220
Employee Benefits	405,953	85,102	2,000	250	9,968			3,632	1,422
Services and Supplies			33,000	3,250	3,899	40,000	156,003		3,358
	2,149,028	510,615	55,000	6,000	55,400	40,000	156,003	25,000	19,000
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 47 (qathet)**

Amended Annual Budget - Changes in Special Purpose Funds  
 Year Ended June 30, 2025

	ECL Early Care & Learning	Feeding Futures Fund	Health Career Grants	Auditory Outreach Program	TOTAL
	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		184,217	50,000		<b>934,529</b>
<b>Add:</b> Restricted Grants					
Provincial Grants - Ministry of Education and Child Care	175,000	403,803		1,427,967	<b>5,683,857</b>
Other					<b>1,700,000</b>
	175,000	403,803	-	1,427,967	<b>7,383,857</b>
<b>Less:</b> Allocated to Revenue	175,000	365,000	50,000	1,427,967	<b>7,609,445</b>
<b>Deferred Revenue, end of year</b>	<b>-</b>	<b>223,020</b>	<b>-</b>	<b>-</b>	<b>708,941</b>
<b>Revenues</b>					
Provincial Grants - Ministry of Education and Child Care	175,000	365,000	50,000	1,427,967	<b>5,909,445</b>
Other Revenue					<b>1,700,000</b>
	175,000	365,000	50,000	1,427,967	<b>7,609,445</b>
<b>Expenses</b>					
Salaries					
Teachers				19,000	<b>2,241,869</b>
Principals and Vice Principals	125,519	15,000		140,000	<b>280,519</b>
Educational Assistants		50,000			<b>271,324</b>
Support Staff	20,398	30,000		100,000	<b>336,656</b>
Other Professionals				250,000	<b>320,000</b>
Substitutes					<b>118,789</b>
	145,917	95,000	-	509,000	<b>3,569,157</b>
Employee Benefits	24,434	20,000		100,000	<b>737,480</b>
Services and Supplies	4,649	250,000	50,000	818,967	<b>3,302,808</b>
	175,000	365,000	50,000	1,427,967	<b>7,609,445</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 47 (qathet)

Amended Annual Budget - Capital Revenue and Expense  
 Year Ended June 30, 2025

	2025 Amended Annual Budget			2025 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		17,500	17,500	20,000
Amortization of Deferred Capital Revenue	1,815,404		1,815,404	1,700,000
<b>Total Revenue</b>	<b>1,815,404</b>	<b>17,500</b>	<b>1,832,904</b>	<b>1,720,000</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,108,653		2,108,653	1,900,000
Transportation and Housing	90,357		90,357	100,000
<b>Total Expense</b>	<b>2,199,010</b>	<b>-</b>	<b>2,199,010</b>	<b>2,000,000</b>
<b>Net Revenue (Expense)</b>	<b>(383,606)</b>	<b>17,500</b>	<b>(366,106)</b>	<b>(280,000)</b>
<b>Net Transfers (to) from other funds</b>				
<b>Total Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(383,606)</b>	<b>17,500</b>	<b>(366,106)</b>	<b>(280,000)</b>

## Discussion topic: Student Suspensions

### Rationale

- The most recent report to the board indicates 25 out-of-school suspensions during the Fall 2024 semester, a 56% increase over the Fall 2023 semester.
- No in-school suspensions were recorded for either Fall semester.  
(see attachment)

While the use of suspension has a legitimate place in governing public schools, the most recent research has raised concerns about the nature of our current suspension model and its long-term consequences for our most vulnerable students.

Research into out-of-school suspensions indicates that the overall negative costs to a student's academic success, social engagement, and mental health significantly outweigh any potential benefits of this practice.\*

There is a generalized agreement that out-of-school suspensions constitute a psychological break in one's sense of belonging. We know from experience that an established bond of belonging is one of the most critical elements in overall mental health and well-being, and its disruption is linked to broader issues of drug use, homelessness, violence and acts of extremism.

In contrast, in-school suspensions that follow a restorative model preserve the bond of belonging and provide an opportunity to leverage this power to influence academic, social and mental health in a positive way.

This shift from a punishment-based management model to a restorative model has universal support and more strongly reflects the intention of our Strategic Plan.

### Possible Motion

**That the Superintendent initiate an inquiry into student suspensions focused on how we might support and fund alternatives to out-of-school suspension.**



# MEMORANDUM



**Date:** February 12, 2025  
**To:** Committee of the Whole  
**From:** Vianne Kintzinger, Interim Superintendent  
**Re:** Administrative Procedure 305 – Student Registration & Catchment Area Boundaries

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## 1.0 BACKGROUND

Administrative Procedure 121 – Development and Review of Administrative Procedures, states that:  
*“The Superintendent has been given responsibility for implementation and review of the Administrative Procedures Manual. Regular review of Administrative Procedures, with opportunities for input from appropriate stakeholders, leads to effective operations within the District.”*

## 2.0 INFORMATION

As part of our commitment to ensuring clarity, consistency, and alignment with current district practices, staff routinely review and update administrative procedures. This review process ensures that policies remain relevant, effectively support school operations, and address the needs of students and families.

The latest review of AP 305 – Student Registration and Catchment Boundaries focused on improving clarity around school registration procedures, catchment area policies, and priority enrollment guidelines.

## 3.0 STAFF RECOMMENDATION

That the Board of Education receive the proposed revisions to AP 305 – Student Registration and Catchment Boundaries.

## 4.0 APPENDICES

- a. Appendix A – AP 305 – Student Registration and Catchment Boundaries (with markup)
- b. Appendix B – AP 305 – Student Registration and Catchment Boundaries (clean copy)

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## STUDENT REGISTRATION AND CATCHMENT AREA BOUNDARIES

### Background

The District shall designate school catchment areas in the District to align population distribution, grade configurations, and school locations to meet program needs of students and make the best possible use of facilities, staff and transportation. Students will normally attend their catchment area schools except where there are space limitations or when students have successfully applied to attend a school in another catchment area. Students may also enroll in French Immersion which has no catchment area or in the District's alternate or online learning schools.

Catchment areas and nominal capacity for schools shall be established by the Superintendent.

### Definitions

Catchment area child means a person

- of school age, and,
- resident in the catchment area of the school;

District child means a catchment area child or a non-catchment area child resident in the District.

Non-catchment area child means a person

- of school age
- resident in the District
- not resident in the catchment area of the school.

Non- District child means a person

- of school age
- resident in British Columbia
- not resident in the District.

Previous school year means the school year before the school year for which the person is applying to enroll in an educational program.

### Procedures

1. Registration for school enrolment (for students new to District or wishing to transfer to a school within the District)Registration For School Enrolment:



## Administrative Procedure 305

- 1.1. ~~School registration occurs online through the \*MyED BC registration process. We do not accept paper applications. Grades 8 to 12 students are registered directly at Brooks Secondary School.~~
- 1.2. ~~New Grade 8 to 12 students should register for Brooks Secondary School. Current school district students in Grade 7 students do not need to register at Brooks for Grade 8.~~
- ~~1.2.1.3. Grades K to 7 students need to register for the school within their catchment area. Prior to March 31<sup>st</sup>, students can also add their desired school of choice in MyED which will be considered, subject to available space. Families will be notified at some point before May 31<sup>st</sup> regarding their confirmed school. Grades K to 7 students are registered directly at the school of their choice. After March 31 students are to be registered at their school of choice, however, is dependent on space.~~
2. If the Principal determines that space and facilities are available at the school in which the educational program is made available, a person whose application was received by March 31 is entitled to enroll in that educational program in the following descending order of priority by time and date of application:
  - 2.1. ~~First Nations preferred school of choice for students who live on Reserve as determined by the local land rights holding Nation as described by Bill 40 from the BC Government.~~
  - ~~2.1.2.2.~~ A catchment area child who, in the previous school year, attended the school ~~at which the educational program is made available.~~
  - 2.3. ~~Siblings of catchment area students who attended the school during the previous year.~~
  - ~~2.2.2.4.~~ A catchment area child.
  - 2.5. ~~A non-catchment area child with sibling(s) currently in school.~~
  - ~~2.3.2.6.~~ A non-catchment area child.
  - ~~2.4. A non-District child.~~
3. Non-catchment area children are not eligible for transportation or transportation assistance.
4. Students registering for enrolment in an elementary school ~~that is not in their catchment area~~ after March 31 will be placed on a wait list ~~and considered, subject to until it can be determined if their school of choice has space available, after those who registered for a non-catchment school prior to March 31<sup>st</sup> to accommodate them.~~
5. ~~If space is not available in the student's desired school of choice, the student will be eligible to enroll in a District school where space is available. Parents also have the option of having their child/children remain on a wait list for their school of choice in these instances.~~
6. ~~Registration for Kindergarten French Immersion at James Thomson Elementary occurs at the same time as all English streams. However, priority will be given to those who register before the end of February. If registration limits are reached, we will initiate a lottery process in March.~~



## Administrative Procedure 305

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7. Partners in Education (PIE) registration is ongoing throughout the year with no school catchment.

\* PIE enrolment is not done through MyED BC. There is a separate online form that can be found on the PIE website.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act  
Child, Family and Community Service Act  
Divorce Act  
Family Relations Act  
Immigration and Refugee Protection Act  
Infants Act  
Visiting Forces Act  
School Regulation 265/89  
Ministry of Education Policy Document: International Students

Adopted: July 11, 1985  
Reviewed: ~~February 13, 2018~~ February 12, 2025  
Revised: ~~May 18, 2022~~ February 12, 2025

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## STUDENT REGISTRATION AND CATCHMENT AREA BOUNDARIES

### Background

The District shall designate school catchment areas in the District to align population distribution, grade configurations, and school locations to meet program needs of students and make the best possible use of facilities, staff and transportation. Students will normally attend their catchment area schools except where there are space limitations or when students have successfully applied to attend a school in another catchment area. Students may also enroll in French Immersion which has no catchment area or in the District's alternate or online learning schools.

### Definitions

Catchment area child means a person

- of school age, and,
- resident in the catchment area of the school;

District child means a catchment area child or a non-catchment area child resident in the District.

Non-catchment area child means a person

- of school age
- resident in the District
- not resident in the catchment area of the school.

Non-District child means a person

- of school age
- resident in British Columbia
- not resident in the District.

Previous school year means the school year before the school year for which the person is applying to enroll in an educational program.

### Procedures

1. Registration for school enrolment (for students new to District or wishing to transfer to a school within the District):



## Administrative Procedure 305

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- 1.1. School registration occurs online through the \*MyED BC registration process. We do not accept paper applications.
  - 1.2. New Grade 8 to 12 students should register for Brooks Secondary School. Current school district students in Grade 7 students do not need to register at Brooks for Grade 8.
  - 1.3. Grades K to 7 students need to register for the school within their catchment area. Prior to March 31<sup>st</sup>, students can also add their desired school of choice in MyED which will be considered, subject to available space. Families will be notified at some point before May 31<sup>st</sup> regarding their confirmed school.
2. If the Principal determines that space and facilities are available at the school in which the educational program is made available, a person whose application was received by March 31 is entitled to enroll in that educational program in the following descending order of priority by time and date of application:
    - 2.1. First Nations preferred school of choice for students who live on Reserve as determined by the local land rights holding Nation as described by Bill 40 from the BC Government.
    - 2.2. A catchment area child who, in the previous school year, attended the school.
    - 2.3. Siblings of catchment area students who attended the school during the previous year.
    - 2.4. A catchment area child.
    - 2.5. A non-catchment area child with sibling(s) currently in school.
    - 2.6. A non-catchment area child.
  3. Non-catchment area children are not eligible for transportation or transportation assistance.
  4. Students registering for enrolment in an elementary school that is not in their catchment area after March 31 will be placed on a wait list and considered, subject to space available, after those who registered for a non-catchment school prior to March 31<sup>st</sup>.
  5. If space is not available in the student's desired school, the student will be eligible to enroll in a District school where space is available. Parents also have the option of having their child/children remain on a wait list for their school of choice in these instances.
  6. Registration for Kindergarten French Immersion at James Thomson Elementary occurs at the same time as all English streams. However, priority will be given to those who register before the end of February. If registration limits are reached, we will initiate a lottery process in March.
  7. Partners in Education (PIE) registration is ongoing throughout the year with no school catchment.

*\* PIE enrolment is not done through MyED BC. There is a separate online form that can be found on the PIE website.*



## Administrative Procedure 305

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Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 *School Act*  
*Child, Family and Community Service Act*  
*Divorce Act*  
*Family Relations Act*  
*Immigration and Refugee Protection Act*  
*Infants Act*  
*Visiting Forces Act*  
School Regulation 265/89  
Ministry of Education Policy Document: International Students

Adopted: July 11, 1985  
Reviewed: February 12, 2025  
Revised: February 12, 2025

## 2024/2025 Catchment Enrolment information

### School of Choice

Assigned Catchment School	Edgehill	Henderson	James Thomson (English)	Kelly Creek	Texada	Westview	French Immersion (James Thomson)	Catchment Totals (Not Actuals)
Edgehill	115	19	9	9	-	65	16	233
Henderson	24	60	18	6	-	22	27	157
James Thomson	9	19	96	1	-	3	49	177
Kelly Creek	4	3	-	132	-	12	3	154
Texada	-	1	-	-	37	-	-	38
Westview	67	18	19	32	-	268	31	435
<b>Total Current Enrolment per school</b>	<b>219</b>	<b>120</b>	<b>142</b>	<b>180</b>	<b>37</b>	<b>370</b>	<b>126</b>	<b>1194</b>
<b>Design Capacity</b>	<b>145</b>	<b>145</b>	<b>220</b>	<b>145</b>	<b>95</b>	<b>340</b>	<b>See JT</b>	
<b>Utilization</b> <i>(Based on Design Capacity not Operating Capacity)</i>	<b>151%</b>	<b>83%</b>	<b>122%</b>	<b>124%</b>	<b>39%</b>	<b>109%</b>	<b>Incl. w/ JT</b>	
<b>Portables on Site</b>	<b>5</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>-</b>		

**Notes:**

- 1) Enrolment number are from August 2024 MyEd data and may not represent the current actual with fluctuations during term.
- 2) James Thomson has been broken into two columns, one for English program and another for French Immersion.
- 3) Assigned Catchment School numbers lower for James Thomson as French Immersion students are tabulated within the respective catchment they reside when compared with the total of School of Choice for both English and French programs.

