



## **REGULAR BOARD MEETING**

**4:00 pm, Wednesday, February 25, 2026**  
**School Board Office**

## **AGENDA**

### **LAND ACKNOWLEDGEMENT**

#### **PRESENTATION:**

Edgehill Elementary School Presentation – J. Burt

### **QUESTION PERIOD**

### **CHAIRPERSON'S REMARKS**

#### **1. ADOPTION OF AGENDA**

**MOTION:** "THAT the Regular meeting agenda of February 25, 2026, be adopted as circulated."

#### **2. ADOPTION OF MINUTES**

**MOTION:** "THAT the Regular meeting minutes of January 28, 2026, be adopted as circulated."

#### **3. REPORT OF CLOSED MEETINGS**

3.a) January 28, 2026 – The Board met in-camera to discuss items which include property and personnel.

#### **4. INCOMING CORRESPONDENCE**

4.a) N/A

#### **5. OUTGOING CORRESPONDENCE**

5.a) Letter of Support - Foundry

#### **6. SUPERINTENDENT OF SCHOOLS' REPORT**

6.a) Emergency Preparedness Update (oral)

6.b) Board Advocacy Recycling Update (oral)

6.c) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to January 31, 2026

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

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

- 7.a) Amended Annual Budget
- Appendix A: 2025/2026 Amended Annual Budget

**MOTION:** "THAT the Board of Education approve the 2025/2026 Amended Annual Budget."

**8. COMMITTEE REPORTS**

- 8.a) Committee of the Whole Report for February 11, 2026

Recommended motions arising from the Committee of the Whole Meeting:

Program Review: Literacy Support / Level 2 Report

**MOTION:** THAT the Board of Education accept the Literacy Review (Level 2), as attached and presented.

Policy 9 – Board Representatives Motion

**MOTION:** THAT the Board of Education approve Policies 5 and 9 as amended.

Policy 4 Proposed Amendments from Trustee Feedback

**MOTION:** THAT the Board of Education approve Policy 4 – Trustee Code of Conduct and Appendix – Trustee Code of Conduct Sanctions, as amended.

**9. OTHER BUSINESS**

- 9.a) N/A

**QUESTION PERIOD**

**MEDIA QUESTION PERIOD**

**ADJOURNMENT**

**MOTION:** "THAT the Regular Meeting of February 25, 2026 be adjourned."

SH/attachments

## **REGULAR BOARD MEETING**

**4:00 pm, Wednesday, January 28, 2026**

**School Board Office**

### **MINUTES**

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Present: Jaclyn Miller, Gretchen Conti, Dale Lawson, Maureen Mason

Also in attendance: Paul McKenzie (Superintendent), Steve Hopkins (Secretary-Treasurer)

Regrets: Kirsten Van't Schip

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The meeting was called to order at 4:00 pm by Chairperson J. Miller.

### **LAND ACKNOWLEDGEMENT**

#### **PRESENTATION:**

##### James Thomson Elementary School Growth – M. Hull

Director of Instruction Kintzinger introduced the presentation by Principal M. Hull and Vice-Principal C. Leigh, who shared James Thomson Elementary School's Growth Plan and literacy focus. The presentation highlighted a shift toward structured, evidence-based K-3 reading instruction aligned with the district's literacy foundations, with an inquiry focused on interventions that reduce literacy gaps for students, particularly those with learning differences. Administration and staff are using assessment and progress monitoring tools to refine small, skill-targeted intervention groups, strengthen Tier 1 and Tier 2 instruction, and increase collaboration through dedicated literacy time in staff meetings. The school also described developing a monthly student support team process and a tracking tool to help the team respond more quickly to student needs and adjust supports throughout the year. Indigenous ways of knowing, language, and culturally responsive approaches were described as embedded across the work.

#### **QUESTION PERIOD**

There were no questions.

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

Good afternoon, everyone, and thank you for being here. And happy 2026!

This week in our district is Literacy Week, which gives us a great opportunity to reflect on how foundational literacy is to student success, not just academically, but in helping students find their voice, build confidence, and engage meaningfully with the world around them. I always enjoy seeing how each school brings this week to life through reading challenges, events, and activities to support learning. In the coming weeks I know our district will be doing a literacy review that will involve students, teachers, and families.

This work will help us better understand what literacy looks like across our schools today and where we can continue to strengthen supports for learners moving forward.

I'd also like to remind families that Kindergarten registration opens February 1st for both English and French Immersion programs. This is an important milestone for our youngest learners and their families, and we encourage caregivers to connect early and reach out if they need support navigating the process.

Last week, Brooks Secondary hosted a Dual Credit Information Night, and we were pleased to see strong interest from students and families. These opportunities allow students to earn both high school and post-secondary credits, opening doors to trades, academic pathways, and future careers. Events like this help students make informed choices and see what's possible beyond graduation.

Finally, it is worth highlighting several important ways we are listening to students and families in the coming months. In February, schools are participating in the BC Ministry of Education Student Learning Survey, which gathers feedback on learning experiences, well-being, and school climate. Students will also soon take part in the Middle Years Development Instrument (MDI) which helps us better understand social and emotional development. Together, these tools, along with data from the Youth Development Instrument which provides insights about the whole child and their developmental health, help to guide thoughtful, evidence-informed decisions that support student success. The Board is grateful to all the staff and leadership teams who help ensure these tools are effectively rolled out in the district.

Thank you to our staff, students, families, and community partners for your continued engagement and care. We appreciate the role you play in shaping strong, supportive learning environments across qathet.

**1. ADOPTION OF AGENDA**

**MOVED: G. CONTI**

**SECONDED: M. MASON**

**THAT the Regular meeting agenda of January 28, 2026, be adopted as amended.**

**STATUS: CARRIED**

Trustee Mason requested the addition of a letter from Foundry requesting board support. The item was added as item 4.b).

**2. ADOPTION OF MINUTES**

**MOVED: D. LAWSON**

**SECONDED: M. MASON**

**THAT the Regular meeting minutes of December 10, 2025, be adopted as circulated.**

**STATUS: CARRIED**

**3. REPORT OF CLOSED MEETINGS**

3.a) December 10, 2025 – The Board met in-camera to discuss items which include property and personnel.

**4. INCOMING CORRESPONDENCE**

4.a) Emergency Weather Shelter

Secretary-Treasurer S. Hopkins provided clarification regarding a letter related to emergency weather shelter space. It was reported that the City has not approached the District directly. Staff noted that the referenced portables are currently in use, and any future surplus would be considered following project completion. Limitations were noted, including the age and condition of the units and the absence of water and washroom facilities. Staff will respond to acknowledge the letter, no other actions were suggested.

4.b) Foundry Letter

Trustee Mason indicated that she had received an email from Foundry representatives requesting board support at an upcoming City of Powell River meeting. Trustees engaged in a discussion.

**MOVED: D. LAWSON**

**SECONDED: M. MASON**

**THAT staff draft a letter of support as requested in the Foundry letter from D. Harper.**

**STATUS: CARRIED**

**MOVED: D. LAWSON**

**SECONDED: M. MASON**

**THAT the correspondence listed in item 4.a) and 4.b) be received.**

**STATUS: CARRIED**

**5. OUTGOING CORRESPONDENCE**

5.a) Board to P. Cummings - Townsite Jazz Festival

5.b) Board to D. Harper and H. Pritchard - Youth & Family Summer Camp

**6. SUPERINTENDENT OF SCHOOLS' REPORT**

6.a) Program Review: Feeding Futures / Level 1 Report

Superintendent McKenzie introduced H. Samuel, School Food Coordinator, who provided an update on the Feeding Futures program and outlined a proposed transition to a centralized food program pilot. The presentation reviewed current operations, highlighted rising student need, and identified operational gaps and inconsistencies across schools. A phased plan was presented to centralize menu development, procurement, preparation, and distribution to enhance consistency, equity, nutrition, and sustainability. The staffing model includes hiring a District cook and utilizing the School Food Coordinator in a dual coordinator/driver role, with implementation beginning at one school and expanding over time. Trustees sought clarification regarding staffing, local food sourcing, sustainability considerations, and the relationship to PAC hot lunch programs.

- 6.b) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to December 31, 2025

Superintendent McKenzie provided additional information on the two suspensions that occurred in December.

**MOVED: D. LAWSON**

**SECONDED: G. CONTI**

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

**STATUS: CARRIED**

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

- 7.a) N/A

**8. COMMITTEE REPORTS**

- 8.a) Committee of the Whole Report for January 14, 2026

Recommended motions arising from the Committee of the Whole Meeting:

Board Authority Authorized Course

**MOVED: G. CONTI**

**SECONDED: M. MASON**

**THAT the Board of Education approve and support the adoption of the Care Economy Career Sampler 12A to the suite of courses offered to our qathet School District students.**

**STATUS: CARRIED**

Trustee Remuneration

**MOVED: D. LAWSON**

**SECONDED: G. CONTI**

**THAT consideration of any amendments to annual trustee remuneration for 2026 be deferred until after the conclusion of sector bargaining.**

**STATUS: CARRIED**

**9. OTHER BUSINESS**

- 9.a) Policy 9 – Board Representatives (D. Lawson)

A motion was proposed by Trustee Lawson directing staff to review and revise Board policy related to committee and school liaison assignments to reflect a collaborative and inclusive process, with trustees collectively discussing interests, skills, experience,

workload, and equity considerations. Discussion emphasized establishing a clear and respectful framework moving forward.

**MOVED: D. LAWSON**

**SECONDED: G. CONTI**

**THAT the Board direct staff to review and revise the Board policy related to committee and school liaison assignments to better reflect a collaborative and inclusive process; and further that the revised policy include a process whereby:**

- **trustees collectively discuss interests, skills, experience, workload, and equity considerations.**
- **the Chair facilitates the discussion in a neutral and orderly manner.**
- **consensus is sought wherever possible; and**
- **committee and liaison assignments are confirmed by Board motion.**

**STATUS: CARRIED**

#### **QUESTION PERIOD**

There were no questions.