<b>Reading the Table:</b>
<b>Rows</b> show the students that reside within the prescribed catchment area
<b>Columns</b> show the selected school of choice students are currently attending with rows breaking out which catchment school they are from.
<b>Grey cells</b> represent students currently attending their catchment school
<b>Bottom Row Totals</b> show current enrolment disregarding catchments
<b>Last column Totals</b> show catchment school totals if all attending their assigned school (not actual enrolment)

# Student Splatter Results

[Print this page](#)

## Students Grouped By: School

● Edgehill Elementary	115
● Henderson Elementary	19
● James Thomson - Powell River	25
● Kelly Creek Community School	9
● Westview Elementary	65

## Filters

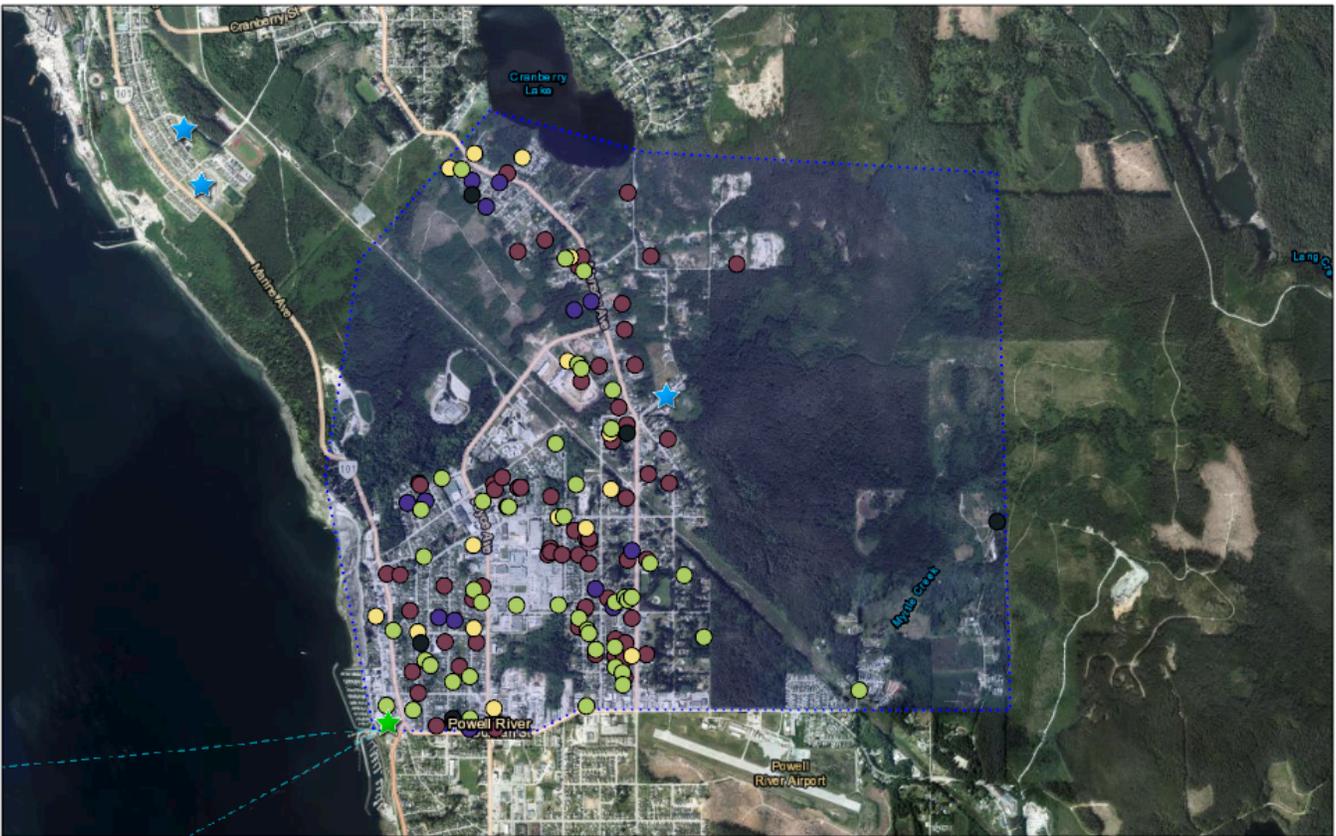
Schools: Edgehill Elementary, Henderson Elementary, James Thomson - Powell River, Kelly Creek Community School, Westview Elementary

Programs: None

Grades: None

233 students selected

## Edgehill Catchment



February 11, 2025



# Student Splatter Results

[Print this page](#)

## Students Grouped By: School

● Edgehill Elementary	24
● Henderson Elementary	60
● James Thomson - Powell River	45
● Kelly Creek Community School	6
● Westview Elementary	22

## Filters

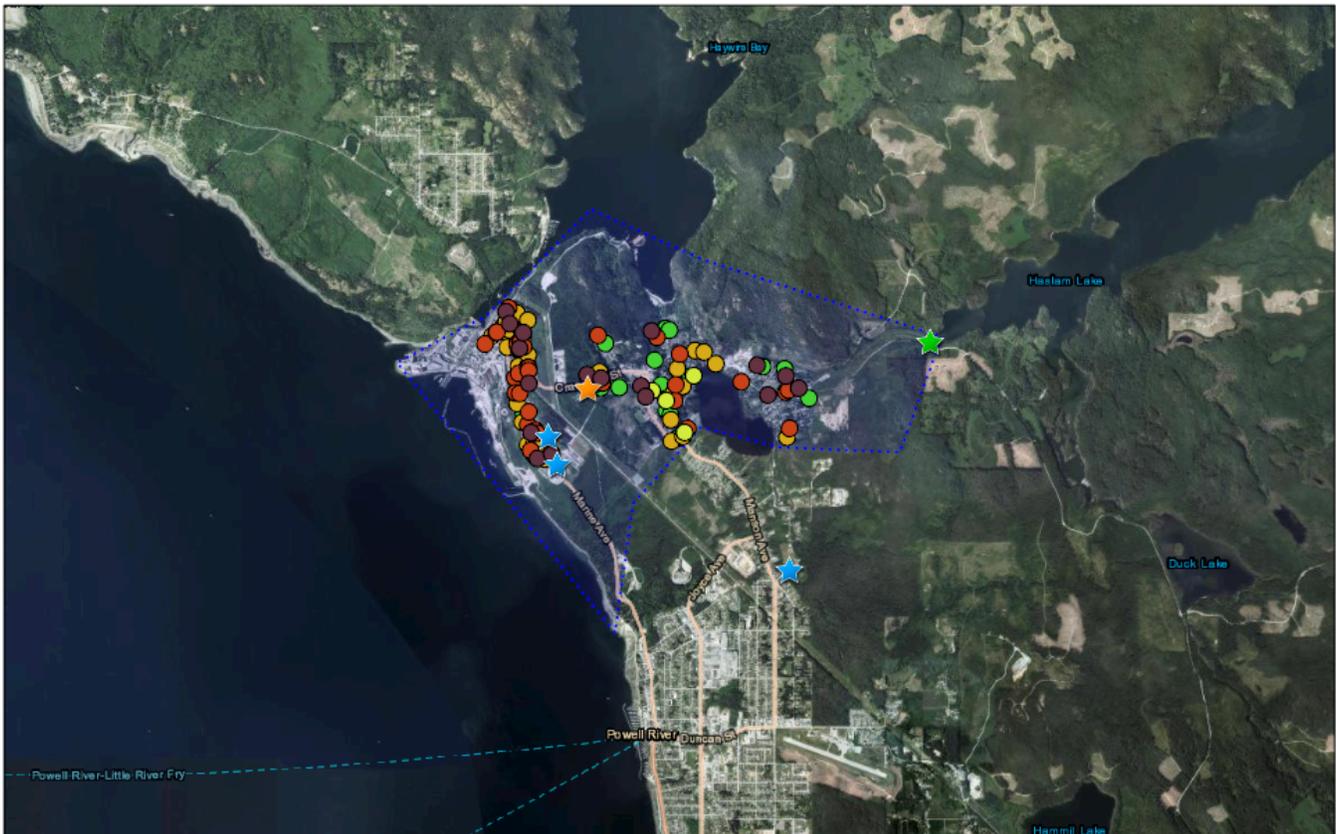
Edgehill Elementary, Henderson Elementary, James Thomson - Powell River, Kelly Creek Community School, Westview Elementary

Programs: None

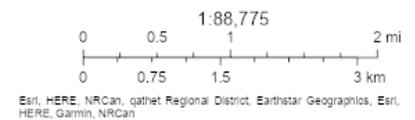
Grades: None

157 students selected

## Henderson Catchment



February 11, 2025



# Student Splatter Results

[Print this page](#)

## Students Grouped By: School

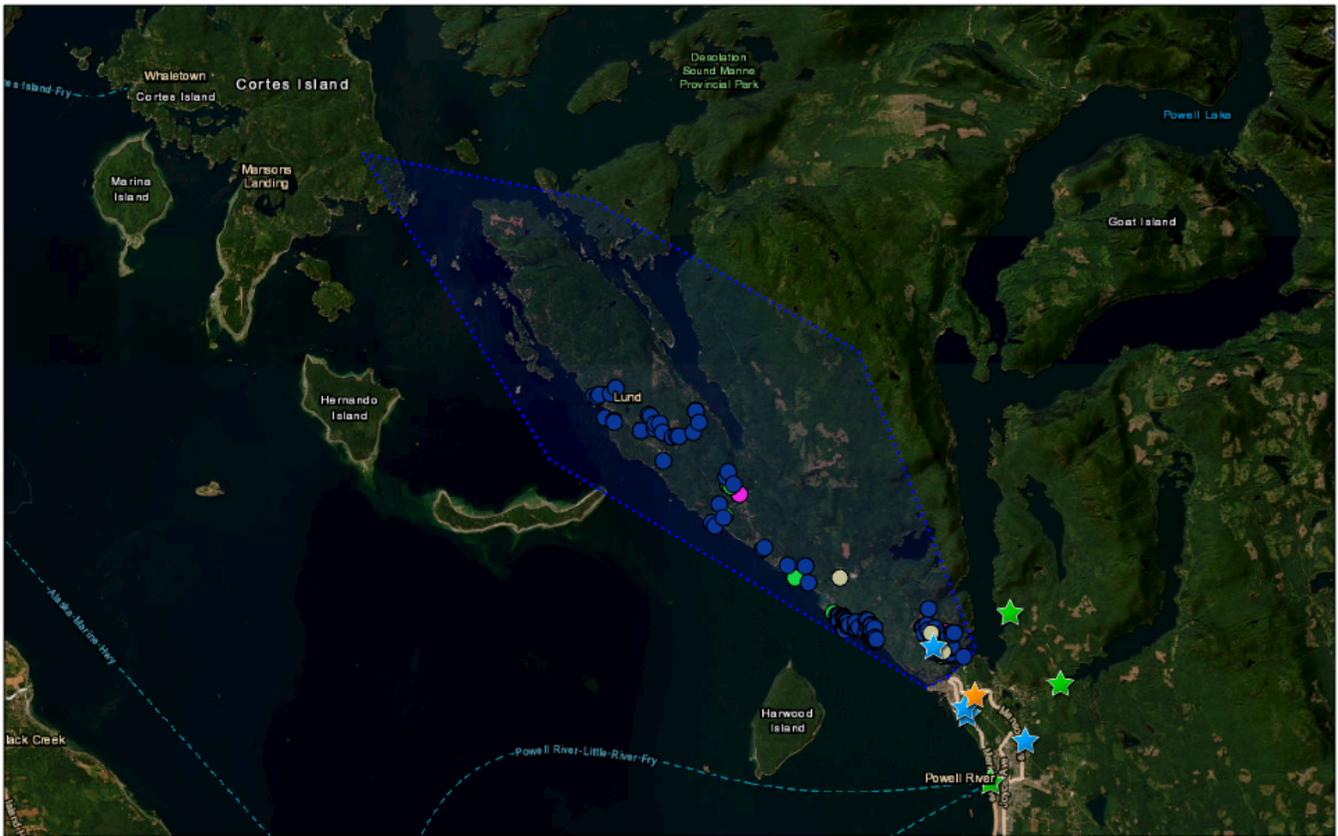
● Edgehill Elementary	9
● Henderson Elementary	19
● James Thomson - Powell River	143
● Kelly Creek Community School	1
● Westview Elementary	3

## Filters

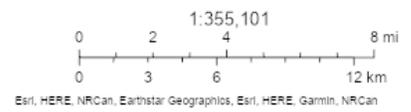
Schools: Edgehill Elementary, Henderson Elementary, James Thomson - Powell River, Kelly Creek Community School, Westview Elementary  
 Programs: None  
 Grades: None

175 students selected

## James Thomson Catchment



February 11, 2025



# Student Splatter Results

[Print this page](#)

## Students Grouped By: School

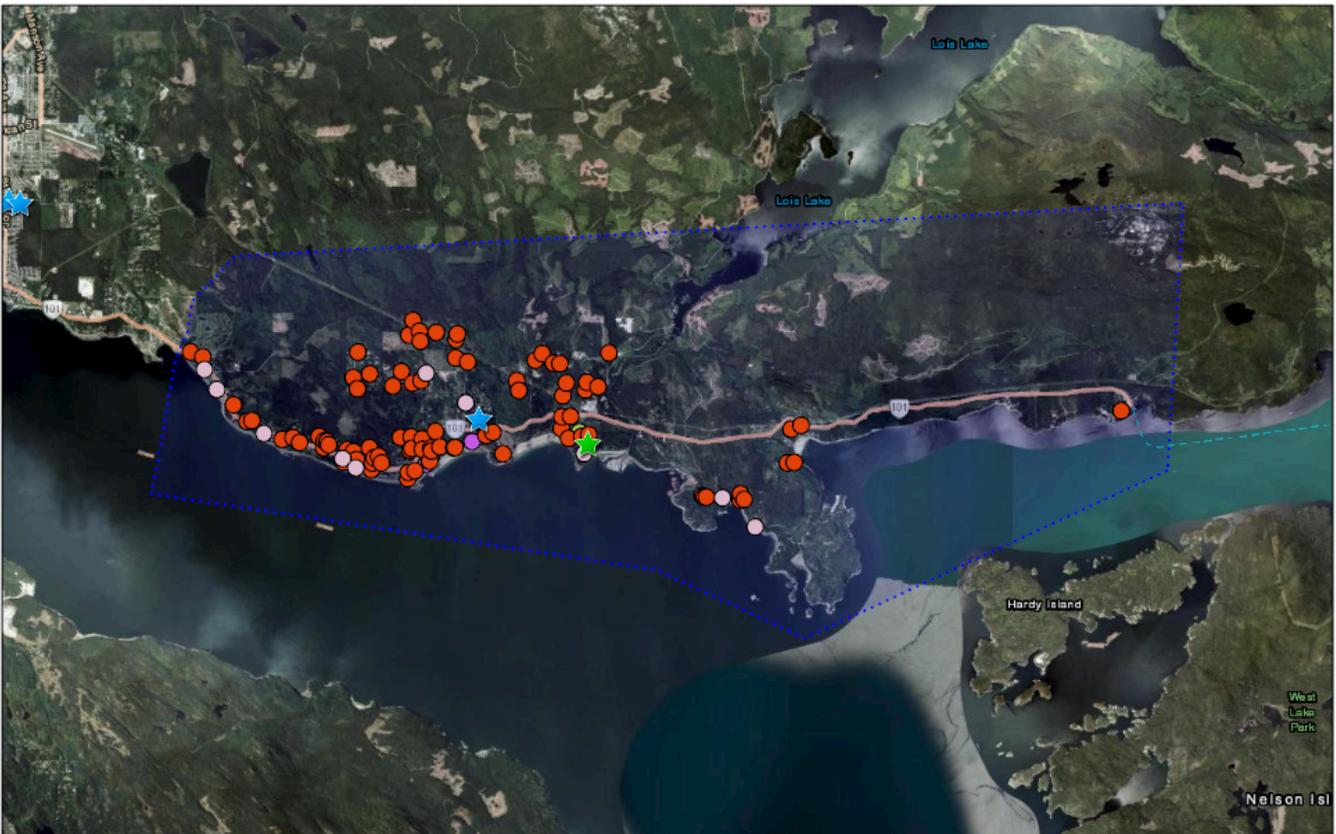
● Edgehill Elementary	4
● Henderson Elementary	3
● James Thomson - Powell River	3
● Kelly Creek Community School	131
● Westview Elementary	12

## Filters

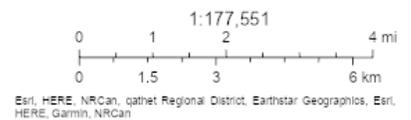
Schools: Edgehill Elementary, Henderson Elementary, James Thomson - Powell River, Kelly Creek Community School, Westview Elementary  
 Programs: None  
 Grades: None

153 students selected

## Kelly Creek Catchment



February 11, 2025



# Student Splatter Results

[Print this page](#)

## Students Grouped By: School

<span style="color: green;">●</span> Edgehill Elementary	67
<span style="color: grey;">●</span> Henderson Elementary	18
<span style="color: red;">●</span> James Thomson - Powell River	50
<span style="color: orange;">●</span> Kelly Creek Community School	32
<span style="color: green;">●</span> Westview Elementary	264

## Filters

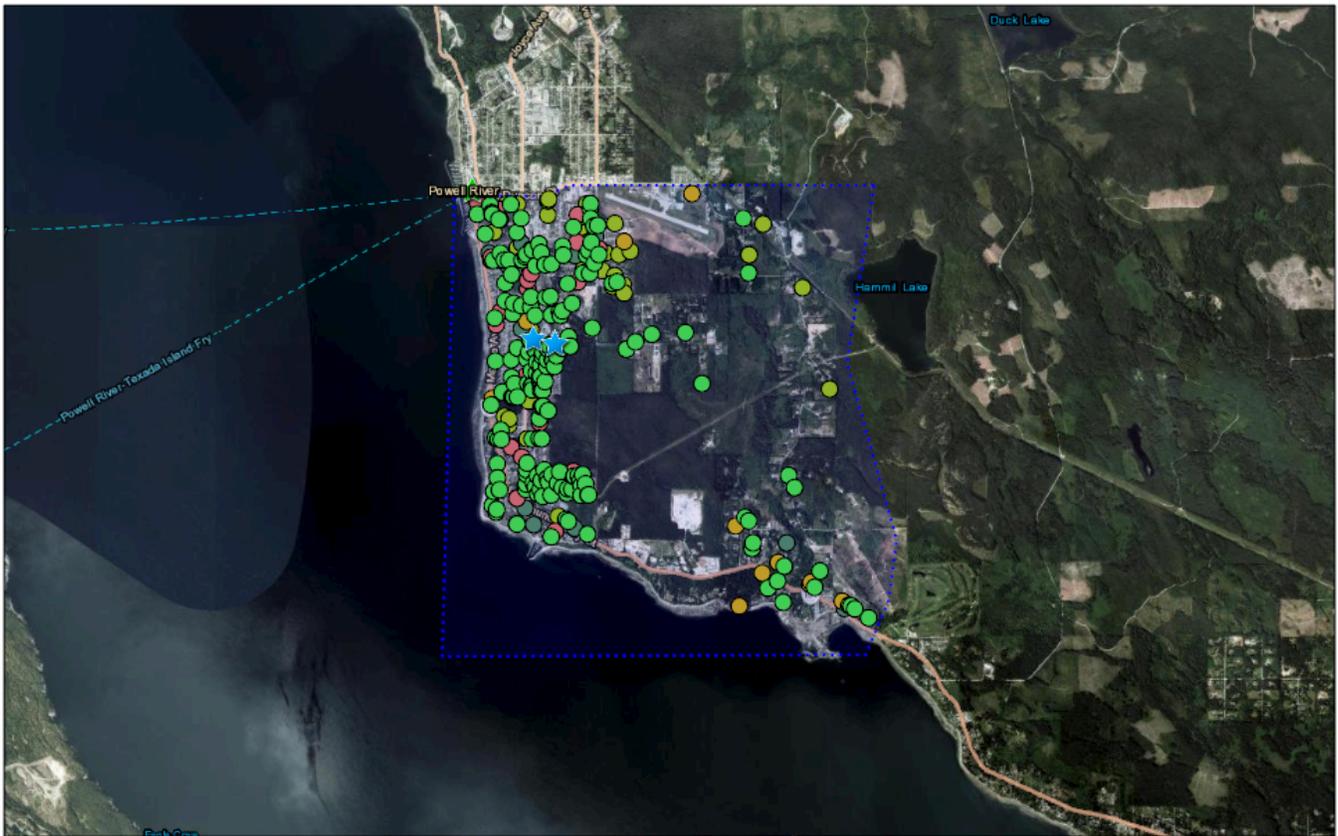
Schools: Edgehill Elementary, Henderson Elementary, James Thomson - Powell River, Kelly Creek Community School, Westview Elementary

Programs: None

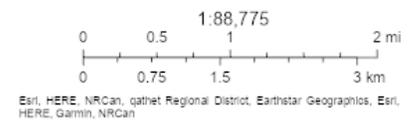
Grades: None

431 students selected

## Westview Catchment



February 11, 2025



# MEMORANDUM



**Date:** February 12, 2025  
**To:** Committee of the Whole  
**From:** Steve Hopkins, Secretary-Treasurer  
**Re:** Review of Select Board Policies

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## 1.0 RELEVANT BOARD MOTION/DIRECTION

Board Policy 10 (Board Policy Making and Review) 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 BACKGROUND

The Board Annual Work Plan identifies November and February as the months for the Board to review select policies as part of the planned review cycle.

## 3.0 INFORMATION STATEMENT

Staff have identified three policies to be reviewed in February:

- Policy 7 - Board Operations
- Policy 13 – Appeals & Notice of Appeal (Appendix)
- Policy 15 – Recruitment and Selection of Personnel
- Policy 18 – Conveyance of Students

## 4.0 APPENDICES

- a. Appendix A – Policy 7 - Board Operations
- b. Appendix B – Policy 13 - Appeals & Notice of Appeals (Appendix)
- c. Appendix C – Policy 15 - Recruitment and Selection of Personnel
- d. Appendix D – Policy 18 - Conveyance of Students



## Policy 7

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### BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. An Annual Board Meeting Calendar is adopted by the Board each year. These meetings are normally conducted in-person, however, in extenuating circumstances, with the approval of the Board, a Trustee may participate via video and/or teleconference.

A quorum for District meetings shall consist of a simple majority (School Act, Sec 66). For School District 47, this means there must be a minimum of three Trustees at Board meetings. A Trustee shall be counted as in attendance for the purpose of making a quorum via video and/or teleconference (School Act, Sec 67.7). If fifteen minutes after the appointed time a quorum is not present, the meeting shall stand adjourned to a date in the same month to be fixed by the Chair, or until the next regular meeting. In the event there must be a quorum-initiated adjournment, the Secretary-Treasurer shall record the names of the trustees present at the time of the adjournment.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC FIPPA legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" (closed to public) sessions.

To carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or closed session.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections
  - 1.1. Five trustees are elected at large for a four-year term.
  - 1.2. Elections are held the third Saturday in October in election years.
2. Inaugural and subsequent annual meetings of the Board

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 2.1. An inaugural meeting of the Board shall be held in November of the year of the election of trustees. Such meeting shall be held at the time, place, and date as determined by the outgoing Board; and if the Board shall not so determine, then such meeting shall be held at the hour of 19:00 in the District office located at 4351 Ontario Avenue, Powell River, BC, V8A 1V3 on the first Monday in November.
- 2.2. The Secretary-Treasurer, or, in their absence, the Acting Secretary-Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair is elected. The presiding official shall proceed to read to the Board the returns of the election, if any, as certified by the Returning Officer and shall then report whether the trustees-elect, if any, have completed the declarations required by the School Act.
- 2.3. After the results of the trustee elections are officially announced, an inaugural meeting will be held prior to the first regular monthly meeting. The purpose of the inaugural meeting shall be to swear-in the new School Board (School Act Sec.50). The Secretary-Treasurer will give notice of the inaugural meeting and preside at it (School Act, Sec 67.1).
- 2.4. In accordance with the School Act Section 50, a person elected or appointed as a trustee must make a prescribed oath of office, by oath or solemn affirmation, before taking their seat on the Board.
- 2.5. The presiding officials shall then call for nominations by ballot for the office of Chair. Any trustee may be nominated for Chair. The presiding officials will then announce the names of trustees nominated by ballot and at that time any nominee may withdraw. If more than one nomination remains for the office of Chair, a vote by ballot shall be taken forthwith. All trustees present at the meeting shall vote. A clear majority of those present shall be required for election. If there is no clear majority on the first ballot, balloting shall continue until a clear majority is achieved.
- 2.6. If for the election of Chair, more than two nominations are received, and if at the first ballot no trustee receives a clear majority, balloting shall continue until one trustee shall have received a clear majority. At each successive ballot the name of the trustee receiving the fewest votes at the previous ballot shall be dropped. If by reason of an equality of votes it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose.
- 2.7. Once the election of Chair has been completed the individual will replace the Secretary Treasurer as Chair for the remainder of the meeting.
- 2.8. At the first regular meeting following the inauguration, and again annually for the duration of the term, there will be an election of the Board's Officers. A Board Chair, Vice-Chair, Provincial Councilor to the BCSTA, and a BCPSEA Representative will be selected by a show of hands vote from the five trustees (School Act, Sec 67.2).
- 2.9. The selection of Vice-Chair shall be conducted in the same manner as the selection of the Chair.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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2.10. An annual meeting of the Board shall be held in November of the year in which there is no election of trustees. Regular meeting dates for the following year shall be established at that time.

### 3. Notification of Board Meetings

3.1. School Board Meetings are public meetings unless designated as "In Camera" (closed to the public). To encourage the public to attend Board meetings, all Regular meetings will be posted on the District website and such other means as may appear appropriate. The agenda will specify the date, time and place of all Regular and Special meetings, and the major topics to be discussed.

### 4. Regular Meetings

4.1. There will normally be two meetings of the Board per month; one public/closed, and one committee of the whole. Special meetings may also be called as required to do the business of the Board.

4.2. The Regular Public Meeting is open to everyone. This meeting is normally held on the third Wednesday of the month from September to June. Unless otherwise advertised it is held at 4:00 pm in the Board Room of the School District 47 Administration Building.