#### **MEDIA QUESTION PERIOD**

A media representative asked for additional information on the school food program.

#### **ADJOURNMENT**

**MOVED: D. LAWSON**

**THAT the Regular Meeting of January 28, 2026 be adjourned.**

**STATUS: CARRIED**

The meeting adjourned at 5:09 pm.

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J. Miller  
Chairperson

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S. Hopkins  
Secretary-Treasurer

SH/attachments

February 2, 2026

Mayor Ron Woznow and Council  
6910 Duncan Street  
Powell River, BC V8A 1V4

**Delivered via email to [rwoznow@powellriver.ca](mailto:rwoznow@powellriver.ca)**

Dear Mayor Woznow and Council,

On behalf of the Board of Education of the qathet School District, we are writing to express our continued support for Foundry qathet and to respectfully encourage Council's ongoing consideration of this important initiative.

The Foundry model reflects a collaborative, integrated approach to youth health and wellness that aligns closely with our District's commitment to student well-being, mental health, and equitable access to services. Our schools serve as community hubs, yet many young people face challenges outside the classroom that impact their ability to learn, thrive, and fully participate in school life. A purpose-built Foundry centre would provide accessible, youth-friendly spaces where integrated services, including mental health, physical health, peer support, and social services, are available in a coordinated and stigma-free environment.

We recognize that Foundry qathet has been developed through sustained community collaboration, informed by the Time to Listen report and supported by partnerships across agencies. Youth & Family Services has demonstrated long-standing leadership in youth mental health in our region and has engaged extensively with Foundry Central Office and other centres across British Columbia to ensure best practices are incorporated into local planning.

The Board understands that municipal investment decisions require careful consideration. From an educational perspective, we see Foundry qathet as a strategic and preventative investment that supports early intervention, strengthens community partnerships, and contributes to improved outcomes for children and youth. By helping address youth mental health and wellness needs earlier and more effectively, this initiative has the potential to reduce crisis-level interventions and strengthen overall community well-being.

We respectfully encourage Council to continue its support for Foundry qathet and the collaborative vision behind it. We remain committed to working alongside community partners to support the health, safety, and success of young people in the qathet region.

Yours truly,



Jaclyn Miller  
Chairperson  
Board of Education  
qathet School District

cc. P. McKenzie, Superintendent

**Suspension, Exclusion and Seclusion Report YTD Sept 2025 to January 2026**

| <b>SUSPENSIONS (BY INCIDENT)</b>                  | <b>SEPT</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b> | <b>APR</b> | <b>MAY</b> | <b>JUNE</b> | <b>YEAR TO DATE</b> |
|---|-------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|---------------------|
| 10 days or less (non-violent)                     | 4           | 3          | 5          | 2          |            |            |            |            |            |             | 14                  |
| 10 days or less (violent)                         | 2           |            | 5          |            |            |            |            |            |            |             | 7                   |
| 11-20 days (non-violent)                          |             |            |            |            |            |            |            |            |            |             | 0                   |
| 11-20 days (violent)                              |             |            |            |            |            |            |            |            |            |             | 0                   |
| 20 days or more (non-violent)                     |             |            |            |            |            |            |            |            |            |             | 0                   |
| 20 days or more (violent)                         |             |            |            |            |            |            |            |            |            |             | 0                   |
| Indefinite (non-violent)                          |             |            |            |            |            |            |            |            |            |             | 0                   |
| Indefinite (violent/threats of violence)          |             |            |            |            |            |            |            |            |            |             | 0                   |
| Indefinite (first drug offence)                   |             |            |            |            |            |            |            |            |            |             | 0                   |
| Less than 20 days (first drug/alcohol offence)    |             | 5          | 2          |            |            |            |            |            |            |             | 7                   |
| Less than 20 days (second + drug/alcohol offence) |             |            |            |            |            |            |            |            |            |             | 0                   |
| 20 + days (first drug offence)                    |             |            |            |            |            |            |            |            |            |             | 0                   |
| 20 + days (second + drug offence)                 |             |            |            |            |            |            |            |            |            |             | 0                   |
| Indefinite (second + drug/alcohol offence)        |             |            |            |            |            |            |            |            |            |             | 0                   |
| In-school suspension                              |             |            |            |            |            |            |            |            |            |             | 0                   |
| <b>TOTAL SUSPENSIONS</b>                          | <b>6</b>    | <b>8</b>   | <b>12</b>  | <b>2</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>    | <b>28</b>           |
| <b>EXCLUSIONS</b>                                 |             |            |            |            |            |            |            |            |            |             |                     |
| Exclusions - Elementary                           |             |            |            |            |            |            |            |            |            |             | 0                   |
| Exclusions - Secondary                            |             |            |            |            |            |            |            |            |            |             | 0                   |
| <b>SECLUSIONS</b>                                 |             |            |            |            |            |            |            |            |            |             |                     |
| Seclusions - Elementary                           |             |            |            |            |            |            |            |            |            |             | 0                   |
| Seclusions - Secondary                            |             |            |            |            |            |            |            |            |            |             | 0                   |

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

# MEMORANDUM



**Date:** February 25, 2026  
**To:** Board of Education  
**From:** Steve Hopkins, Secretary-Treasurer  
**Re:** Approval of Amended Budget

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## 1.0 BACKGROUND

In accordance with the *Budget Transparency and Accountability Act* (BTAA), school districts are required to provide the Ministry with electronic 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.

## 3.0 OPTIONS FOR ACTION

- (A) That the Board of Education approve the 2025/2026 Amended Annual Budget as presented; or
- (B) Make recommendations for further adjustments to the Amended Annual Budget.

## 4.0 RECOMMENDATION

**THAT** the Board of Education approve the 2025/2026 Amended Annual Budget.

## 5.0 APPENDICES

- a. Appendix A – 2025/2026 Amended Annual Budget

Amended Annual Budget

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

June 30, 2026

# School District No. 47 (qathet)

June 30, 2026

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\*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 2025/2026 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the 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 2025/2026.
3. The attached Statement 2 showing the estimated revenue and expense for the 2025/2026 fiscal year and the total budget bylaw amount of \$56,019,224 for the 2025/2026 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 2025/2026.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2026;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2026;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2026;

( 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 2025/2026, adopted by the Board the 25th DAY OF FEBRUARY, 2026.

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Secretary Treasurer

# School District No. 47 (qathet)

Statement 2

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

|   | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget |
|---|-------------------------------|-----------------------|
| <b>Ministry Operating Grant Funded FTE's</b>                  |                               |                       |
| School-Age  | 3,105,500                     | 3,080,000             |
| Adult   | 3,500                         | 2,500                 |
| <b>Total Ministry Operating Grant Funded FTE's</b>            | <b>3,109,000</b>              | <b>3,082,500</b>      |
| <b>Revenues</b>   | \$                            | \$                    |
| Provincial Grants   |                               |                       |
| Ministry of Education and Child Care                          | 48,933,784                    | 47,398,501            |
| Other   | 50,000                        | 75,000                |
| Tuition   | 720,000                       | 720,000               |
| Other Revenue   | 3,761,479                     | 3,389,133             |
| Rentals and Leases  | 97,000                        | 75,400                |
| Investment Income   | 55,000                        | 80,000                |
| Amortization of Deferred Capital Revenue                      | 1,900,000                     | 1,900,000             |
| <b>Total Revenue</b>  | <b>55,517,263</b>             | <b>53,638,034</b>     |
| <b>Expenses</b>   |                               |                       |
| Instruction   | 45,531,333                    | 43,599,724            |
| District Administration                                       | 2,506,874                     | 2,496,947             |
| Operations and Maintenance                                    | 6,675,601                     | 6,656,637             |
| Transportation and Housing                                    | 1,305,416                     | 1,334,726             |
| <b>Total Expense</b>  | <b>56,019,224</b>             | <b>54,088,034</b>     |
| <b>Net Revenue (Expense)</b>                                  | <b>(501,961)</b>              | <b>(450,000)</b>      |
| <b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>  | <b>106,961</b>                | <b>55,000</b>         |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>(395,000)</b>              | <b>(395,000)</b>      |
| <b>Budgeted Surplus (Deficit), for the year comprised of:</b> |                               |                       |
| Operating Fund Surplus (Deficit)                              |                               |                       |
| Special Purpose Fund Surplus (Deficit)                        |                               |                       |
| Capital Fund Surplus (Deficit)                                | (395,000)                     | (395,000)             |
| <b>Budgeted Surplus (Deficit), for the year</b>               | <b>(395,000)</b>              | <b>(395,000)</b>      |

# School District No. 47 (qathet)

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

|                                       | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget |
|---------------------------------------|-------------------------------|-----------------------|
| <b>Budget Bylaw Amount</b>            |                               |                       |
| Operating - Total Expense             | 45,308,927                    | 44,155,644            |
| Special Purpose Funds - Total Expense | 8,410,297                     | 7,632,390             |
| Capital Fund - Total Expense          | 2,300,000                     | 2,300,000             |
| <b>Total Budget Bylaw Amount</b>      | <b>56,019,224</b>             | <b>54,088,034</b>     |

## Approved by the Board

\_\_\_\_\_  
Signature of the Chairperson of the Board of Education

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Secretary Treasurer

\_\_\_\_\_  
Date Signed

# School District No. 47 (qathet)

Amended Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2026

|   | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget   |
|---|-------------------------------|-------------------------|
|   | \$                            | \$                      |
| <b>Surplus (Deficit) for the year</b>                     | <u>(501,961)</u>              | <u>(450,000)</u>        |
| <b>Effect of change in Tangible Capital Assets</b>        |                               |                         |
| Amortization of Tangible Capital Assets                   | <u>2,300,000</u>              | <u>2,300,000</u>        |
| <b>Total Effect of change in Tangible Capital Assets</b>  | <u>2,300,000</u>              | <u>2,300,000</u>        |
|   | <u>-</u>                      | <u>-</u>                |
| <b>(Increase) Decrease in Net Financial Assets (Debt)</b> | <u><u>1,798,039</u></u>       | <u><u>1,850,000</u></u> |