4.3. The business of this meeting shall be dealt with according to the prepared agenda in the following general order:

4.3.1. Acknowledgement of the Traditional Territories of the Tla'amin Nation

4.3.2. Presentations, if applicable

4.3.3. Question Period

4.3.4. Chairperson's Remarks

4.3.5. Approval of Agenda with any additions or deletions

4.3.6. Adoption of Minutes

4.3.7. Correspondence

4.3.8. Reports from:

4.3.8.1. Superintendent

4.3.8.2. Secretary-Treasurer

4.3.8.3. Committees

4.3.9. Other Business Items

4.3.10. Question Period

4.3.11. Media Question Period

4.3.12. Adjournment

Adopted: May 18, 2022

Reviewed: June 22, 2022

Revised: June 22, 2022



## Policy 7

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- 4.4. The agenda for regular meetings shall normally include those items noted in the Board annual work plan. In addition, within three business days, items may be placed on the agenda by notifying the Board Chair. Items may also be included by notice of motion at a previous meeting or a request from a committee of the Board within three business days of the meeting. Other items may be added at the Board Chair's discretion.
  - 4.5. During the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. Normally this shall occur during consideration of the adoption of the agenda.
  - 4.6. The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.
  - 4.7. An agenda information package, containing the agenda and supporting information, shall be distributed to each trustee at least three days in advance of regular Board meetings.
  - 4.8. The list of agenda items for the Open Meeting shall be posted in a place readily accessible to the general public one day prior to the meeting. Any elector may inspect the agenda and request a copy.
  - 4.9. The Board believes recording its official Regular Public Board Meeting proceedings will assist in its communication with the public. Therefore, the Board, at its sole discretion, may video record all or any portion of Board Meetings held in public, subject to the following limitations:
    - 4.9.1. The video recording of any public meeting of the Board of Education or other video recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board's discretion.
    - 4.9.2. Video recordings of Regular Public Board Meetings will be stored and available for viewing until the end of each school year.
    - 4.9.3. The Board approved written minutes will continue to be the official record of the Meeting.
  - 4.10. The Superintendent and Secretary Treasurer shall be at all meetings of the board.
    - 4.10.1. The Superintendent and Secretary Treasurer will be excused from the meeting when the Board is meeting with the external auditor.
    - 4.10.2. The Superintendent will be excused from the meeting if their contract is being discussed or the Board is dealing with a Trustee or Superintendent disciplinary issue.
5. Rules of Order
- 5.1. Development of Agenda
    - 5.1.1. Items for Board agendas may originate from:
      - 5.1.1.1. Business from previous meeting

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022

- 5.1.1.2. Individual Trustees
- 5.1.1.3. Superintendent of Schools
- 5.1.1.4. Delegations
- 5.1.1.5. Correspondence
- 5.1.1.6. Committee Meetings
- 5.1.2. The Agenda Review Committee shall be responsible for setting the agenda.
- 5.1.3. The agenda will normally be reviewed by the Agenda Review Committee, which consists of the Board Chair, Vice-Chair (optional), Superintendent of Schools, and Secretary Treasurer, prior to the Regular meeting.
- 5.1.4. The order of the agenda shall be substantially as follows:
  - 5.1.4.1. Opening Presentations
  - 5.1.4.2. Audio Visual Recording (Webcasting) of Regular Board Meeting
  - 5.1.4.3. Call to Order
  - 5.1.4.4. Report From "In Camera" (closed to the public)
  - 5.1.4.5. Consent Agenda
  - 5.1.4.6. Consideration of Agenda
  - 5.1.4.7. Superintendent's Reports
  - 5.1.4.8. Secretary-Treasurer's Reports
  - 5.1.4.9. New Business
  - 5.1.4.10. Question Period
  - 5.1.4.11. Adjournment
- 5.1.5. The Secretary Treasurer shall be responsible for preparation of the agenda. Items for the agenda are to be submitted to the Secretary Treasurer's office by noon on the Wednesday immediately preceding the Board Meeting.
- 5.1.6. The agenda and supporting documentation shall be published on the intranet on Friday afternoon for trustees. The partner groups and newspaper contacts will be advised by email on Monday morning that the agenda and supporting documentation is available for viewing on the District website.



## Policy 7

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- 5.1.7. Items may be added to the agenda at the Board meeting if each individual item is approved by a majority vote of the Board. If the additional item is in the form of a motion, the motion must be read in its entirety.
  - 5.2. The Board Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
  - 5.3. The Vice-Chair shall preside in the absence of the Board Chair or when the Board Chair vacates the chair.
  - 5.4. If neither the Board Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.
  - 5.5. The presiding officer shall rule on all points of order and shall state reasons and the authority for a ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
  - 5.6. Where District policy is silent, Robert's Rules of Order shall apply to the conduct of meetings. Where policy and Robert's Rules of Order are both silent, the decision of the presiding officer shall be the authoritative ruling.
  - 5.7. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
  - 5.8. The Secretary-Treasurer or Superintendent shall act as parliamentarian to the presiding officer and when requested, shall advise the Chair or the Board on Rules of Order.
  - 5.9. The Board may adopt a procedural rule for one or more meetings by resolution of the Trustees present at the meeting.
  - 5.10. A rule of order may be suspended by unanimous consent of the Trustees present.
  - 5.11. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not set a precedent.
  - 5.12. These rules may be amended by policy amendment only, at a meeting in which notice of intention to propose the amendment has been given at the previous meeting.
  - 5.13. All questions shall be decided by a vote on motion.
6. In-camera (closed to the public) Board Meetings
    - 6.1. The Board may convene a meeting without the public (School Act, Sec.69.2). Topics which require protecting individual privacy; negotiations of contracts; personnel issues; student welfare or discipline; issues dealing with security, land, labour, litigation, and other matters where the

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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Board decides that the public interest so requires, including matters of a confidential, sensitive, or preliminary nature.

- 6.2. The Board may convene a meeting without the public and staff present. Matters of a confidential nature shall be discussed. However, these meetings shall be subject to the requirements of the School Act, with respect to the presence of a corporate officer when the meeting is called to order and if any motions are to be considered.
- 6.3. No trustee or staff shall disclose to the public the proceedings of an In Camera (closed to the public) meeting unless a resolution has been passed at the In Camera (closed to the public) meeting allowing disclosure of a particular motion or action.
- 6.4. Once considered in a closed meeting the Board may deem it appropriate and, in the public's, best interest to continue the discussion of any previously closed topic at a public meeting.
- 6.5. The closed meeting is normally held on the same day as the open public meeting.
- 6.6. The business of closed meetings shall be dealt with according to the prepared agenda in the following general order:
  - 6.6.1. Guests or Presentations (if applicable).
  - 6.6.2. Questions and/or discussion regarding the presentation (if applicable).
  - 6.6.3. Dismissal of guests (if applicable).
  - 6.6.4. Approval of in-camera (closed to the public) agenda with any additions or deletions.
  - 6.6.5. Adoption of Minutes.
  - 6.6.6. Correspondence.
  - 6.6.7. Reports from:
    - 6.6.7.1. Superintendent
    - 6.6.7.2. Secretary-Treasurer
    - 6.6.7.3. Committees
  - 6.6.8. Other Business.
  - 6.6.9. Adjournment.
- 6.7. Minutes of an In Camera (closed to the public) meeting shall be kept in the same manner as a Regular meeting but shall be approved by the Board only in an In Camera (closed to the public) meeting and shall not be filed with the minutes of Regular meetings.
- 6.8. Release Of In Camera (closed to the public) Items

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 6.8.1 All motions to publicly release items dealt with In Camera (closed to the public) shall be made and dealt with In Camera (closed to the public).

### 7 Special Meetings

- 7.1 A special meeting is any meeting of the Board that was not scheduled during the inaugural or subsequent annual meeting.
- 7.2 Special meetings of the Board may be called by the Chair or, upon written request of a majority of the trustees.
- 7.3 No business other than that for which the meeting was called shall be conducted at the meeting.
- 7.4 When possible, written notice of a Special Meeting and an agenda shall be given to each trustee forty-eight hours in advance of the meeting.

### 8 Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

#### 8.1 The minutes shall record:

- 8.1.1 Date, time, and place of meeting.
- 8.1.2 Type of meeting (regular, special or committee).
- 8.1.3 Name of presiding officer.
- 8.1.4 Names of those trustees and administration in attendance.
- 8.1.5 A brief summary of circumstances of the issue being debated.
- 8.1.6 All resolutions, including their disposition, placed before the Board, and should be entered in full.
- 8.1.7 Names of persons making and seconding the motion.
- 8.1.8 Any points of order and/or appeals.
- 8.1.9 Appointments.
- 8.1.10 Summarized reports of committees.
- 8.1.11 Trustee declarations pertaining to conflict of interest (sections 56, 57, or 58 of the School Act).

#### 8.2 The Minutes shall:

- 8.2.1 Be prepared as directed by the Superintendent.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 8.2.2 Be reviewed by the Superintendent prior to submission to the Board.
  - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.
  - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
  - 8.2.5 Upon acceptance by the Board and by way of the Secretary-Treasurer's assurance have the appropriate signatures affixed to the concluding page.
  - 8.3 The Secretary-Treasurer shall:
    - 8.3.1 Establish and maintain a file of all Board minutes.
    - 8.3.2 Establish a codification system for resolutions determined by the Board, which will provide for ready identification as to the meeting at which they were considered.
    - 8.3.3 Provide for cross-referencing with resolutions of a similar nature adopted by the Board at previous meetings.
  - 8.4 Upon adoption by the Board, the Open Meeting minutes shall be available for public scrutiny online and at the Board office at all reasonable times.
  - 8.5 The Open Meeting minutes adopted by the Board shall be added to the District website [www.sd47.bc.ca](http://www.sd47.bc.ca) and distributed to all trustees and other destinations as directed by the Board as soon as is practicable.
  - 8.6 All committees of the Board, unless otherwise directed, shall prepare, and submit minutes or a report to the Board.
- 9 Board Motions and Resolutions
- 9.1 All matters requiring a Board decision or opinion relating to the formal Board meeting agenda shall be done by a motion, which has been moved and seconded for discussion or debate. An opportunity for questions and/or clarification will be provided before the motion is read to the assembly by the presiding officer.
  - 9.2 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.
  - 9.3 The presiding officer may divide a motion containing more than one subject if it is felt that it would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
  - 9.4 No motion other than to postpone consideration of a question, or a procedural motion, shall be reconsidered during the calendar year except by the reconsideration or rescinding process.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

---

- 9.5 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.
- 9.6 A motion to reconsider can only be made at the same meeting where the original motion was voted upon and by a member who voted on the prevailing side. No question can be reconsidered twice.
- 9.7 A motion to rescind will be considered only if notice has been given at the previous meeting or if notice was given in the call for the present meeting. A motion to rescind may be moved by any Trustee, regardless of their original vote.
- 9.8 A motion to table is not debatable other than as to propriety. (There is no set time limit). A motion to postpone is debatable; (it can be postponed indefinitely or to a certain time).
- 9.9 A motion can be withdrawn or modified by the mover without the consent of anyone before the motion is stated by the Chair. Once the motion has been stated by the Chair, it belongs to the assembly and the mover must request its permission to withdraw or modify it. If there is an objection, the Chair shall ask the meeting if the request should be granted, and a majority vote is needed for withdrawal.
- 9.10 All motions to refer resolutions to the Canadian School Boards Association (CSBA), BC School Trustees Association (BCSTA), or branches thereof for endorsement or adoption, shall receive prior discussion to clarify intent and wording of the main resolution.
- 9.11 All motions to amend Board policy shall be submitted in writing to the Secretary-Treasurer and presented to the Board at a regular meeting immediately preceding the regular meeting at which they are to be discussed. (Notice of Motion). A written Notice of Motion to amend Board policy shall contain the proposed action and rationale.
- 9.12 All motions must be seconded except in Committee of the Whole or Board Committee meetings.

### 10 Amendments to a Motion

- 10.1 All motions shall be subject to amendment except the following:
  - 10.1.1 Motion that the question be now put.
  - 10.1.2 Motion for adjournment of debate or adjournment of a meeting.
  - 10.1.3 Motion to table.
  - 10.1.4 Motion to proceed to next business.
- 10.2 An amendment to a motion does not require notice.
- 10.3 Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

---

- 10.4 Amendments must be strictly relevant to the main motion and will not change the intent of the original motion.
- 10.5 Amendments may also be made by a "substitute" motion if the substitute is not contrary to the principle embodied in the main motion.

### 11 Debate

- 11.1 Debate shall be strictly relevant to the question and the presiding officer shall warn speakers who violate this rule.
- 11.2 No person shall speak until recognized by the Chair.
- 11.3 No trustee shall speak more than three times to a question unless a motion to extend debate is made, seconded, and carried except the mover of the motion who will have the right to make a reply when all trustees who wish to speak have spoken.
- 11.4 No trustee shall speak for a period in excess of three minutes at one time during debate. The presiding officer may caution the individual who persists in tedious and repetitious debate and may direct that trustee to discontinue if he/she persists. The presiding officer shall have sole discretion in applying this paragraph and may in her/his discretion ignore it.
- 11.5 A matter dealing with the rights or interests of the Board as a whole or of a Trustee personally (a point of privilege) may be raised at any time and shall be dealt with before resumption of business.
- 11.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.
- 11.7 A motion may be made by a member who has obtained the floor as long as a question is pending. The maker of the motion may speak first to the motion.
- 11.8 A trustee may require the motion under discussion to be read at any time during debate, except when a trustee is speaking.
- 11.9 When a trustee believes debate should be closed and a vote taken, the Chair will respond by announcing that the "question has been called" and ask if there is further discussion. If there is, it must be allowed.
- 11.10 Debate can also be closed by a motion to end debate. This is not debatable, must have a seconder, and must be approved by the majority.
- 11.11 This policy shall govern points of order and procedures not provided for or specified by the School Act. Where there is an inconsistency, the School Act shall apply. Where situations arise

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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which are not covered by the School Act or policy, the Chair will make reference to Robert's Rules.