# School District No. 47 (qathet)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2026

|  | <b>Operating<br/>Fund</b> | <b>Special Purpose<br/>Fund</b> | <b>Capital<br/>Fund</b> | <b>2026 Amended<br/>Annual Budget</b> |
|--|---------------------------|---------------------------------|-------------------------|---------------------------------------|
|  | <b>\$</b>                 | <b>\$</b>                       | <b>\$</b>               | <b>\$</b>                             |
| <b>Accumulated Surplus (Deficit), beginning of year</b>    | 974,463                   |                                 | 8,157,089               | <b>9,131,552</b>                      |
| <b>Changes for the year</b>                                |                           |                                 |                         |                                       |
| Net Revenue (Expense) for the year                         | (106,961)                 |                                 | (395,000)               | <b>(501,961)</b>                      |
| <b>Net Changes for the year</b>                            | <u>(106,961)</u>          | -                               | <u>(395,000)</u>        | <b>(501,961)</b>                      |
| <b>Budgeted Accumulated Surplus (Deficit), end of year</b> | <u><b>867,502</b></u>     | -                               | <u><b>7,762,089</b></u> | <b>8,629,591</b>                      |

# School District No. 47 (qathet)

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

|  | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget |
|--|-------------------------------|-----------------------|
|  | \$                            | \$                    |
| <b>Revenues</b>                                  |                               |                       |
| Provincial Grants                                |                               |                       |
| Ministry of Education and Child Care             | 42,473,487                    | 41,716,111            |
| Other  | 50,000                        | 75,000                |
| Tuition  | 720,000                       | 720,000               |
| Other Revenue                                    | 1,811,479                     | 1,439,133             |
| Rentals and Leases                               | 97,000                        | 75,400                |
| Investment Income                                | 50,000                        | 75,000                |
| <b>Total Revenue</b>                             | <b>45,201,966</b>             | <b>44,100,644</b>     |
| <b>Expenses</b>                                  |                               |                       |
| Instruction                                      | 37,343,275                    | 36,189,573            |
| District Administration                          | 2,437,588                     | 2,427,661             |
| Operations and Maintenance                       | 4,322,648                     | 4,303,684             |
| Transportation and Housing                       | 1,205,416                     | 1,234,726             |
| <b>Total Expense</b>                             | <b>45,308,927</b>             | <b>44,155,644</b>     |
| <b>Net Revenue (Expense)</b>                     | <b>(106,961)</b>              | <b>(55,000)</b>       |
| <b>Budgeted Prior Year Surplus Appropriation</b> | <b>106,961</b>                | <b>55,000</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, 2026

|   | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget |
|---|-------------------------------|-----------------------|
|   | \$                            | \$                    |
| <b>Provincial Grants - Ministry of Education and Child Care</b>       |                               |                       |
| Operating Grant, Ministry of Education and Child Care                 | 43,210,137                    | 42,150,686            |
| ISC/LEA Recovery  | (1,411,479)                   | (1,104,133)           |
| 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  | 7,500                         | 7,500                 |
| Child Care Funding  | 100,000                       | 75,000                |
| Integrated Child Youth (ICY) Team Grant                               | 230,271                       | 250,000               |
| <b>Total Provincial Grants - Ministry of Education and Child Care</b> | <b>42,473,487</b>             | <b>41,716,111</b>     |
| <b>Provincial Grants - Other</b>                                      | <b>50,000</b>                 | <b>75,000</b>         |
| <b>Tuition</b>  |                               |                       |
| International and Out of Province Students                            | 720,000                       | 720,000               |
| <b>Total Tuition</b>  | <b>720,000</b>                | <b>720,000</b>        |
| <b>Other Revenues</b>   |                               |                       |
| Other School District/Education Authorities                           | 110,000                       | 110,000               |
| Funding from First Nations  | 1,411,479                     | 1,104,133             |
| Miscellaneous   |                               |                       |
| Misc. Billings & Recoveries   | 75,000                        | 75,000                |
| Before & After School Care Fees                                       | 100,000                       | 75,000                |
| Cafeteria Revenue   | 75,000                        | 75,000                |
| Fortis BC Rebate  | 40,000                        |                       |
| <b>Total Other Revenue</b>  | <b>1,811,479</b>              | <b>1,439,133</b>      |
| <b>Rentals and Leases</b>   | <b>97,000</b>                 | <b>75,400</b>         |
| <b>Investment Income</b>  | <b>50,000</b>                 | <b>75,000</b>         |
| <b>Total Operating Revenue</b>  | <b>45,201,966</b>             | <b>44,100,644</b>     |

# School District No. 47 (qathet)

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

|                                     | 2026 Amended<br>Annual Budget | 2026<br>Annual Budget |
|-------------------------------------|-------------------------------|-----------------------|
|                                     | \$                            | \$                    |
| <b>Salaries</b>                     |                               |                       |
| Teachers                            | 14,697,255                    | 14,115,888            |
| Principals and Vice Principals      | 2,788,416                     | 2,855,160             |
| Educational Assistants              | 4,400,491                     | 4,398,404             |
| Support Staff                       | 3,876,165                     | 3,862,426             |
| Other Professionals                 | 2,135,574                     | 2,257,188             |
| Substitutes                         | 1,354,892                     | 1,536,936             |
| <b>Total Salaries</b>               | <b>29,252,793</b>             | <b>29,026,002</b>     |
| <b>Employee Benefits</b>            | <b>7,189,972</b>              | <b>6,725,013</b>      |
| <b>Total Salaries and Benefits</b>  | <b>36,442,765</b>             | <b>35,751,015</b>     |
| <b>Services and Supplies</b>        |                               |                       |
| Services                            | 3,927,661                     | 3,520,384             |
| Student Transportation              | 8,000                         | 6,500                 |
| Professional Development and Travel | 418,997                       | 395,547               |
| Rentals and Leases                  | 263,000                       | 262,000               |
| Dues and Fees                       | 347,740                       | 347,240               |
| Insurance                           | 117,000                       | 117,000               |
| Supplies                            | 3,187,764                     | 3,148,458             |
| Utilities                           | 596,000                       | 607,500               |
| <b>Total Services and Supplies</b>  | <b>8,866,162</b>              | <b>8,404,629</b>      |
| <b>Total Operating Expense</b>      | <b>45,308,927</b>             | <b>44,155,644</b>     |

# School District No. 47 (qathet)

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

Year Ended June 30, 2026

|   | Teachers Salaries | Principals and Vice Principals Salaries | Educational Assistants Salaries | Support Staff Salaries | Other Professionals Salaries | Substitutes Salaries | Total Salaries    |
|---|-------------------|---|---------------------------------|------------------------|------------------------------|----------------------|-------------------|
|   | \$                | \$                                      | \$                              | \$                     | \$                           | \$                   | \$                |
| <b>1 Instruction</b>                            |                   |   |                                 |                        |                              |                      |                   |
| 1.02 Regular Instruction                        | 11,702,085        | 44,496                                  |                                 | 164,774                | 150,565                      | 910,892              | 12,972,812        |
| 1.03 Career Programs                            | 75,533            |   |                                 |                        | 62,013                       |                      | 137,546           |
| 1.07 Library Services                           | 190,585           | 63,036                                  |                                 |                        |                              |                      | 253,621           |
| 1.08 Counselling                                | 440,283           | 59,328                                  |                                 |                        | 109,097                      |                      | 608,708           |
| 1.10 Inclusive Education                        | 1,868,299         | 400,464                                 | 4,104,665                       |                        | 504,111                      | 202,000              | 7,079,539         |
| 1.20 Early Learning and Child Care              |                   |   | 295,826                         |                        |                              |                      | 295,826           |
| 1.30 English Language Learning                  | 50,356            |   |                                 |                        |                              |                      | 50,356            |
| 1.31 Indigenous Education                       | 281,992           | 148,320                                 |                                 | 207,840                |                              | 10,000               | 648,152           |
| 1.41 School Administration                      |                   | 1,701,972                               |                                 | 1,049,838              |                              | 26,000               | 2,777,810         |
| 1.60 Summer School                              |                   |   |                                 |                        |                              | 77,500               | 77,500            |
| 1.62 International and Out of Province Students | 88,122            | 74,160                                  |                                 |                        | 72,163                       | 3,500                | 237,945           |
| <b>Total Function 1</b>                         | <b>14,697,255</b> | <b>2,491,776</b>                        | <b>4,400,491</b>                | <b>1,422,452</b>       | <b>897,949</b>               | <b>1,229,892</b>     | <b>25,139,815</b> |
| <b>4 District Administration</b>                |                   |   |                                 |                        |                              |                      |                   |
| 4.11 Educational Administration                 |                   | 296,640                                 |                                 |                        | 262,486                      |                      | 559,126           |
| 4.40 School District Governance                 |                   |   |                                 |                        | 117,350                      |                      | 117,350           |
| 4.41 Business Administration                    |                   |   |                                 | 247,010                | 556,882                      |                      | 803,892           |
| <b>Total Function 4</b>                         | <b>-</b>          | <b>296,640</b>                          | <b>-</b>                        | <b>247,010</b>         | <b>936,718</b>               | <b>-</b>             | <b>1,480,368</b>  |
| <b>5 Operations and Maintenance</b>             |                   |   |                                 |                        |                              |                      |                   |
| 5.41 Operations and Maintenance Administration  |                   |   |                                 | 30,391                 | 132,780                      |                      | 163,171           |
| 5.50 Maintenance Operations                     |                   |   |                                 | 1,516,360              | 124,630                      | 75,000               | 1,715,990         |
| 5.52 Maintenance of Grounds                     |                   |   |                                 | 77,474                 |                              |                      | 77,474            |
| 5.56 Utilities                                  |                   |   |                                 |                        |                              |                      | -                 |
| <b>Total Function 5</b>                         | <b>-</b>          | <b>-</b>                                | <b>-</b>                        | <b>1,624,225</b>       | <b>257,410</b>               | <b>75,000</b>        | <b>1,956,635</b>  |
| <b>7 Transportation and Housing</b>             |                   |   |                                 |                        |                              |                      |                   |
| 7.41 Transportation and Housing Administration  |                   |   |                                 | 22,793                 | 43,497                       |                      | 66,290            |
| 7.70 Student Transportation                     |                   |   |                                 | 559,685                |                              | 50,000               | 609,685           |
| <b>Total Function 7</b>                         | <b>-</b>          | <b>-</b>                                | <b>-</b>                        | <b>582,478</b>         | <b>43,497</b>                | <b>50,000</b>        | <b>675,975</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>14,697,255</b> | <b>2,788,416</b>                        | <b>4,400,491</b>                | <b>3,876,165</b>       | <b>2,135,574</b>             | <b>1,354,892</b>     | <b>29,252,793</b> |

# School District No. 47 (qathet)

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

Year Ended June 30, 2026

|   | Total Salaries    | Employee Benefits | Total Salaries and Benefits | Services and Supplies | 2026 Amended Annual Budget | 2026 Annual Budget |
|---|-------------------|-------------------|-----------------------------|-----------------------|----------------------------|--------------------|
|   | \$                | \$                | \$                          | \$                    | \$                         | \$                 |
| <b>1 Instruction</b>                            |                   |                   |                             |                       |                            |                    |
| 1.02 Regular Instruction                        | 12,972,812        | 3,363,936         | 16,336,748                  | 3,230,241             | 19,566,989                 | 19,034,834         |
| 1.03 Career Programs                            | 137,546           | 33,146            | 170,692                     | 7,000                 | 177,692                    | 97,482             |
| 1.07 Library Services                           | 253,621           | 62,145            | 315,766                     | 23,858                | 339,624                    | 329,711            |
| 1.08 Counselling                                | 608,708           | 148,808           | 757,516                     | 25,049                | 782,565                    | 759,063            |
| 1.10 Inclusive Education                        | 7,079,539         | 1,717,839         | 8,797,378                   | 2,127,751             | 10,925,129                 | 10,556,564         |
| 1.20 Early Learning and Child Care              | 295,826           | 73,956            | 369,782                     |                       | 369,782                    | 136,240            |
| 1.30 English Language Learning                  | 50,356            | 12,589            | 62,945                      | 2,000                 | 64,945                     | 67,319             |
| 1.31 Indigenous Education                       | 648,152           | 156,573           | 804,725                     | 32,750                | 837,475                    | 837,783            |
| 1.41 School Administration                      | 2,777,810         | 630,594           | 3,408,404                   | 91,800                | 3,500,204                  | 3,598,798          |
| 1.60 Summer School                              | 77,500            |                   | 77,500                      |                       | 77,500                     | 75,000             |
| 1.62 International and Out of Province Students | 237,945           | 55,685            | 293,630                     | 407,740               | 701,370                    | 696,779            |
| <b>Total Function 1</b>                         | <b>25,139,815</b> | <b>6,255,271</b>  | <b>31,395,086</b>           | <b>5,948,189</b>      | <b>37,343,275</b>          | <b>36,189,573</b>  |
| <b>4 District Administration</b>                |                   |                   |                             |                       |                            |                    |
| 4.11 Educational Administration                 | 559,126           | 128,599           | 687,725                     | 79,000                | 766,725                    | 868,040            |
| 4.40 School District Governance                 | 117,350           | 11,380            | 128,730                     | 184,405               | 313,135                    | 248,393            |
| 4.41 Business Administration                    | 803,892           | 189,836           | 993,728                     | 364,000               | 1,357,728                  | 1,311,228          |
| <b>Total Function 4</b>                         | <b>1,480,368</b>  | <b>329,815</b>    | <b>1,810,183</b>            | <b>627,405</b>        | <b>2,437,588</b>           | <b>2,427,661</b>   |
| <b>5 Operations and Maintenance</b>             |                   |                   |                             |                       |                            |                    |
| 5.41 Operations and Maintenance Administration  | 163,171           | 38,137            | 201,308                     | 127,000               | 328,308                    | 328,308            |
| 5.50 Maintenance Operations                     | 1,715,990         | 391,761           | 2,107,751                   | 1,078,750             | 3,186,501                  | 3,136,666          |
| 5.52 Maintenance of Grounds                     | 77,474            | 19,365            | 96,839                      | 115,000               | 211,839                    | 231,210            |
| 5.56 Utilities                                  | -                 | -                 | -                           | 596,000               | 596,000                    | 607,500            |
| <b>Total Function 5</b>                         | <b>1,956,635</b>  | <b>449,263</b>    | <b>2,405,898</b>            | <b>1,916,750</b>      | <b>4,322,648</b>           | <b>4,303,684</b>   |
| <b>7 Transportation and Housing</b>             |                   |                   |                             |                       |                            |                    |
| 7.41 Transportation and Housing Administration  | 66,290            | 15,702            | 81,992                      | 20,000                | 101,992                    | 101,992            |
| 7.70 Student Transportation                     | 609,685           | 139,921           | 749,606                     | 353,818               | 1,103,424                  | 1,132,734          |
| <b>Total Function 7</b>                         | <b>675,975</b>    | <b>155,623</b>    | <b>831,598</b>              | <b>373,818</b>        | <b>1,205,416</b>           | <b>1,234,726</b>   |
| <b>9 Debt Services</b>                          |                   |                   |                             |                       |                            |                    |
| <b>Total Function 9</b>                         | -                 | -                 | -                           | -                     | -                          | -                  |
| <b>Total Functions 1 - 9</b>                    | <b>29,252,793</b> | <b>7,189,972</b>  | <b>36,442,765</b>           | <b>8,866,162</b>      | <b>45,308,927</b>          | <b>44,155,644</b>  |

# School District No. 47 (qathet)

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

|   | <u>2026 Amended<br/>Annual Budget</u> | <u>2026<br/>Annual Budget</u> |
|---|---------------------------------------|-------------------------------|
|   | \$                                    | \$                            |
| <b>Revenues</b>                                 |                                       |                               |
| Provincial Grants                               |                                       |                               |
| Ministry of Education and Child Care            | 6,460,297                             | 5,682,390                     |
| Other Revenue                                   | 1,950,000                             | 1,950,000                     |
| <b>Total Revenue</b>                            | <u>8,410,297</u>                      | <u>7,632,390</u>              |
| <b>Expenses</b>                                 |                                       |                               |
| Instruction                                     | 8,188,058                             | 7,410,151                     |
| District Administration                         | 69,286                                | 69,286                        |
| Operations and Maintenance                      | 152,953                               | 152,953                       |
| <b>Total Expense</b>                            | <u>8,410,297</u>                      | <u>7,632,390</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, 2026

|  | Annual<br>Facility<br>Grant | Learning<br>Improvement<br>Fund | Scholarships<br>and<br>Bursaries | School<br>Generated<br>Funds | Strong<br>Start | Ready,<br>Set,<br>Learn | OLEP   | CommunityLINK | Classroom<br>Enhancement<br>Fund - Overhead |
|--|-----------------------------|---------------------------------|----------------------------------|------------------------------|-----------------|-------------------------|--------|---------------|---|
|  | \$                          | \$                              | \$                               | \$                           | \$              |                         | \$     | \$            | \$  |
| <b>Deferred Revenue, beginning of year</b>               |                             |                                 | 229,066                          | 268,151                      |                 |                         |        |               |   |
| <b>Add:</b> Restricted Grants                            |                             |                                 |                                  |                              |                 |                         |        |               |   |
| Provincial Grants - Ministry of Education and Child Care | 122,953                     | 145,707                         |                                  |                              | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| Other  |                             |                                 | 200,000                          | 1,750,000                    |                 |                         |        |               |   |
|  | 122,953                     | 145,707                         | 200,000                          | 1,750,000                    | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| <b>Less:</b> Allocated to Revenue                        | 122,953                     | 145,707                         | 200,000                          | 1,750,000                    | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| <b>Deferred Revenue, end of year</b>                     | -                           | -                               | <b>229,066</b>                   | <b>268,151</b>               | -               | -                       | -      | -             | -   |
| <b>Revenues</b>  |                             |                                 |                                  |                              |                 |                         |        |               |   |
| Provincial Grants - Ministry of Education and Child Care | 122,953                     | 145,707                         |                                  |                              | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| Other Revenue  |                             |                                 | 200,000                          | 1,750,000                    |                 |                         |        |               |   |
|  | 122,953                     | 145,707                         | 200,000                          | 1,750,000                    | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| <b>Expenses</b>  |                             |                                 |                                  |                              |                 |                         |        |               |   |
| Salaries   |                             |                                 |                                  |                              |                 |                         |        |               |   |
| Teachers   |                             |                                 |                                  |                              |                 |                         | 28,500 |               | 10,000                                      |
| Principals and Vice Principals                           |                             |                                 |                                  |                              |                 |                         |        |               |   |
| Educational Assistants                                   |                             | 126,702                         |                                  |                              |                 |                         |        |               |   |
| Support Staff  |                             |                                 |                                  |                              | 108,800         | 5,000                   |        |               | 30,000                                      |
| Other Professionals                                      |                             |                                 |                                  |                              |                 |                         |        | 70,000        |   |
| Substitutes  |                             |                                 |                                  |                              |                 | 7,500                   |        |               | 70,000                                      |
|  | -                           | 126,702                         | -                                | -                            | 108,800         | 12,500                  | 28,500 | 70,000        | 110,000                                     |
| Employee Benefits  |                             | 19,005                          |                                  |                              | 27,200          | 1,500                   | 5,500  | 17,500        | 15,000                                      |
| Services and Supplies                                    | 122,953                     |                                 | 200,000                          | 1,750,000                    |                 | 3,150                   | 45,724 | 142,912       | 12,373                                      |
|  | 122,953                     | 145,707                         | 200,000                          | 1,750,000                    | 136,000         | 17,150                  | 79,724 | 230,412       | 137,373                                     |
| <b>Net Revenue (Expense)</b>                             | -                           | -                               | -                                | -                            | -               | -                       | -      | -             | -   |