11.12 An appeal may only be requested immediately after a ruling and before resumption of business. The appeal shall be decided without debate by a majority vote of trustees present. A successful appeal does not necessarily set a precedent.

11.13 All motions are debatable except the following:

11.13.1 Motion for adjournment of debate or for adjournment of a meeting other than to set a time limit, in which case the motion shall be debatable as to time only;

11.13.2 Motion to fix time to adjournment of a meeting;

11.13.3 Motion to proceed to the next business;

11.13.4 Motion to go into Committee of the Whole or Closed Session;

11.13.5 Motion to refer shall be debatable as to time or referral only;

11.13.6 Motion to table;

11.13.7 Motion to postpone is debatable as to time only.

## 12 Voting

12.1 A quorum of the Board shall be three trustees.

12.2 All trustees present at a meeting are expected to vote, although, a trustee must abstain from voting in the event that they are in a conflict-of-interest position due to a direct pecuniary interest in the outcome of the vote (Section 58, School Act). A trustee may also abstain from voting if they state at the meeting their reasons thereon prior to a vote being taken.

12.3 Where an interpretation is required, the question at hand shall be deferred until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on Robert's Rules. The resulting interpretation may require a change to said policy and, if so, will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

12.4 Voting shall be by a show of hands and under normal circumstances all negative votes and abstentions shall be recorded by name in every case. Upon request, where a conflict exists, the reason(s) for an abstention shall be recorded.

12.5 The Chair has the same right to vote and shall vote at the same time as the other members of the Board and, in the case of an equality of votes for and against a motion, (a tie), the question is resolved in the negative, and the Chair shall so declare.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

---

- 12.6 All questions shall be decided by a majority of the votes of the Board quorum present and voting recorded as otherwise provided by these rules or the School Act.
- 12.7 The presiding officer may vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, a tie, the question will be declared 'not passed' by the presiding officer.

### 13 Public Participation

#### 13.1 Delegations to Board Meetings

Input from individuals and groups within the school system or general public is encouraged and welcomed. The Board believes that it has the responsibility to provide members of the community the opportunity to voice any concerns or ideas relating to educational matters directly to the Board. The Board also believes it has a responsibility to conduct all its meetings in an orderly and efficient fashion. Hence the Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

- 13.1.1 Requests to present shall be made in writing to the Superintendent on or before 12:00 noon on the Tuesday preceding the regular Board meeting.
- 13.1.2 In order to assist delegations with their presentations, guidelines for delegations, will be made available at the time the request to present is made.
- 13.1.3 The Board Chair may refer delegation requests to a closed meeting. The Board Chair reserves the right to limit the number of delegations appearing at a particular Board meeting and may request they appear at an alternate date.
- 13.1.4 The delegation shall identify a spokesperson for all group appointments.
- 13.1.5 An individual or group may appear before the Board at a regular meeting and request placement on the agenda without prior notice. The Board will determine whether or not the delegation will be added to the agenda that that time.
- 13.1.6 A trustee may request that the topic be referred to a later Board Meeting, the trustee may request the topic be brought forward to the Board Chair to be included on the next meeting agenda.
- 13.1.7 The Board appreciates the time and effort students, staff members, and members of the general public take to present to the Board. In recognition, school delegations are acknowledged by sending a letter of thanks to the delegation.

#### 13.2 Question Period

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 13.2.1 Question Periods will be held at all Open Regular Meetings. There will be one question period at the beginning of the meeting and another at the end. The public may raise any question except for those which are usually considered in Special Closed meetings. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.
- 13.2.2 The following will help the public develop questions for Question Period at a Board meeting that is keeping with the goal of a respectful and focused meeting.
- 13.2.3 Questions.
  - 13.2.3.1 Need to be directed to the Chair and not to staff;
  - 13.2.3.2 Need to be succinct, focused and not be a statement;
  - 13.2.3.3 May not be asked that are related to personnel or directed at an individual trustee; and,
  - 13.2.3.4 May not be asked that are related to contract negotiations.

## 14 Trustee Remuneration

- 14.1 Section 71 of the School Act provides that a Board may authorize the payment of remuneration (indemnity) to trustees.
- 14.2 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.
- 14.3 A trustee indemnity as described in the School Act regulations will be paid to trustees on a monthly basis. Payment shall be made by direct bank deposit.

## 15 Trustee Expense Reimbursement

Trustees will incur travel expenses when representing the District provincially or regionally. Also, to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board supports their attendance at appropriate conventions, seminars, and courses. Trustees will be reimbursed for costs incurred in performing such duties or upgrading their trustee skills. Trustees shall use the most practical and reasonable means available to minimize expenses to the District.

### 15.1 In-District Board Business

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 15.1.1 The following in-district expenses shall be off-set by an additional monthly allowance to cover costs associated with additional vehicle insurance and communications related to internet and cell phone use.
- 15.1.2 Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association's rate. The current per kilometer rate for vehicle use can be claimed for all Board approved business other than regularly scheduled Board and Committee meetings.
- 15.1.3 Trustees may request reimbursement for Board related long distance telephone calls and meals for other people, when on official Board business. Where applicable, receipts are to be provided.
- 15.1.4 The School District will only provide office supplies to assist trustees directly in their duties (ie: internet, School District e-mail account, paper, pens, notepads etc.)
- 15.2 Regional and Provincial Conferences and Meetings
  - 15.2.1 Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers' Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and the BCSTA Branch meetings, and/or the Annual CSBA Conference.
- 15.3 Trustee Travel
  - 15.3.1 Trustees may automatically attend the following events: The BCSTA AGM; The BCSTA South Coast Branch Meeting, BCSTA Trustee Academy and CSBA Conference.
  - 15.3.2 By prior resolution of the Board, in each instance, trustees may be authorized to travel to BCSTA seminars and workshops, and to various conventions, conferences and meetings within and outside of BC at the expense of the Board. Where practicable, trustees should present to the Board for review a statement of the objectives for the specific travel and how the trip relates to the business of the Board and District.
- 15.4 Out-of-District Travel Expenses
  - 15.4.1 The automobile per kilometer reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable Canada Revenue Agency rate.
  - 15.4.2 All out-of-district air travel to destinations other than Vancouver or Victoria will be reimbursed at the lowest airfare rate available at the time of travel when air transportation is available and practical.

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 15.4.3 Trustees may claim for taxis, parking fees, local mileage, airport improvement fees and other reasonable travel costs including but not limited to ferry fares. Receipts are to be provided (except for mileage).
- 15.4.4 Trustees may claim the District's per diem rate for meals for full or partial days as is appropriate for the duration of the trip, excluding meals that are provided as part of registration fees.
- 15.4.5 Accommodation may be claimed based on the 'single' rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 15.4.6 If staying with a friend or relative \$50.00 per night may be claimed without a receipt.
- 15.4.7 The cost of extra nights for lodging is the responsibility of the trustee.

## 16 Trustee Conflict of Interest

- 16.1 All trustees present at a meeting must vote, although a trustee must abstain from voting in the event the trustee has a conflict of interest.
- 16.2 Conflict of Interest
  - 16.2.1 The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.
  - 16.2.2 If a trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the trustee:
    - 16.2.2.1 Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;
    - 16.2.2.2 Shall not take part in the discussion of or vote on any question in respect of the matter; and
    - 16.2.2.3 Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
    - 16.2.2.4 If the meeting is not open to the public, in addition to complying with these requirements the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.
  - 16.2.3 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

### 17 Resolutions, Policies and By-laws

- 17.1 All matters shall be dealt with by resolution, policy statement or by-law.
- 17.2 A Resolution shall have only one reading.
- 17.3 Resolutions shall be assumed to be for the duration of the specific action referred to within a resolution or in any case not longer than one year, except for the following:
  - 17.3.1 Resolutions may specify certain dates for which actions are applicable.
  - 17.3.2 Resolutions which have policy implications or are intended to be for District guidance for periods greater than one year, shall be referred to the District Policy Development Process.
- 17.4 New policies, and significant changes to existing policy shall have two readings - the first for information; the second for recommendation. The readings shall be at two separate Regular Board meetings, unless a majority of trustees waive the rule in extraordinary circumstances.
- 17.5 A By-Law shall have three readings.
- 17.6 The following matters shall only be resolved by By-Laws:
  - 17.6.1 Amendments to By-Laws.
  - 17.6.2 Where required by the School Act.

### 18 Public Information Meetings

- 18.1 The Board may hold public information meetings on major issues to provide or obtain information on proposed changes to operational practices which will substantially affect instructional delivery, facility location, school closure, program relocation, and District funding. The Board Chair shall preside over the meeting accompanied by appropriate resource staff assigned by the Superintendent to assist with the proceedings.
- 18.2 Public Information meetings will be advertised using local media and/or the School District website [www.sd47.bc.ca](http://www.sd47.bc.ca).

### 19 Working Sessions

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 7

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- 19.1 The Board feels it is desirable to meet periodically in a working session environment. In this setting, Trustees discuss District goals and objectives, evaluate the Superintendent, receive professional development on District programs and review other matters pertaining to the operation of the District.
- 19.2 At these sessions the Board shall take no action that replaces debate or actions which should occur at public meetings.
- 19.3 The agenda will be prepared by the Superintendent under the direction of the Chair. The Superintendent is expected to attend the working session and determine if other senior administration staff are to attend and for how long they will attend.

## 20 Signatories for the Board

- 20.1 Any two of the Chair, Vice Chair, Superintendent, and the Secretary-Treasurer shall be the official signatories for legal documents and cheques.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act

Adopted: May 18, 2022  
Reviewed: June 22, 2022  
Revised: June 22, 2022



## Policy 13

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### APPEALS

The Board of Education recognizes the right of a student and/or parent of a student under Section 11 of the *School Act* to appeal a decision of an employee of the Board where such decision significantly affects the education, health, or safety of the student.

This policy deals with employee decisions, which are disputed by a student and/or a parent of the student. The Board believes that addressing such disputes closest to the point where they originate, provides the best likelihood that a satisfactory resolution can be achieved. Hence, the Board encourages informal good-faith efforts by all involved to resolve such matters. However, if the student or parent believes informal consultation isn't working, and if the decision in dispute is one that could significantly affect the student's health, education, or safety, it may be appealed to the School Board.

The Board recognizes that employee decisions that do not significantly affect the education, health, or safety of a student, are within the final authority of the Superintendent.

The following decisions will normally be considered to be matters that significantly affect the education, health, or safety of a student:

- Suspension from school for a period in excess of ten consecutive days;
- expulsion from an educational program;
- suspension from school for a health condition;
- placement in an educational program;
- grade promotion and graduation;
- a student is not provided with an individual education plan;
- transfer of a student from one school to another for disciplinary reasons;
- refusal to offer an educational program to a student 16 years of age or older; and
- any decision that, in the opinion of the Board, significantly affects the education, health, or safety of a student.

#### 1. Interpretation

For the purposes of this policy, the following interpretations apply:

- 1.1. "Appeal" means a request, to a higher authority, made by a student or parent, that the decision of a Board employee be altered or revoked.
- 1.2. "Appellant" means a student or parent bringing an appeal.
- 1.3. "Board" means the Board of Education.
- 1.4. "Consultation" means a process whereby communication is undertaken, by all the parties concerned, to satisfactorily resolve parent/student/employee concerns without resorting to appeal procedures. Consultation includes the sharing of information, advice, feelings, and interests with respect to resolving the issue(s) at hand.

Adopted: May 18, 2022

Reviewed:

Revised:



## Policy 13

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- 1.5. "Decision" in addition to its normal meaning also includes the failure to make a decision.
- 1.6. "Notice of Appeal" is a District form, which is completed by the appellant to inform the Superintendent that the appellant would like the Board to consider an appeal. See Appendix "A".
- 1.7. "Parent" means in respect of a student or of a child registered under Section 13 of the *School Act*:
  - 1.7.1. the guardian of the person of the student or child;
  - 1.7.2. the person legally entitled to custody of the student or child, or;
  - 1.7.3. the person who usually has the care and control of the student or child.
- 1.8. "Significantly affect" refers to a decision which:
  - 1.8.1. with respect to a student's education, jeopardizes the student's long-term educational progress, and/or contravenes Board Policy and Procedures;
  - 1.8.2. with respect to a student's health, exposes the student to undue health risks normally avoided by a kind, firm, and judicious parent and/or contravenes Board Policy and Procedures relative to student health;
  - 1.8.3. with respect to a student's safety, exposes the student to undue danger normally avoided by a kind, firm, and judicious parent and/or contravenes Board Policy and Procedures relative to student safety.

### 2. Levels of Consultation

The Board expects that, before appealing the decision of a Board employee or a decision of the Board, a student and/or parent, will have consulted about the decision, with the following personnel, in the following order:

- 2.1. Any employee involved in the decision;
- 2.2. School Principal or Vice-Principal;
- 2.3. the Superintendent of Schools (regarding educational decisions); or
- 2.4. the Secretary-Treasurer (regarding operational decisions).

### 3. Levels of Appeal

If, in the view of a student or parent, the issue has not been resolved by consultation, the following levels of appeal are available:

- 3.1. Appeal to Board of School Trustees, and,
- 3.2. appeal to the Ministry of Education, Superintendent of Achievement (Section 11.1 – 11.8, *School Act*).

### 4. Points to Consider Before Bringing an Appeal to the Board

Appeals to the Board are subject to the process that follows and will be heard, provided that:

Adopted: May 18, 2022  
Reviewed:  
Revised:



## Policy 13

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- 4.1. Every attempt to consult with the employee(s) concerned has taken place, prior to the appeal;
- 4.2. the appellant has brought the matter for consideration to the Superintendent (or Secretary-Treasurer if the dispute is operational) after trying to resolve the dispute with the employee(s) concerned;
- 4.3. an appeal is made no later than 30 days after the disputed decision was made;
- 4.4. the appellant(s) has/ have adhered to the procedures of this policy;
- 4.5. the decision being appealed is that of the Superintendent or the Secretary-Treasurer. In such instances, the individual whose decision is under appeal, i.e. the Superintendent or the Secretary-Treasurer shall not take part in the deliberations by the Board.