# School District No. 47 (qathet)

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

|  | Classroom<br>Enhancement<br>Fund - Staffing | Classroom<br>Enhancement<br>Fund - Remedies | Mental<br>Health<br>in Schools | Seamless<br>Day<br>Kindergarten | JUST<br>B4 | ECL<br>Early Care<br>& Learning | Feeding<br>Futures<br>Fund | Professional<br>Learning<br>Grant | National School<br>Food Program |
|--|---|---|--------------------------------|---------------------------------|------------|---------------------------------|----------------------------|-----------------------------------|---------------------------------|
|  | \$  | \$  | \$                             | \$                              | \$         | \$                              | \$                         | \$                                | \$                              |
| <b>Deferred Revenue, beginning of year</b>               |   |   |                                |                                 |            |                                 | 78,679                     | 238,867                           | 74,379                          |
| <b>Add:</b> Restricted Grants                            |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
| Provincial Grants - Ministry of Education and Child Care | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 397,844                    |                                   | 111,570                         |
| Other  |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
|  | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 397,844                    | -                                 | 111,570                         |
| <b>Less:</b> Allocated to Revenue                        | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 476,523                    | 106,500                           | 106,438                         |
| <b>Deferred Revenue, end of year</b>                     | -   | -   | -                              | -                               | -          | -                               | -                          | <b>132,367</b>                    | <b>79,511</b>                   |
| <b>Revenues</b>  |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
| Provincial Grants - Ministry of Education and Child Care | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 476,523                    | 106,500                           | 106,438                         |
| Other Revenue  |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
|  | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 476,523                    | 106,500                           | 106,438                         |
| <b>Expenses</b>  |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
| Salaries   |   |   |                                |                                 |            |                                 |                            |                                   |                                 |
| Teachers   | 1,911,307                                   | 226,008                                     |                                |                                 |            |                                 |                            |                                   |                                 |
| Principals and Vice Principals                           |   |   |                                |                                 |            | 12,000                          |                            |                                   |                                 |
| Educational Assistants                                   |   | 15,498                                      |                                |                                 |            |                                 | 60,000                     |                                   |                                 |
| Support Staff  |   |   |                                | 41,500                          | 21,500     | 20,000                          | 20,000                     |                                   |                                 |
| Other Professionals                                      |   |   |                                |                                 |            | 108,000                         | 70,000                     |                                   |                                 |
| Substitutes  |   | 206,025                                     | 20,000                         |                                 |            |                                 |                            | 75,000                            |                                 |
|  | 1,911,307                                   | 447,531                                     | 20,000                         | 41,500                          | 21,500     | 140,000                         | 150,000                    | 75,000                            | -                               |
| Employee Benefits  | 477,827                                     | 87,406                                      | 2,500                          | 10,375                          | 3,500      | 35,000                          | 37,500                     | 9,000                             |                                 |
| Services and Supplies                                    |   | 5,000                                       | 32,500                         | 3,525                           |            |                                 | 289,023                    | 22,500                            | 106,438                         |
|  | 2,389,134                                   | 539,937                                     | 55,000                         | 55,400                          | 25,000     | 175,000                         | 476,523                    | 106,500                           | 106,438                         |
| <b>Net Revenue (Expense)</b>                             | -   | -   | -                              | -                               | -          | -                               | -                          | -                                 | -                               |

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

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

|  | <b>Auditory<br/>Outreach<br/>Program</b> | <b>TOTAL</b>            |
|--|--|-------------------------|
|  | <u>\$</u>                                | <u>\$</u>               |
| <b>Deferred Revenue, beginning of year</b>               | 118,741                                  | <b>1,007,883</b>        |
| <b>Add:</b> Restricted Grants                            |  |                         |
| Provincial Grants - Ministry of Education and Child Care | 1,543,305                                | <b>6,161,509</b>        |
| Other  |  | <b>1,950,000</b>        |
|  | <u>1,543,305</u>                         | <u><b>8,111,509</b></u> |
| <b>Less:</b> Allocated to Revenue                        | 1,662,046                                | <b>8,410,297</b>        |
| <b>Deferred Revenue, end of year</b>                     | <u>-</u>                                 | <u><b>709,095</b></u>   |
| <b>Revenues</b>  |  |                         |
| Provincial Grants - Ministry of Education and Child Care | 1,662,046                                | <b>6,460,297</b>        |
| Other Revenue  |  | <b>1,950,000</b>        |
|  | <u>1,662,046</u>                         | <u><b>8,410,297</b></u> |
| <b>Expenses</b>  |  |                         |
| Salaries   |  |                         |
| Teachers   | 40,000                                   | <b>2,215,815</b>        |
| Principals and Vice Principals                           | 140,000                                  | <b>152,000</b>          |
| Educational Assistants                                   |  | <b>202,200</b>          |
| Support Staff  | 120,000                                  | <b>366,800</b>          |
| Other Professionals                                      | 250,000                                  | <b>498,000</b>          |
| Substitutes  |  | <b>378,525</b>          |
|  | <u>550,000</u>                           | <u><b>3,813,340</b></u> |
| Employee Benefits  | 137,500                                  | <b>886,313</b>          |
| Services and Supplies                                    | 974,546                                  | <b>3,710,644</b>        |
|  | <u>1,662,046</u>                         | <u><b>8,410,297</b></u> |
| <b>Net Revenue (Expense)</b>                             | <u>-</u>                                 | <u><b>-</b></u>         |

# School District No. 47 (qathet)

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

|   | 2026 Amended Annual Budget             |                  |                  | 2026<br>Annual Budget |
|---|--|------------------|------------------|-----------------------|
|   | Invested in Tangible<br>Capital Assets | Local<br>Capital | Fund<br>Balance  |                       |
|   | \$                                     | \$               | \$               | \$                    |
| <b>Revenues</b>                                 |  |                  |                  |                       |
| Investment Income                               |  | 5,000            | 5,000            | 5,000                 |
| Amortization of Deferred Capital Revenue        | 1,900,000                              |                  | 1,900,000        | 1,900,000             |
| <b>Total Revenue</b>                            | <b>1,900,000</b>                       | <b>5,000</b>     | <b>1,905,000</b> | <b>1,905,000</b>      |
| <b>Expenses</b>                                 |  |                  |                  |                       |
| Amortization of Tangible Capital Assets         |  |                  |                  |                       |
| Operations and Maintenance                      | 2,200,000                              |                  | 2,200,000        | 2,200,000             |
| Transportation and Housing                      | 100,000                                |                  | 100,000          | 100,000               |
| <b>Total Expense</b>                            | <b>2,300,000</b>                       | <b>-</b>         | <b>2,300,000</b> | <b>2,300,000</b>      |
| <b>Net Revenue (Expense)</b>                    | <b>(400,000)</b>                       | <b>5,000</b>     | <b>(395,000)</b> | <b>(395,000)</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>-</b>              |
| <b>Budgeted Surplus (Deficit), for the year</b> | <b>(400,000)</b>                       | <b>5,000</b>     | <b>(395,000)</b> | <b>(395,000)</b>      |

**COMMITTEE OF THE WHOLE**

**4:00 pm, Wednesday, February 11, 2026**  
**School Board Office**

**NOTES**

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Present: Jaclyn Miller, Gretchen Conti, Maureen Mason  
Also in attendance: Paul McKenzie (Superintendent), Steve Hopkins (Secretary-Treasurer)  
Regrets: Kirsten Van't Schip, Dale Lawson,

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The meeting was called to order at 3:58 pm by Chairperson Miller.

**1. APPROVAL OF AGENDA**

**MOVED: G. CONTI**

**SECONDED: M. MASON**

**THAT the Committee of the Whole Meeting Agenda of February 11, 2026, be adopted as circulated.**

**STATUS: CARRIED**

**2. STANDING COMMITTEES**

2.a) Finance and Facilities

2.a.i) Budget Development Process and Timelines

Secretary-Treasurer Hopkins described the annual budget development process and timelines. He noted that preliminary grant information is expected to be announced prior to spring break and will be shared with the Board in April. Staffing considerations and consultation will occur in May, with preliminary budget information brought forward to the Board at that time. A draft budget will be presented at a Regular Meeting in May or at a Committee of the Whole meeting in June. Final budget adoption is scheduled for the June Regular Meeting, prior to submission to the Ministry of Education and Child Care.

2.b) Education and Strategic Planning

2.b.i) School Calendar 2026/27, 2027/2028 & Draft 2028/2029

Superintendent McKenzie reported that no amendments are being recommended to the approved 2026/2027 calendar and noted that the 2027/2028 calendar will be brought forward next year for final review. He presented early draft dates for the 2028/2029 calendar, including proposed professional development days and break periods, and

advised that the draft will be shared with partner groups for feedback. He further advised that the draft calendar will be brought forward for Board review in March, followed by consultation with stakeholders and families, with Board support, prior to final adoption.

2.b.ii) Proposals: Academies (N/A)

2.b.iii) Program Review: Literacy Support / Level 2 Report

K. Brach and V. Kintzinger presented the Literacy Support Program Review (Level 2), highlighting strong participation from students, parents, caregivers, and staff. The District has implemented several key initiatives, including the DIBELS literacy screener, establishment of a Literacy Support Team, creation of a literacy toolkit, and use of the Ministry's Foundational Learning Progressions. Literacy support teachers are in place at each elementary school, working alongside classroom and inclusive education teams to provide targeted supports. Early results show stronger literacy growth in the primary grades, with ongoing efforts to use assessment data to identify students requiring additional support and to inform school-based planning and instructional strategies.

Feedback from surveys and consultations identified positive student attitudes toward reading and strong appreciation for teacher support, while also highlighting opportunities to strengthen writing instruction, improve consistency across schools, and enhance communication with families. Staff emphasized the need for increased intervention capacity, professional learning, and access to appropriate resources. District priorities moving forward include strengthening literacy instruction across the K–12 continuum, improving consistency in assessment and instructional practices, enhancing student engagement through choice and relevance, and expanding home–school partnerships. Next steps include sharing findings with schools and engaging PAC and DPAC communities to support literacy goals.

**RECOMMENDATION:** That the Board of Education accept the Literacy Review (Level 2), as attached and presented.

2.b.iv) Outdoor Learning Programs Update

Superintendent McKenzie provided an overview of outdoor learning opportunities across the District in follow-up to a question raised at a prior meeting. Secondary outdoor education options are included in course selection and are scheduled based on student interest, with staff expertise and availability considered during the timetable development process. Staff noted that transportation has not been identified as a barrier to student participation.

It was further noted that all Grade 8 students participate in outdoor education as part of their elective rotation, ensuring exposure to outdoor learning opportunities early in their secondary experience.

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Review of Select Board Policies - Policy 14 – School Closures/Grade Reconfigurations, Policy 16 – Indemnity By-law, and Policy 20 – Provision of Child Care Programs

Trustees reviewed the policies and provided additional suggestions for updates

Policy 14 – School Closures/Grade Reconfigurations, revisions order to:

- Improve transparency and ensure public input is meaningfully considered.
- Prioritize student well-being and transitions.
- Integrate equity into closure and reconfiguration decisions.
- Support early engagement with Indigenous Nations.
- Add a post-implementation review for accountability and learning.
- Expand consultation to include written and virtual participation.

Policy 16 – Indemnity By-law, revisions order to:

- Clarify when indemnification applies, including confirmation of good faith performance of duties.
- Establish a clear process to request and approve indemnification.
- Require trustees to recuse themselves from decisions about their own indemnification.
- Add annual reporting to improve transparency while protecting confidentiality.

Staff will take the feedback and prepare drafts for review at the March Committee of the Whole. With respect to Policy 20 - Provision of Child Care Programs, Secretary-Treasurer Hopkins suggested that the Board hold on implementing any revisions until pending changes to legislation come into force and effect.

2.d.ii) Policy 9 – Board Representatives Motion

Trustees reviewed the proposed edits and provided additional feedback to:

- Add more defined procedural steps to the trustee assignment process, including advance submission of trustee preferences and structured discussion elements.
- Clarify and expand the Chair’s role in facilitating the assignment process, including presenting and explaining a proposed slate of assignments.
- Incorporate explicit consideration of equity, workload balance, experience, and opportunities for trustees when determining assignments.

**RECOMMENDATION:** That the Board of Education approve Policies 5 and 9 as amended.

2.d.iii) Policy 4 Proposed Amendments from Trustee Feedback

Trustees reviewed the proposed edits and provided additional feedback to:

- Clarify expectations for respectful conduct in public and digital settings;
- Strengthen standards related to harassment, intimidation, and behaviour inconsistent with the responsibilities of public office;
- Require trustees to clearly distinguish personal opinions from Board decisions in public communications;

- Reinforce responsible digital citizenship and protection of public confidence in the Board; and
- Align conduct expectations with the sanctions framework to ensure fairness, transparency, and progressive accountability.

**RECOMMENDATION:** That the Board of Education approve Policy 4 – Trustee Code of Conduct and Appendix – Trustee Code of Conduct Sanctions, as amended.

**3. COMMITTEE REPORTS**

3.a) Ad Hoc Committee Notes – February 4, 2026

The Committee discussed next steps, which include continued dialogue on trustee inquiry questions, building on the work completed at the previous meeting and exploring progress to date.

**4. OTHER INFORMATION**

4.a) N/A

**5. ADJOURNMENT**

**MOVED: G. CONTI**

**THAT the Committee of the Whole Meeting of February 11, 2026, be adjourned.**

**STATUS: CARRIED**

# MEMORANDUM



**Date:** February 11, 2026  
**To:** Board of Education  
**From:** Paul McKenzie, Superintendent  
**Prepared by:** Kristen Brach, Director of Instruction  
**Re:** Literacy Support

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## 1.0 BACKGROUND

Administrative Procedure 280 states that,

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

## 2.0 INFORMATION

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

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

## 3.0 PROGRAM RATIONALE

The qathet School District's Literacy Program is directly aligned to the work of the Board's Strategic Plan in "Cultivating an Ethic of Learning" which endeavours to ensure learners and students have the best possible learning experience focusing on foundational skills in literacy, allowing our learners to flourish in a rapidly changing world. Elaborated on in the appending slide deck, as prepared by Director of Instruction Brach, is a description of the consultation process, context setting, success indicators, voice of the rightsholders, and finally, suggestions for growth.

## 4.0 OPTIONS FOR ACTION

- (A) Accept the review as presented, or;
- (B) Request further information regarding the Literacy Program in qathet School District.

## 5.0 STAFF RECOMMENDATION

**THAT:** The Board of Education accept the Literacy Review (Level 2), as attached and presented.

## 6.0 APPENDICES

- (A) Appendix A- Literacy Program Review Presentation

# MEMORANDUM



**Date:** February 25, 2026  
**To:** Board of Education  
**From:** Paul McKenzie, Superintendent  
**Re:** Policy 9 – Board Representatives

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## 1.0 BACKGROUND

At the Regular Meeting held on January 28, 2026, the Board of Education passed the following motion:

*That the Board direct staff to review and revise the Board policy related to committee and school liaison assignments to better reflect a collaborative and inclusive process; and further that the revised policy include a process whereby:*

- *trustees collectively discuss interests, skills, experience, workload, and equity considerations.*
- *the Chair facilitates the discussion in a neutral and orderly manner;*
- *consensus is sought wherever possible; and*
- *committee and liaison assignments are confirmed by Board motion.*

At the February 11, 2026 Committee of the Whole meeting, staff presented draft revisions for consideration. Additional feedback was provided at that meeting, and staff subsequently refined the draft to reflect the intent of the Board's discussion.

## 2.0 PROPOSED AMENDMENTS

The proposed amendments revise Policies 5 and 9 to formalize a collaborative and transparent process for determining trustee committee and liaison assignments. Under the revised framework, trustee appointments to Board committees, external committees, administrative committees, community representation, and school liaison roles will be determined annually through a structured Board discussion facilitated by the Chair.

The process emphasizes consideration of trustee interests, skills, experience, workload, and equity factors, with consensus sought wherever possible and all assignments confirmed by Board motion.

Representatives to the British Columbia School Trustees Association (BCSTA) Provincial Council and the British Columbia Public School Employers' Association (BCPSEA) will continue to be elected annually by the Board.

These amendments clarify roles, reinforce the Board's collective authority, and establish a clear, consistent, and inclusive process for trustee assignments moving forward.

The feedback received at the February Committee of the Whole provided helpful direction regarding clarity and accountability. During subsequent review, it was determined that certain proposed language was more appropriately addressed within Policy 5 – Role of the Chair rather than Policy 9 – Board Representatives. The revised draft clarifies the Chair's role in facilitating the assignment process and incorporates the intent of the suggestions while maintaining appropriate flexibility at the policy level.

## 3.0 OPTIONS FOR ACTION

- (A) Approve Policies 5 and 9 as amended, or;
- (B) Direct staff to consider additional amendments to better reflect the Board's motion.

#### **4.0 RECOMMENDATION**

**THAT** the Board of Education approve Policies 5 and 9 as amended.

#### **5.0 APPENDICES**

- a. Policy 5 – Role of the Chair
- b. Policy 9 – Board Representatives

## ROLE OF THE BOARD CHAIR

At its first regular November meeting the Board shall elect one of its members to serve as Board Chair at the pleasure of the Board. At this meeting, the Secretary Treasurer shall preside until a Board Chair is elected; at which time, the Chair will preside. The Board entrusts the individual elected as Chair to safeguard the integrity of the Board's processes and to represent it locally and provincially. This position will be held until the following November election. Although it is normally a one-year term, a majority of the Board may elect a new chair at any time (*School Act*, sec. 67).

The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, meet with the Vice-Chair, the Superintendent and Secretary-Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and closed Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures, as established by the Board.
3. At the start of Board meetings the Chair will extend the Board's hospitality to all in attendance and remind those assembled that the meeting is being held on Tla'amin Traditional Lands.
4. To perform the following duties during Board meetings:
  - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated-;
  - 4.2. Ensure that issues presented for the Board's consideration are clearly articulated and that each trustee has a fair opportunity to be heard, fostering respectful dialogue and inclusive participation so that a collective decision can be reached~~To ensure that issues being presented for the Board's consideration are clearly articulated and explained, and each trustee has a fair opportunity to be heard and understood by all the other trustees so that a collective opinion can develop, and a corporate decision reached-;~~
  - 4.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached-;
  - 4.4. To direct the discussion by trustees to the topic being considered by the Board-;
  - 4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members-;
  - 4.6. Determine disposition of each motion by a formal show of hands except where a ballot is required/used-; and
  - 4.7. ~~Ensures~~ that each ~~Trustee-trustee~~ votes on the issues before the Board-;
  - 4.7.4.8. Summarize key points of discussion, identify areas of agreement and differing perspectives, and clarify the motion before the Board prior to calling the question.



## Policy 5

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5. Keep informed of significant developments within the District.
6. Keep the Superintendent and Board informed of all District related matters or concerns coming to their attention and conveying directly to the Superintendent these concerns or questions which may significantly affect the administration of the District.
7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Bring all matters requiring a corporate decision to the Board.
9. Act as a District signing authority.
10. ~~To a~~ Act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
11. ~~Facilitate the~~ ~~Oversee the~~ election of trustees to provincial affiliation groups including BCSTA and BCPSEA.