The Board may consider an appeal for extenuating circumstances.

### 5. Appeals Procedure

- 5.1. The appeal to the Board shall be initiated by completing the 'Notice of Appeal' form.

The Notice of Appeal form must be:

- 5.1.1. obtained at the School or School District Administration Office;
  - 5.1.2. completed in full and submitted to the Principal of the school in which the student is registered or enrolled; or submitted to the School District Administration Office if the decision under appeal was made by central office employees; and,
  - 5.1.3. submitted no later than thirty calendar days after the decision under appeal was made.
- 5.2. Upon receiving a Notice of Appeal form, the Superintendent or the Secretary-Treasurer shall:
    - 5.2.1. review the particulars of the appeal;
    - 5.2.2. decide whether the decision under appeal "significantly affects" the student's health, education, or safety according to the definitions under this policy;
    - 5.2.3. decide whether the appellant has complied with the provisions of the appeal process procedures; and,
    - 5.2.4. notify the appellant within 10 days that the appeal is invalid because it fails to meet the conditions in 5.2.2) and 5.2.3) above; or,
    - 5.2.5. notify the appellant within 10 days that the appeal will be considered by the School Board, and the date and time of the appeal.
    - 5.2.6. The appeal will be held within 20 days of the appeal submission.
  - 5.3. The Superintendent may submit a written report regarding the matter, which is the subject of the appeal. Copies of this report and the other documentation shall be made

Adopted: May 18, 2022

Reviewed:

Revised:



## Policy 13

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available to the appellant, except for information, which the Superintendent has reason to believe, may present a significant risk of harm to third parties. Personal information about others will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.

- 5.4. The Board may decide the appeal based on written submissions, or it may hold a hearing meeting.
- 5.5. If there is to be an oral hearing, the Secretary-Treasurer shall:
  - 5.5.1. convene a meeting of the Board as soon as practicable;
  - 5.5.2. provide the Board with copies of the Notice of Appeal and information as deemed relevant to the appeal prior to the meeting;
  - 5.5.3. provide to the appellant non-confidential copies of reports and documentation; and,
  - 5.5.4. invite to the meeting, the appellant(s) and such resource persons as may aid the Board in its deliberations. At this meeting, the appellants may bring with them a representative or be assisted by a person of their choosing. Any costs associated with exercising this right will be the responsibility of the appellant.
- 5.6. Any oral hearings shall be conducted in accordance with these guidelines:
  - 5.6.1. The Chair will outline the purpose of the hearing which is to provide:
    - 5.6.1.1. an opportunity for the parties to make representations in support of their respective positions to the Board. This information may include medical, psychological, and educational data and may be presented by witnesses. The information may be both written and verbal;
    - 5.6.1.2. the Board with the means to receive information and to review the facts of the dispute; and,
    - 5.6.1.3. a process through which the Board can reach a fair and impartial decision.
  - 5.6.2. Notes of the proceedings, excluding Board deliberations, will be recorded for the purpose of the Board's records.
  - 5.6.3. The Superintendent will have an opportunity to explain the decision, the reasons for the decision and to respond to information presented by the appellant.
  - 5.6.4. The appellant will have an opportunity to respond to the information presented by the Superintendent.
  - 5.6.5. The Board will have the opportunity to ask questions or request clarification from both parties.
  - 5.6.6. The Chair shall consider any requests for adjournments in relation to the hearing of appeals, including the reason for the request, and whether the person making the request has sufficient notice and time to prepare for the appeal submission. The Chair will notify the parties in writing of their decision regarding the

Adopted: May 18, 2022

Reviewed:

Revised:



## Policy 13

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adjournment.

- 5.6.7. No cross examination of the parties shall be allowed unless the Chair deems it advisable under the circumstances.
- 5.6.8. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required information.
- 5.7. In considering the appeals of employee decisions, the Board shall consider whether:
  - 5.7.1. the decision significantly affects the education, health, or safety of the student;
  - 5.7.2. the decision appealed is in accordance with legislation, Board Policies;
  - 5.7.3. the decision appealed was reached through a process that was fair to the student, and after consideration of relevant information;
  - 5.7.4. the evidence presented to the Board supports the decision or calls it into question;
  - 5.7.5. the decision is reasonable in the circumstances; and,
  - 5.7.6. there are special circumstances that would warrant making an exception to a Board Policy.
- 5.8. After considering the decision criteria outlined in section 8 of the Procedures, the Board shall uphold, alter, or revoke the decision under appeal. The Superintendent shall report in writing, as soon as practicable, the Board's decision to the appellant with copies to the employee(s) whose decision was appealed, and to the Supervisor of the employee(s).
- 5.9. Decisions made on appeals are not precedential and are not binding on future decision-makers.
6. Appeals to the Ministry of Education, Superintendent of Achievement
  - 6.1. Effective March 3, 2008, if the appellant wishes to appeal the decision of the Board of Education, he/she may do so under Section 11.1-11.8 of the *School Act*.
7. Grounds for Appeal
  - 7.1. The following information is from the *British Columbia Ministry of Education Appeals Regulation* (BC Reg. 24/08), starting with Section 2 of the Regulation.
    - 2.1 *Subject to section 3, a student or parent of a student may appeal the following:*
      - a) *A decision made by a Board of Education under section 11 (6) of the Act only if the decision is a decision of an employee of the Board that significantly affects the education, health, or safety of a student and relates to a matter set out in subsection (2).*
      - b) *A reconsideration made by a Board of Education under section 11.5 of the Act,*

Adopted: May 18, 2022

Reviewed:

Revised:

*only if the reconsideration relates to a matter set out in subsection (2).*

- 2.2 *A decision or reconsideration of a Board of Education may be appealed if the decision or reconsideration:*
- a) *Relates to the student’s expulsion from an educational program.*
  - b) *Relates to the student’s suspension from an educational program.*
  - c) *Relates to the student’s suspension from an educational program if no other educational program is provided by the Board.*
  - d) *Requires the student, as a disciplinary measure, to complete all or part of an educational program by Distributed Learning, despite the fact that all or part of the educational program and space and facilities for the student are available in a school, other than a Distributed Learning School, in the Board’s School District.*
  - e) *Determines that it is not necessary to provide a student with an Individual Education Plan because:*
    - i. *the student is not a student with special needs, or,*
    - ii. *an exception under section 2 (2) of the Individual Education Plan Order applies to the student.*
  - f) *Relates to either of the following requirements:*
    - i) *under the Special Needs Students Order, to offer to consult with a parent of a student with special needs regarding the placement of the student in an educational program; or,*
    - ii) *under the Individual Education Plan Order, to offer to consult with a parent of the student, and if appropriate, with the student, about the preparation of the student’s Individual Education Plan,*
  - g) *relates to a complaint by the student or the parent of the student, against another student, respecting intimidation, bullying, harassment of or use or threat of use of weapons, or other forms of violence against the student by that other student, or,*
  - h) *relates to a removal or exclusion of the student under section 91 (5) (b) of the Act.*

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*2.3 Limitation - Allocation of Resources*

- c) *A student or parent may appeal a decision or reconsideration respecting the allocation of resources to the student's educational program only to the extent that the decision or reconsideration relates to the application of the Board's Financial Hardship Policy, established under Section 82.4 of the Act, to the student.*

Legal References: *School Act Sections 6, 11, 26, 85, 91; BC Regulation 24/08  
School District 47 Policy 15, Freedom of Information*

Adopted: May 18, 2022  
Reviewed:  
Revised:



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## SCHOOL DISTRICT NO. 47 (qathet)

### NOTICE OF APPEAL

Attached is the School District appeals procedure. Appellants should read this information carefully before bringing an appeal.

#### 1. Information about the person(s) bringing the appeal.

\_\_\_\_\_  
Student Surname

\_\_\_\_\_  
Student Given Name

\_\_\_\_\_  
Student address: (if different from parent)

\_\_\_\_\_  
City and Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Student birthdate: (YYYYMMDD)

\_\_\_\_\_  
Student Grade

---

\_\_\_\_\_  
Parent Surname

\_\_\_\_\_  
Parent Given Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Cell Number



**Policy 13 - Appendix**

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**2. Information about the employee(s) involved.**

\_\_\_\_\_  
Employee Name whose decision is being appealed

\_\_\_\_\_  
Employee position/job held

List the employee(s) with whom you have consulted about the decision.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Employee position/job held

**3. Information about the decision being appealed.**

\_\_\_\_\_  
Date you were informed of the decision (YYYYMMDD)

Describe the Decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grounds for Appealing Decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggest a solution to the problem, which would satisfy you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date Appeal Submitted

Adopted: May 18, 2022

Reviewed:

Revised:

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## RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

### Specifically

1. Any changes to the organizational structure shall be approved by the Board prior to the commencement of recruitment and selection processes.

### Superintendent

2. The Board, in the case of the Superintendent, or the Superintendent, in all other instances, shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current District employees are made aware of staff vacancies.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period in excess of 180 days. In addition the Board shall have unfettered authority to negotiate all contract terms subject to any legislation.
4. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that staff are designated to perform the services of the Superintendent in the case of a short-term or prolonged absence where the Superintendent is not available by electronic or other means, and that the Chair is advised of such delegation.

### Recruitment and Selection of Non-School Based Positions

5. The following process shall be followed for those positions which report directly to the Superintendent, namely, the positions of Directors and Secretary-Treasurer.
  - 5.1 The Superintendent is delegated full authority to recruit and select senior staff and District management positions within the limitations of legislation, budget allocations, and collective agreements.
  - 5.2 The Superintendent shall engage in a consultative process in order to assist in the development of an ideal candidate profile.



## Policy 15

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- 5.3 These positions shall have a written role description and the person occupying each of the positions shall have a written contract of employment consistent with the Board approved contract provisions regarding maximum vacation entitlement, professional development, and termination.
  - 5.4 Compensation will be determined based on BCPSEA compensation guidelines when required. In the absence of such guidelines the Board shall approve the compensation provided.
  - 5.5 If the position is of a temporary nature (less than one year) the Superintendent is authorized to make unique contractual provisions in light of the District's geographical location to ensure the District can hire a high-quality candidate.
  - 5.6 The Superintendent shall develop an interview panel for these positions providing the panel includes trustee representation. The panel shall attempt to reach consensus on the preferred candidate. If such consensus cannot be reached the decision will be that of the majority provided the Superintendent is part of the majority.
6. The Superintendent is delegated full authority to recruit and select staff for all other non-school based positions within the limitations of legislation, budget allocations, contracts, and collective agreements.

### **Principal and Vice-Principal Positions**

7. At the discretion of the Superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal or Vice-Principal mobility, or through competition for a posted vacancy.
8. Principal and Vice-Principal mobility
  - 8.1 The Board of Education believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.
  - 8.2 The Superintendent is delegated authority for determining such changes in Vice-Principal to Vice-Principal and Principal to Principal assignments.
  - 8.3 Consideration for transfer may be initiated at the request of either the Vice-Principal, Principal, or the Superintendent. Normally, such consideration shall be given after the Principal has held an appointment for a reasonable period of time, and there is deemed to be a District value in such a transfer.
  - 8.4 Once mobility transfers have been completed the Superintendent shall inform the Board prior to the posting of vacant Principal and Vice-Principal positions.

Adopted: May 18, 2022  
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## Policy 15

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### 9. Competition for a Posted Vacancy for Principal or Vice-Principal Positions

- 9.1 The Superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal except as otherwise provided for in this policy. This delegated authority includes but is not restricted to: establishing and carrying out a consultation process, recruitment, advertising, reviewing applications, short-listing, developing interview processes, communications with candidates, chairing the interview process including directing the questions to the candidates and facilitating the panel's review of short-listed candidates, determining the preferred candidate, making the appointment, and ensuring appropriate contractual arrangements. The one proviso is that the Superintendent shall have a trustee representative on the interview panel. The panel shall attempt to reach consensus on the preferred candidate. If such consensus cannot be reached the decision will be that of the majority provided the Superintendent is part of the majority.

### All Other School-Based Positions

10. The Superintendent is delegated full authority to recruit, select, assign, and reassign staff, for all other school-based positions, within the limitations of legislation, budget allocations, contracts, and collective agreements.
11. All offers of employment shall be conditional on the successful applicant providing criminal records check acceptable to the Superintendent unless such criminal reference checks are the responsibility of the Criminal Records Review Program (Ministry of Public Safety and Solicitor General).

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 *School Act*

Adopted: May 18, 2022  
Reviewed:  
Revised:

## CONVEYANCE OF STUDENTS

Student transportation to school is a parental responsibility. The Board of Education may at its discretion offer transportation to and from school as well as for approved extra-curricular activities. Student transportation services are not mandatory services under the *School Act* and as such can be withdrawn should students not comply with the provisions established by the Board or Superintendent.

### Specifically

1. Student transportation services shall be provided with due regard to safety, efficiency, and length of ride.
2. Only students who are enrolled in School District No. 47 schools may be considered as eligible for transportation on District buses.
3. Transportation to and from school by bus or through transportation assistance will be provided to students attending School District No. 47 schools as follows:
  - 3.1 Students who live outside the prescribed walk areas of parent responsibility of 3.2 KM as the crow flies for all students enrolled in Kindergarten through Grade 12 are eligible for transportation from the District bus stop nearest to their home to and from the school in their catchment area.
  - 3.2 Where bus transportation is not provided for students eligible under section 3.1 above, the Board may pay transportation assistance on application from the parent.
4. The catchment area for French Immersion students is the entire district.
5. Courtesy riders include those who are within prescribed walk limits or have chosen to attend a school outside of their normal catchment area (cross-boundary). Authorization for courtesy riders will only be considered once those students residing outside of the walk limits have been accommodated. Services to courtesy riders may be discontinued at any time should conditions change where extra regular riders require transportation.