~~12. Facilitate the annual discussion and determination of trustee appointments to Board committees, external organizations, and school liaison roles in accordance with Policy 9 by:~~

- ~~12.1. \_\_\_\_\_ Inviting trustees to submit their assignment preferences in advance of the meeting, in a manner determined by the Chair;~~
- ~~12.2. \_\_\_\_\_ Considering trustee interests, skills, experience, workload, continuity, and equity considerations in developing a proposed slate;~~
- ~~12.3. \_\_\_\_\_ Facilitating discussion of proposed assignments and any mid-year adjustments required to address trustee availability, workload, or Board needs;~~
- ~~12.4. \_\_\_\_\_ Presenting a proposed slate of appointments that reflects trustee input for Board consideration; and~~
- ~~12.5. \_\_\_\_\_ Where consensus cannot be reached, presenting the proposed slate for decision by Board motion.~~

~~Make trustee appointments to:~~

~~Representative to organizations; and  
Board committees.~~

~~12-13.~~ To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government, other organizations, or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.

Adopted: May 18, 2022  
Reviewed: October 11, 2023  
Revised:



## Policy 5

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~~13.14.~~ 14.14. To ensure that the Board engages in regular assessments of its effectiveness as a Board.

~~14.15.~~ 15.15. Address ~~concerns regarding trustee conduct in accordance with Policy 4 and its associated sanctions process.~~ ~~inappropriate behaviour on the part of a trustee as per policy 4 sanctions.~~

~~15.16.~~ 16.16. Manage the Superintendent contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. ~~In addition, each~~ ~~Each~~ month, the Chair shall sign off on the Superintendent's expenses, as well as vacation and sick leave, days earned, taken, and accumulated.

~~16.17.~~ 17.17. Assist with the Board orientation program for new trustees.

Legal Reference: Sections 65, 67, 69, 70, 85 *School Act*

Adopted: May 18, 2022  
Reviewed: October 11, 2023  
Revised:

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## ROLE OF THE BOARD CHAIR

At its first regular November meeting the Board shall elect one of its members to serve as Board Chair at the pleasure of the Board. At this meeting, the Secretary Treasurer shall preside until a Board Chair is elected; at which time, the Chair will preside. The Board entrusts the individual elected as Chair to safeguard the integrity of the Board's processes and to represent it locally and provincially. This position will be held until the following November election. Although it is normally a one-year term, a majority of the Board may elect a new chair at any time (*School Act*, sec. 67).

The Board delegates to the Chair the following powers and duties:

1. Prior to each Board meeting, meet with the Vice-Chair, the Superintendent and Secretary-Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To chair all public and closed Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures, as established by the Board.
3. At the start of Board meetings the Chair will extend the Board's hospitality to all in attendance and remind those assembled that the meeting is being held on Tla'amin Traditional Lands.
4. To perform the following duties during Board meetings:
  - 4.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
  - 4.2. Ensure that issues presented for the Board's consideration are clearly articulated and that each trustee has a fair opportunity to be heard, fostering respectful dialogue and inclusive participation so that a collective decision can be reached;
  - 4.3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached;
  - 4.4. To direct the discussion by trustees to the topic being considered by the Board;
  - 4.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members;
  - 4.6. Determine disposition of each motion by a formal show of hands except where a ballot is required/used; and
  - 4.7. Ensure that each trustee votes on the issues before the Board;
  - 4.8. Summarize key points of discussion, identify areas of agreement and differing perspectives, and clarify the motion before the Board prior to calling the question.
5. Keep informed of significant developments within the District.

Adopted: May 18, 2022  
Reviewed: October 11, 2023  
Revised:



## Policy 5

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6. Keep the Superintendent and Board informed of all District related matters or concerns coming to their attention and conveying directly to the Superintendent these concerns or questions which may significantly affect the administration of the District.
7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Bring all matters requiring a corporate decision to the Board.
9. Act as a District signing authority.
10. Act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
11. Facilitate the election of trustees to provincial affiliation groups including BCSTA and BCPSEA.
12. Facilitate the annual discussion and determination of trustee appointments to Board committees, external organizations, and school liaison roles in accordance with Policy 9 by:
  - 12.1. Inviting trustees to submit their assignment preferences in advance of the meeting, in a manner determined by the Chair;
  - 12.2. Considering trustee interests, skills, experience, workload, continuity, and equity considerations in developing a proposed slate;
  - 12.3. Facilitating discussion of proposed assignments and any mid-year adjustments required to address trustee availability, workload, or Board needs;
  - 12.4. Presenting a proposed slate of appointments that reflects trustee input for Board consideration; and
  - 12.5. Where consensus cannot be reached, presenting the proposed slate for decision by Board motion.
13. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government, other organizations, or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through passing motions. The Chair shall bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair shall share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
14. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
15. Address concerns regarding trustee conduct in accordance with Policy 4 and its associated sanctions process..

Adopted: May 18, 2022  
Reviewed: October 11, 2023  
Revised:



## Policy 5

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16. Manage the Superintendent contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. Each month, the Chair shall sign off on the Superintendent's expenses, as well as vacation and sick leave, days earned, taken, and accumulated.
17. Assist with the Board orientation program for new trustees.

Legal Reference:        Sections 65, 67, 69, 70, 85 *School Act*

Adopted:    May 18, 2022  
Reviewed:    October 11, 2023  
Revised:



## Policy 9

### BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will consider naming representatives to various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Superintendent may appoint resource personnel to work with the external committee representatives and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

~~External committees will have Board representation identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.~~

Representatives serve at the pleasure of the Board.

#### **Determination of Trustee Assignments**

1. Trustee appointments to external committees, Board committees, administrative committees, and school liaison roles shall be determined annually by the Board.

1.1. The process shall include:

1.1.1. A collective discussion of trustee interests, skills, experience, workload, and equity considerations;

1.1.2. Neutral facilitation of the discussion by the Chair;

1.1.3. An effort to reach consensus wherever possible;

1.1.4. Confirmation of all assignments by Board motion.

1.2. Trustee appointments shall normally be determined annually, at the meeting following the annual election of presiding officers, or as otherwise required by the Board.

1.3. External committees will have Board representation identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

Adopted: May 18, 2022  
Reviewed: November 12, 2025  
Revised: January 22, 2025

## Policy 9

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### External Committees

#### 1. British Columbia School Trustees Association (BCSTA) Provincial Council

##### 1.1 Purpose of the Provincial Council

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education, and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3 Establish interim policies of the Association between general meetings.
- 1.1.4 Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5 Act on action requests from BCSTA Board of Directors.

##### 1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend Provincial Council meetings.
- 1.2.2 Represent the Board's positions and interests at the provincial level.
- 1.2.3 Communicate to the Board the work of the Provincial Council.
- 1.2.4 Bring recommendations to the Board as and when necessary.
- 1.2.5 Build positive relationships.

##### 1.3 Membership

- 1.3.1 One (1) trustee; one (1) alternate.

##### 1.4 Meetings

- 1.4.1 As called by Provincial Council. (Usually 4 per year, one at the AGM)

##### 1.5 Selection

The Board shall annually elect one (1) trustee to serve as its representative.

#### 2. British Columbia Public School Employers' Association (BCPSEA)

##### 2.1 Purpose of the BCPSEA

- 2.1.1 Act as the accredited bargaining agent for the BCSTA's members.
- 2.1.2 Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
- 2.1.3 Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.

##### 2.2 Powers and Duties of the Board Representative

- 2.2.1 Attend the BCPSEA meetings as required.

Adopted: May 18, 2022

Reviewed: November 12, 2025

Revised: January 22, 2025



## Policy 9

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2.2.2 Represent the Board's positions and interests at BCPSEA meetings.

2.2.3 Communicate to the Board the work of BCPSEA.

2.2.4 Bring recommendations to the Board as and when necessary.

2.2.5 Build positive relationships.

### 2.3 Membership

2.3.1 One (1) trustee; one (1) alternate.

### 2.4 Meetings

2.4.1 As called by BCPSEA.

### 2.5 Selection

The Board shall annually elect one (1) trustee to serve as its representative.

## 3. BCSTA South Coast Branch

### 3.1 Purpose of the BCSTA South Coast Branch

3.1.1 Receive reports from the BCSTA Board of Directors.

3.1.2 Discuss and/or develop policy issues for submission at the Annual General Meeting.

3.1.3 Act as a forum for discussion of South Coast Branch issues.

### 3.2 Powers and Duties of the Board Representative

3.2.1 Attend BCSTA South Coast Branch meetings.

3.2.2 Represent the Board's positions and interests at BCSTA South Coast Branch meetings.

3.2.3 Communicate to the Board the work of the BCSTA South Coast Branch.

3.2.4 Bring recommendations to the Board as and when necessary.

3.2.5 Build positive working relationships with other Boards.

### 3.3 Membership

3.3.1 All trustees are expected to attend.

### 3.4 Meetings

3.4.1 Two (2) meetings per year or as called by the South Coast Branch.

## Community Representation

From time to time the Board is invited to appoint representative(s) to committees or other entities external to the School District.

Adopted: May 18, 2022

Reviewed: November 12, 2025

Revised: January 22, 2025



## Policy 9

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- 4.1 Purpose:
  - 4.1.1 The purpose of sending representatives to represent the Board on such external committees or entities is to strengthen communication and understanding with the external organization.
- 4.2 Powers and Duties of the Representative is to:
  - 4.2.1 Represent the Board's positions and interests. If no Board position has been determined the representative will refrain from expressing a personal opinion and will seek a Board position.
  - 4.2.2 Communicate to the Board the work of the external entity and any opportunities which may exist for mutual benefit involving the Board and the entity.
  - 4.2.3 Build positive relations between the entity and the Board corporate.
- 4.3 Representatives:
  - 4.3.1 Normally one (1) representative determined by the Board in accordance with the trustee assignment process outlined in section 1.~~chosen by the Chair.~~
- 4.4 Meetings:
  - 4.4.1 As determined by the external committee or entity.
- 4.5 The Board shall review annually the efficacy of continued Board representation on such committees or entities.