Legal Reference: Section 65, *School Act*

Adopted: May 18, 2022  
Reviewed: February 8, 2023  
Revised:



**Title**

*Stable operating funding to support coordination of School District childcare spaces.*

**Sponsor**

SOUTH COAST BRANCH

**Authorization**

**To be completed by the Board Chair, BCSTA Branch Association President, BCSTA Committee Chair or BCSTA President:**

- \*This motion has been passed in final wording by a majority vote of the Board/Branch/Committee and that vote is recorded in the official proceedings of the Board/Branch/Committee
- \* ..... is authorized by the Board/Branch/Committee to discuss and, if necessary, edit the motion. The Authorized Contact Person's .....
- \*I confirm that I have read the BCSTA Motion Guide

**BCSTA Bylaws, Policies and Foundational Statements**

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#). You must check one or more boxes.

- Relates to Foundational Statement No. [#]
- Relates to Policy Statement No. [#]
- Propose to make this motion a new policy statement.
- This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

## Motion

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education and Child Care, Ministry of Finance, etc.)

THAT **BCSTA** request the Ministry of Education and Child Care allocate additional funding to Enhance School District Cybersecurity

## Rationale

Provide a ***succinct*** description of why this motion is needed, plus any relevant background information.

There is an urgent need for increased funding to strengthen cybersecurity measures across school districts in British Columbia. As the threat of a cyberattack on the education sector continues to rise, the safety and privacy of students, staff, and school operations are increasingly at risk.

In recent years, we have seen a concerning rise in cybersecurity incidents, with ransomware remaining the most impactful form of attack. However, other methods of data theft and disruption are also on the rise, with cybercriminals using increasingly sophisticated techniques.

The costs associated with recovering from these attacks are steep. School districts lack the necessary financial resources to both prevent these incidents and recover quickly when they occur.

A recent assessment has shown that school districts in the province are at a relatively low level of cybersecurity maturity compared to the standards set by the Office of the Chief Information Officer (OCIO). The OCIO has strongly recommended increased security measures for School Districts.

## Optional References

Provide links to additional background material (e.g., legislation, websites, etc.)

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/information-security-policy-and-guidelines>

<https://www.focusedresources.ca/en/privacy-technology/cybersecurity>



<b>POLICY NAME</b> Information Security Policy V4.01	
<b>PROGRAM AREA</b> Information Security	<b>EFFECTIVE DATE: 2018-09-21</b> <b>LAST REVISION: 2021-11-23</b>

**Purpose and Objectives** The Information Security Policy (ISP), and the [Core Policy and Procedures Manual](#) (CPPM), specifically CPPM Chapter 12 and CPPM Chapter 15, establish the BC Government’s corporate approach to information security management. The Information Security Policy acts as the framework under which all ministries must operate in order to ensure the information security practices of the Government of BC are reasonable, appropriate, and efficient. This in return will ensure the reasonable protection of personal and confidential information in a manner that is compliant with the security requirements of the [Freedom of Information and Protection of Privacy Act](#) and the [Information Management Act](#).

**Scope** This policy applies to all ministries, agencies, boards and commissions that are subject to Core Policy.

**Table of Contents**

[Roles and Responsibilities](#)

[Policy Details](#)

1. [Personnel Security](#)
2. [Management of Information Systems and Devices](#)
  - 2.1. [Mobile Device Security](#)
3. [Access to Information Systems and Devices](#)
4. [Information Encryption](#)
5. [Physical and Environmental Security](#)
6. [Operations Security](#)
7. [Computer Network and Communication Security](#)
  - 7.1. [Working remotely](#)
8. [Information System Procurement, Development and Maintenance](#)
9. [Supplier Relationships](#)
  - 9.1. [Cloud Services Security](#)
10. [Information Incident Management](#)
11. [Business Continuity Management](#)
12. [Assurance and Compliance](#)

[Definitions](#)

[Authority](#)

[Monitoring](#)

[Related Information](#)

[Inquiries](#)

[Revision History](#)

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**Roles and  
Responsibilities**

The **Government Chief Information Officer** and the **Chief Records Officer** share responsibility for providing corporate strategies, policies, standards and guidelines on information security.

**The Office of the Chief Information Officer (OCIO)** must:

- (a) Maintain and review annually the Information Security Policy; and,
- (b) Inform Ministry Chief Information Officers of significant changes to the Information Security Policy.

The **Chief Information Security Officer (CISO)** must:

- (a) Provide cross-government leadership for information security;
- (b) Manage the corporate information security risks for government;
- (c) Establish a program to manage and coordinate information security activities across government;
- (d) Monitor for, assess, and respond to, information security threats and exposures;
- (e) Provide evidentiary support and analysis of digital evidence in support of suspected or actual information incidents; and,
- (f) Assist ministries in performing information security activities.

**Ministry Chief Information Officers (MCIO)** must appoint a Ministry Information Security Officer.

**Ministry Information Security Officers (MISO)** must:

- (a) In collaboration with their Ministry Chief Information Officer and the Chief Information Security Officer, develop and maintain security controls to protect the confidentiality, integrity and availability of government information, throughout its lifecycle;
- (b) Manage ministry-specific information security risks; and,
- (c) Manage the ministry information security program.

**Supervisors** must:

- (a) Ensure promotion of information security initiatives within their ministries;
- (b) Maintain awareness of government information security policies and processes;
- (c) Employ appropriate controls to reduce the risk of disruption of information systems such as unauthorized or unintentional modification or misuse of information systems; and,
- (d) Integrate information security into the organization's project management and change management processes to identify and address information security risks.

**Additional resources:** [CPPM Chapter 12: IM/IT](#), [Privacy Breaches](#), [Appropriate Use Policy](#), [CPPM Chapter 15: Security](#).

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**Policy Details**

**1. Personnel Security**

This section identifies security responsibilities and management processes throughout the employment cycle.

Supervisors must ensure:

- (a) Prior to employment, employee security screening is done in accordance with Public Service Agency policies and practices;
- (b) During employment, employees are informed about the information security policies and procedures, information security roles and responsibilities;
- (c) At termination of employment, employees are reminded of their ongoing confidentiality responsibilities in accordance with the [Standards of Conduct](#);
- (d) Potential or actual information security breaches are investigated and reported, and invoke incident management processes where necessary; and,
- (e) Contractor responsibilities for information security are identified in contractual agreements.

**Additional resources:** [Privacy Breaches](#), [BC Public Service Agency - Human Resource Policies, including Standards of Conduct and Oath of Employment](#).

**2. Management of Information Systems and Devices**

This section defines requirements for secure management of government information systems and devices.

Ministries must:

- (a) Maintain an inventory of government information systems and devices, including portable storage devices, and mobile devices;
- (b) Validate the measures taken to protect information systems and devices as part of an enterprise risk management strategy. This includes maintaining, documenting, verifying and valuing asset inventories on a regular basis;
- (c) Document the return of government devices in the possession of employees upon termination of their employment;
- (d) Remove government information from devices that are no longer needed by government; and,
- (e) Securely dispose of devices in a manner appropriate for the sensitivity of the information the device contained.

**2.1. Mobile Device Security**

Ministries must ensure controls are implemented to mitigate security risks associated with the use of mobile devices.

Mobile device users must lock and/or secure unattended mobile devices to prevent unauthorized use or theft.

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**Additional resources:** [Mobile Device Security Standard](#), [CPPM Chapter 12: IM/IT, Appropriate Use Policy](#), [Mobile Device Guidelines](#).

### 3. Access to Information Systems and Devices

This section identifies security roles, responsibilities and management processes relating to access and authorization controls for government information systems and devices.

Ministries must define, document, implement, communicate and maintain procedures to ensure access to government information systems and devices are granted to individuals based on business requirements and the principles of “least privilege” and “need-to-know.”

Supervisors must:

- (a) Ensure the assignment and revocation of access rights follow a formal and documented process; and,
- (b) Regularly, and upon change of employment, review, and update where appropriate, employee access rights to ensure they are accurate and up-to-date.

Employees must know and adhere to password security practices provided in the [Appropriate Use Policy](#).

**Additional resources:** [CPPM Chapter 12: IM/IT](#), [Appropriate Use Policy](#).

### 4. Information Encryption

This section defines encryption methods for improving the protection of information and for reducing the likelihood of compromised sensitive information.

The Office of the Chief Information Officer must:

- (a) Provide direction and leadership in the use of encryption and the provision of encryption services, including those used for user registration; and,
- (b) Set corporate direction for the management (generating, storing, archiving, distributing, retiring and destroying) of encryption keys throughout their lifecycle.

The Chief Information Security Officer supports, and provides advice on the use of encryption technologies in government.

Ministries must:

- (a) Select information encryption controls during system design to provide appropriate protection commensurate to the information value and security classification; and,
- (b) Register the use of encryption technology products and services with the Chief Information Security Officer.

**Additional resources:** [Cryptographic Standards](#).

## 5. Physical and Environmental Security

This section identifies operational requirements for protecting facilities where government information and information systems are located.

Ministries in collaboration with the Ministry of Citizens' Services, must:

- (a) Design, document and implement security controls for a facility based on an assessment of security risks to the facility;
- (b) Review, and where appropriate test, physical security and environmental control requirements;
- (c) Establish appropriate entry controls to restrict access to secure areas, and to prevent unauthorized physical access to government information and devices;
- (d) Incorporate physical security controls to protect against natural disasters, malicious attacks or accidents; and
- (e) Ensure security controls are maintained when computer equipment, information or software is used outside government facilities.

**Additional resources:** [Physical and Environmental Security Standard](#).

## 6. Operations Security

This section establishes a framework for identifying requirements to control, monitor, and manage information security changes to the delivery of government services.

Ministries must:

- (a) Plan, document and implement change management processes to ensure changes to information systems and information processing facilities are applied correctly and do not compromise the security of information and information systems;
- (b) Monitor and maintain information systems software throughout the software lifecycle;
- (c) Define, document, assess, and test backup and recovery processes regularly;
- (d) Implement processes for monitoring, reporting, logging, analyzing and correcting errors or failures in information systems reported by users and detection systems;
- (e) Ensure operating procedures and responsibilities for managing information systems and information processing facilities are authorized, documented and reviewed on a regular basis;
- (f) Establish controls to protect log files from unauthorized modification, access or disposal;
- (g) Establish processes to identify, assess, and respond to vulnerabilities; and,
- (h) Enable synchronization of computer clocks to ensure integrity of information system logs and accurate reporting.

The Chief Information Security Officer must assess, provide advice, monitor response progress, and report on vulnerability response activities.

**Additional resources:** [Operations Security Standard](#)

## **7. Computer Network and Communication Security**

This section identifies requirements for the protection of sensitive or confidential information on computer networks.

The Government Chief Information Officer must provide direction and leadership on implementation of, and significant modification to, electronic messaging systems.

The Chief Information Security Officer must develop corporate security controls to protect information from interception, copying, misrouting and unauthorized disposal when being transmitted electronically.

Ministries in collaboration with the Office of the Chief Information Officer must:

- (a) Document network security controls prior to commencement of service delivery;
- (b) Ensure security features are implemented prior to commencement of service delivery;
- (c) Document, implement and manage changes to network security controls and security management practices to protect government information systems from security threats;
- (d) Ensure segregation of services, information systems, and users to support business requirements based on the principles of least privilege, management of risk and segregation of duties;
- (e) Ensure implementation of network controls to prevent unauthorized access or bypassing of security control;
- (f) Ensure electronic messaging services are protected commensurate to the value and sensitivity of message content, and approved for use by the Government Chief Information Officer; and,
- (g) Ensure information transfers between government and external parties are protected using services approved for use by the Government Chief Information Officer.

### **7.1. Working remotely**

This section defines information security requirements that apply to employees when working remotely.

Information security requirements that apply to employees working remotely are defined in the [Telework Agreement](#) and the [Appropriate Use Policy](#).

Ministries must:

- (a) Ensure that government information and devices are protected regardless of the type of access or physical location of employees; and,

- (b) Develop and communicate policies and processes specific to areas that govern teleworking and ensure that Telework Agreements are in place.

**Additional resources:** [Appropriate Use Policy](#), [Flexible Work in the BC Public Service](#), [Telework Agreement](#).

## 8. Information System Procurement, Development and Maintenance

This section defines requirements to ensure security controls are included in business and contract requirements for building and operating secure information systems, including commercial off the shelf and custom-built software.

Ministries must:

- (a) Develop, implement and manage the processes and procedures necessary to ensure that information security risks and privacy requirements are taken into account throughout the systems development lifecycle;
- (b) Ensure sufficient resources and funding are allocated to complete the necessary information security tasks;
- (c) Ensure that system development or acquisition activities are aligned with government information security requirements and standards; and,
- (d) Apply vulnerability scanning, security testing, and system acceptance processes commensurate to the value and sensitivity of the information system.

The Office of the Chief Information Officer must provide corporate direction and oversight for developing and implementing security standards to procure, develop and maintain information systems.

**Additional resources:** [CPPM Chapter 6: Procurement, Application and Web Development and Deployment Standard](#), [System Acquisition Development and Maintenance Security Standard](#).

## 9. Supplier Relationships

This section defines requirements to ensure supplier agreements for information systems and cloud services align with government security policies, standards and processes.

Ministries must:

- (a) Ensure identified security requirements are agreed upon and documented prior to granting external parties access to information, information systems or information processing facilities;
- (b) Ensure security controls, service definitions, and delivery levels are identified and included in agreements with external parties prior to using external information and technology services;

- 
- (c) Establish processes to manage and review the information security controls of services delivered by external parties, on a regular basis;
  - (d) Ensure that changes to the provision of services by suppliers of information system services take into account the criticality of the information and information systems involved and the assessment of risks;
  - (e) Assess business requirements and associated risks related to external party access to information and information systems; and,
  - (f) Ensure the risks of external party access to information and information systems are identified, assessed, mitigated and managed.

### 9.1. Cloud Services Security

The Office of the Chief Information Officer provides corporate direction and leadership on the secure use of cloud services by:

- (a) Establishing policy and providing strategic direction on the use of cloud services;
- (b) Establishing roles and responsibilities; and,
- (c) Establishing information security requirements for cloud services.

Ministries must:

- (a) Notify the Government Chief Information Officer and the Chief Records Officer prior to procuring cloud services;
- (b) Consider existing cloud service offerings provided by the Office of the Chief Information Officer prior to procuring new cloud services; and,
- (c) Ensure new cloud services align with the Cloud Security Schedule provided by the Office of the Chief Information Officer.

**Additional resources:** [Cloud Security Schedule](#), [Security Threat and Risk Assessment \(STRA\) Process](#), [Privacy Impact Assessment \(PIA\)](#).

### 10. Information Incident Management

This section addresses the response and management of information incidents, including privacy breaches, in order to take the appropriate steps to mitigate the risk of harm.

Employees must immediately report suspected or actual information incidents in accordance with the [Information Incident Management Policy](#).

Ministries must establish ministry specific information incident management policies and procedures, as appropriate, to ensure quick, effective and orderly response to information incidents within the ministry.

**Additional resources:** [Privacy Breaches](#), [Information Incident Management Policy](#).

### 11. Business Continuity Management

This section defines requirements to prepare, and re-establish, business or services as swiftly and smoothly as possible in adverse situations.

Emergency Management BC coordinates government-wide business continuity plans to reconcile recovery priorities, business impacts, security impacts and business resumption processes.

Ministries must:

- (a) Establish, document, implement, and maintain processes, procedures and controls to ensure the required level of information security for business continuity and disaster recovery during an adverse situation;
- (b) Ensure that vital records and critical systems are identified in business continuity plans;
- (c) Review business continuity and recovery plans annually to ensure they are current, valid, functional and readily accessible during a business interruption; and,
- (d) Regularly conduct business continuity and recovery exercises and, where necessary, update business continuity and recovery plans.

**Additional resources:** [Critical Systems Standard](#), [CPPM Chapter 16: Business Continuity Management](#), [Emergency Management BC](#).

## 12. Assurance and Compliance

This section defines requirements to ensure compliance with legislation, government policies and standards.

The Chief Information Security Officer must:

- (a) Initiate an independent review of the overall government information security program on a regular basis; and,
- (b) In collaboration with ministries, report on each ministry's adherence to the information security policies, and standards.

Ministries must:

- (a) Ensure the legislative, statutory, regulatory and contractual security requirements of information systems are identified, documented, addressed and maintained; and,
- (b) Regularly review information systems and information security procedures to ensure compliance with security policies and standards.

**Additional resources:** [Core Policy Procedures Manual \(CPPM\)](#), [Information Management Act](#), [Standards of Conduct](#).

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**Definitions**

**Availability** - Information or information systems being accessible and usable on demand to support business functions.

**Business Continuity Plans** - contain the recovery procedures and strategies necessary to resume critical services and are activated when standard operational procedures and responses are overwhelmed by a disruptive event as defined in [CPPM Chapter 16: Business Continuity Management](#).

**Confidentiality** - Information is not made available or disclosed to unauthorized individuals, entities or processes.

**Control** - any policies, processes, practices or other actions that may be used to modify or manage information security risk.

**Cryptography** - the discipline which embodies principles, means and methods for the transformation of data in order to hide its information content, prevent its undetected modification, or prevent its unauthorized use.

**Device** - An IT Resource that can connect (wired, wireless or cellular) to the government network, including but not limited to computers, laptops, tablets, smartphones, and cellphones.

**Employee** - an individual working for the Government of British Columbia, including Service Providers or volunteers.

**Government Network** - the equipment, information systems and cabling systems used to establish a government communication network between Information Systems.

**Information processing facilities** - the physical location housing any information processing system, service or infrastructure; this includes storage facilities for equipment not yet deployed or awaiting disposal.

**Information Incident** - is a single or a series of unwanted or unexpected events that threaten privacy or information security.

**Information System** - A system (including people, machines, methods of organization, and procedures) which provides input, storage, processing, communications, output and control functions in relation to information and data. Normally used to describe computerized systems, including data processing facilities, data base administration, hardware and software which contain machine-readable records. A collection of manual and automated components that manages a specific data set or information resource as defined in [CPPM Chapter 12: IM/IT](#).

**IT Resources** - information and communication technologies that include, but are not limited to, information systems, devices and the government electronic network.

**Integrity** - the characteristic of information being accurate and complete and the preservation of accuracy and completeness by protecting the information from unauthorized, unanticipated or unintentional modification.

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**Least Privilege** - a principle requiring that each subject in a system be granted the most restrictive set of privileges (lowest clearance) needed to perform their employment duties. The application of this principle limits the damage that can result from accident, error or unauthorized use.

**Mobile Devices** - Portable self-contained electronic devices, including laptops, tablets, smartphones, cell phones, digital cameras, etc.

**Need-to-know** - a principle where access is restricted to authorized Employees that require it to carry out their work. Employees are not entitled to access merely because of status, rank, or office.

**Security Screening** - verification of facts about individuals related to their identity, professional credentials, previous employment, education and skills.

**Telework** - Work done away from the office, also known as telecommuting. Most telework is work from home as defined in [Flexible workplaces](#).

**Threat** - potential cause of an unwanted incident, which may result in harm to a system or organization.

**Vulnerability** - weakness of an asset or control that can be exploited by one or more threats.

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**Authority** Core Policy and Procedures Manual

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**Monitoring** The OCIO will review this policy annually, including consultation with stakeholders, and will make updates as required.

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**Related  
Information**

[FOIPPA Policy & Procedures Manual](#)

[Information Management Act](#)

[Core Policy Procedures Manual \(CPPM\)](#)

- [CPPM Chapter 6: Procurement](#)
- [CPPM Chapter 8: Asset Management](#)
- [CPPM Chapter 12: IM/IT](#)
- [CPPM Chapter 15: Security](#)
- [CPPM Chapter 16: Business Continuity Management](#)

[Information Management / Information Technology Standards \(IM/IT Standards\)](#)

[Privacy Breaches](#)

[Appropriate Use Policy](#)

[BC Public Service Agency - Human Resource Policies, including Standards of Conduct and Oath of Employment](#)

[Cloud Security Schedule](#)



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[General Services Agreement \(GSA\)](#)

[Security Threat and Risk Assessment Process \(STRA Process\)](#)

[Privacy Impact Assessment \(PIA\)](#)

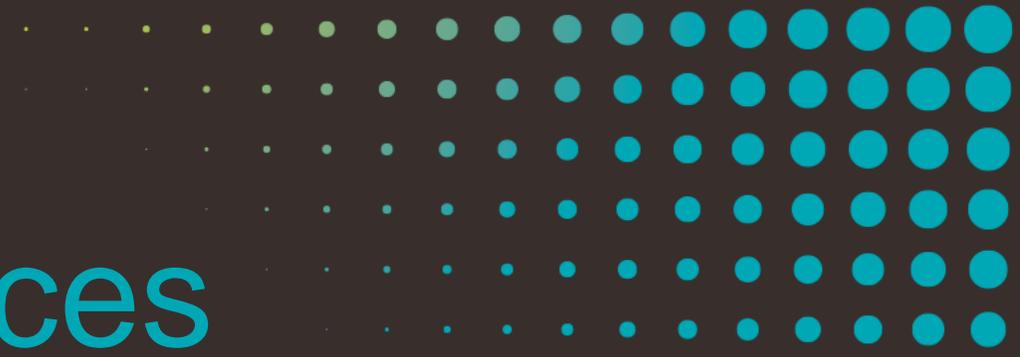
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**Inquiries**      Inquiries and update/change notifications about this policy can be directed to Information Security Branch, OCIO at: [CITZCIOSecurity@gov.bc.ca](mailto:CITZCIOSecurity@gov.bc.ca).

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**Revision History**

Version	Revision Date	Author	Description of Revision
4.0	2018-09-19	Clive Brown	Complete rewrite of ISP V3.0
4.01	2021-11-23	Kristina Petrosyan/Sarah Browning	Minor edits, links update.



# Cybersecurity Services

Kelly Pollack, CEO

Andy Canty, Director of Technology Services

BCASBO Conference May 2024

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BUILDING CAPACITY.  
ADVANCING EDUCATION.

We acknowledge the SnPink'tn (Penticton Indian Band), one of the seven communities of the Okanagan Nation on whose territories we are situated, and we thank them for the opportunity to gather here today.



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# Cybersecurity Risk Landscape

## Increasing attacks, higher costs of recovery

- Reported rise in cybersecurity incidents
- Ransomware remains the highest impact attack
- Other methods of data theft also in play
- Increasingly sophisticated techniques
- Significant impact to students, families and staff
- Significant costs of recovery
- Close to home



# BC K-12 Cybersecurity Benchmark Survey 2023

In 2023, Focused Education surveyed school district cybersecurity

- The questions and controls were based on the BC OCIO Defensible Security framework
- 92% of school districts completed the self-assessment
- The survey results indicated that, on average, school districts in the province are at a relatively low level of cybersecurity maturity against the OCIO standard
- In April 2024, Focused Education launched Cybersecurity Services to support school districts in this work

# Senior Leadership Benchmarks

## Risk baseline questions for self-assessment

- Do you have an information security policy?
- Do you have a risk register that Senior Leadership reviews?
- Do you perform risk assessments of significant changes?
- Do you have an incident response plan?
- Do you have mandatory security training for employees?

# Technology Benchmarks

## Technology baseline questions for self-assessment

- Do you have a modern endpoint security solution?
- Do you have a modern email security in place?
- Do you have multifactor authentication for all staff?
- Do you perform regular vulnerability scans and patching?
- Do you have offline backups of sensitive data?

# Cybersecurity Services

## Focused ED – services under consideration

- Facilitate a K-12 cybersecurity community
- Build on existing initiatives with school districts and service providers
- Provide procurement services to lower the cost of entry
- Partner workshops to implement new services
- Cybersecurity resources including plans, policies and templates
- Staff education and training supports
- Senior leadership advocacy and information

# OCIO Call to Action

## Information Bulletin - Microsoft security services. Sent: May 1, 2024

As cyber threats continue to grow, the OCIO is strongly recommending increased security measures for Ministries, Health Authorities, School Districts, and other broader public service. Entities that leverage Microsoft on premise active directory services should implement the following security services as soon as possible.

- Defender for Identities, Defender for Endpoint Servers on server assets, such as Domain Controllers. MFA, Risk Based Access Policies, Privileged Identity Management (PIM)

# Cybersecurity Services In Progress

## Funded Virtual Implementations with Respected Partner

- We have rapidly engaged a respected partner to schedule **virtual guided implementations** of the Microsoft services that the OCIO recommendations reference.
- The first sessions will run in early June and will walk district tech teams through configuring the Microsoft services that our existing Microsoft 365 A3 licensing gives access to. These are the baseline configurations that every district should have in place.
- Further sessions will cover the more advanced recommendations.

# Cybersecurity Services In Progress

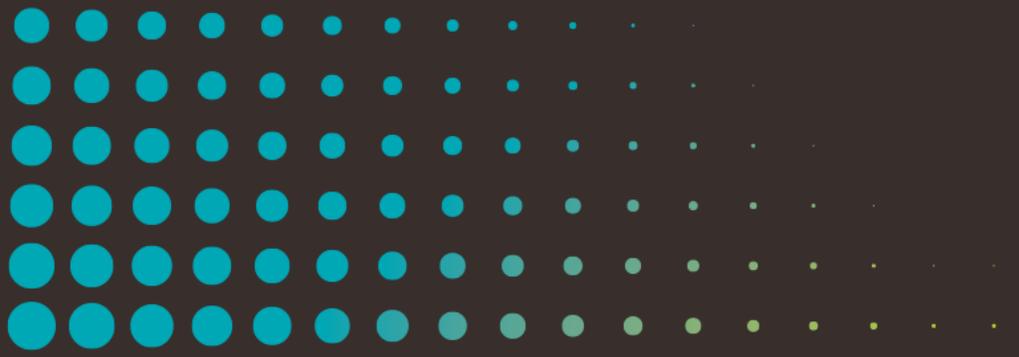
## Incident Response

- We are discussing **Incident Response Retainer Services** with the top DFIR service providers with the goal of providing a consortium approach to the **IR** that school districts would have access to
- **Incident Response Planning** work is already underway to assist school districts in creating their own **IR** plan
- Facilitating **Tabletop Scenario** exercises
- **Crisis Communications** support and preparation. Scripted templates for communicating with media, staff, families, etc.

# Further Cybersecurity Services

## Further services under consideration

- Extending **cybersecurity awareness staff training** supports
- **Security policy** templates
- **Scanning, testing, auditing** of services
- Ransomware-proof immutable **backup and recovery** solutions
- **Data protection** and **information management** solutions
- **Network hardening** supports
- **Patch management** best practices



# What supports do Secretary Treasurers and Leadership Teams need to mitigate cyber risk?

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Thank you.  
Any questions?



**EDUCATION**



**PROCUREMENT**



**PRIVACY,  
TECHNOLOGY &  
CYBERSECURITY**



**LEARNING &  
EVENTS**