### **Other Community Involvement**

As active community members, trustees are frequently requested to sit on various community committees or be involved in community organizations. If representation to such an external organization has not been approved by the Board as noted above, the trustee shall make clear that their presence is as a community member and not as a qathet School District Trustee and therefore the views expressed are those of the individual and not those of the Board or District.

### **Administrative Committee Representation**

From time to time the Superintendent in consultation with the Board may request the Board to select a Board representative to an Administrative committee. In such instances the Superintendent will determine the purpose of the committee.

The role of the Board representative in such instances shall be to provide visible Board support for advancing the purpose of the committee and act as the Board's eyes and ears relative to matters being discussed and bring to the Board's attention any related issues which fall within areas of Board retained authority. The Board

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



## Policy 9

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representative has no decision making authority. Since these are Administrative Committees, the Superintendent shall bring any recommendations to the Board for the Board's consideration and decision.

The Administrative Committee structure shall be determined by the Superintendent with the proviso that the membership shall include one Board member determined by the Board in accordance with the trustee assignment process outlined above selected by the Board. Committee meetings shall be at the call of the Superintendent.

### School Liaison Trustee Role

School Liaison assignments shall be determined annually by the Board in accordance with the trustee assignment process and shall be confirmed by Board motion~~The Chair shall make School Liaison assignments.~~ The assignments shall be posted on the District website.

School Liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility.
- Include any decision-making authority.

Parent Advisory Councils as per section 8 of the *School Act* may advise the Board and the Principal and staff of a school. At the invitation of the PAC the school trustee liaison may attend the PAC meeting. If the Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison trustee is to provide visible support for school activities, including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. This role supports trustee awareness of school activities while recognizing that attendance at public events remains discretionary and must be balanced with other Board responsibilities.~~The role of liaison trustee is to provide visual support for school activities, including but not limited to, athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows trustees to become knowledgeable of public-school events, while keeping manageable the time demands should there not be some limiting of expectations for Board or trustee attendance at such public events.~~

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 *School Act*  
Ministry of Education website

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Revised: January 22, 2025



## Policy 9

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### **BOARD REPRESENTATIVES**

In response to requests from external organizations or agencies, the Board will consider naming representatives to various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Superintendent may appoint resource personnel to work with the external committee representatives and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

Representatives serve at the pleasure of the Board.

#### **Determination of Trustee Assignments**

1. Trustee appointments to external committees, Board committees, administrative committees, and school liaison roles shall be determined annually by the Board.
  - 1.1. The process shall include:
    - 1.1.1. A collective discussion of trustee interests, skills, experience, workload, and equity considerations;
    - 1.1.2. Neutral facilitation of the discussion by the Chair;
    - 1.1.3. An effort to reach consensus wherever possible;
    - 1.1.4. Confirmation of all assignments by Board motion.
  - 1.2. Trustee appointments shall normally be determined annually, at the meeting following the annual election of presiding officers, or as otherwise required by the Board.
  - 1.3. External committees will have Board representation identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

#### **External Committees**

Adopted: May 18, 2022  
Reviewed: November 12, 2025  
Revised: January 22, 2025



## Policy 9

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### 1. British Columbia School Trustees Association (BCSTA) Provincial Council

#### 1.1 Purpose of the Provincial Council

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education, and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3 Establish interim policies of the Association between general meetings.
- 1.1.4 Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5 Act on action requests from BCSTA Board of Directors.

#### 1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend Provincial Council meetings.
- 1.2.2 Represent the Board's positions and interests at the provincial level.
- 1.2.3 Communicate to the Board the work of the Provincial Council.
- 1.2.4 Bring recommendations to the Board as and when necessary.
- 1.2.5 Build positive relationships.

#### 1.3 Membership

- 1.3.1 One (1) trustee; one (1) alternate.

#### 1.4 Meetings

- 1.4.1 As called by Provincial Council. (Usually 4 per year, one at the AGM)

#### 1.5 Selection

The Board shall annually elect one (1) trustee to serve as its representative.

### 2. British Columbia Public School Employers' Association (BCPSEA)

#### 2.1 Purpose of the BCPSEA

- 2.1.1 Act as the accredited bargaining agent for the BCSTA's members.
- 2.1.2 Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
- 2.1.3 Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.

#### 2.2 Powers and Duties of the Board Representative

- 2.2.1 Attend the BCPSEA meetings as required.
- 2.2.2 Represent the Board's positions and interests at BCPSEA meetings.

Adopted: May 18, 2022  
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## Policy 9

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- 2.2.3 Communicate to the Board the work of BCPSEA.
- 2.2.4 Bring recommendations to the Board as and when necessary.
- 2.2.5 Build positive relationships.

### 2.3 Membership

- 2.3.1 One (1) trustee; one (1) alternate.

### 2.4 Meetings

- 2.4.1 As called by BCPSEA.

### 2.5 Selection

The Board shall annually elect one (1) trustee to serve as its representative.

## 3. BCSTA South Coast Branch

### 3.1 Purpose of the BCSTA South Coast Branch

- 3.1.1 Receive reports from the BCSTA Board of Directors.
- 3.1.2 Discuss and/or develop policy issues for submission at the Annual General Meeting.
- 3.1.3 Act as a forum for discussion of South Coast Branch issues.

### 3.2 Powers and Duties of the Board Representative

- 3.2.1 Attend BCSTA South Coast Branch meetings.
- 3.2.2 Represent the Board's positions and interests at BCSTA South Coast Branch meetings.
- 3.2.3 Communicate to the Board the work of the BCSTA South Coast Branch.
- 3.2.4 Bring recommendations to the Board as and when necessary.
- 3.2.5 Build positive working relationships with other Boards.

### 3.3 Membership

- 3.3.1 All trustees are expected to attend.

### 3.4 Meetings

- 3.4.1 Two (2) meetings per year or as called by the South Coast Branch.

## Community Representation

From time to time the Board is invited to appoint representative(s) to committees or other entities external to the School District.

### 4.1 Purpose:

- 4.1.1 The purpose of sending representatives to represent the Board on such external committees or entities is to strengthen communication and understanding with the external organization.

Adopted: May 18, 2022  
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## Policy 9

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- 4.2 Powers and Duties of the Representative is to:
  - 4.2.1 Represent the Board's positions and interests. If no Board position has been determined the representative will refrain from expressing a personal opinion and will seek a Board position.
  - 4.2.2 Communicate to the Board the work of the external entity and any opportunities which may exist for mutual benefit involving the Board and the entity.
  - 4.2.3 Build positive relations between the entity and the Board corporate.
- 4.3 Representatives:
  - 4.3.1 Normally one (1) representative determined by the Board in accordance with the trustee assignment process outlined in section 1..
- 4.4 Meetings:
  - 4.4.1 As determined by the external committee or entity.
- 4.5 The Board shall review annually the efficacy of continued Board representation on such committees or entities.

### **Other Community Involvement**

As active community members, trustees are frequently requested to sit on various community committees or be involved in community organizations. If representation to such an external organization has not been approved by the Board as noted above, the trustee shall make clear that their presence is as a community member and not as a qathet School District Trustee and therefore the views expressed are those of the individual and not those of the Board or District.

### **Administrative Committee Representation**

From time to time the Superintendent in consultation with the Board may request the Board to select a Board representative to an Administrative committee. In such instances the Superintendent will determine the purpose of the committee.

The role of the Board representative in such instances shall be to provide visible Board support for advancing the purpose of the committee and act as the Board's eyes and ears relative to matters being discussed and bring to the Board's attention any related issues which fall within areas of Board retained authority. The Board representative has no decision making authority. Since these are Administrative Committees, the Superintendent shall bring any recommendations to the Board for the Board's consideration and decision.

The Administrative Committee structure shall be determined by the Superintendent with the proviso that the membership shall include one Board member determined by the Board in accordance with the trustee assignment process outlined above. Committee meetings shall be at the call of the Superintendent.

Adopted: May 18, 2022  
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## Policy 9

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- Inhibit or circumvent administrative authority or responsibility.
- Include any decision-making authority.

Parent Advisory Councils as per section 8 of the *School Act* may advise the Board and the Principal and staff of a school. At the invitation of the PAC the school trustee liaison may attend the PAC meeting. If the Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison trustee is to provide visible support for school activities, including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. This role supports trustee awareness of school activities while recognizing that attendance at public events remains discretionary and must be balanced with other Board responsibilities..

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 *School Act*  
Ministry of Education website

Adopted: May 18, 2022  
Reviewed: November 12, 2025  
Revised: January 22, 2025

# MEMORANDUM



**Date:** February 25, 2026  
**To:** Board of Education  
**From:** Paul McKenzie, Superintendent  
**Re:** Policy 4 – Trustee Code of Conduct

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## 1.0 BACKGROUND

At the Committee of the Whole meeting taking place on January 14, Chairperson Miller introduced a proposal to update Policy 4 – Trustee Code of Conduct and the related appendix on sanctions. The proposed revisions were intended to clarify established Board procedures and introduce a more structured, proportionate, and progressive approach to addressing concerns or breaches of the Code.

The Board reviewed initial edits at the February 11, 2026 Committee of the Whole and directed staff to incorporate additional revisions.

## 2.0 PROPOSED AMENDMENTS

Following the January 14 Committee of the Whole discussion, staff were tasked with incorporating trustee feedback and bringing forward a revised version of Policy 4 for further consideration.

In preparing the first draft, staff:

- Reviewed the existing adopted Policy 4 and Appendix to retain the current governance structure and core principles;
- Considered trustee feedback emphasizing shared ownership, due process, clarity of expectations, and balanced authority within the Board’s governance model;
- Reviewed relevant provisions of the *School Act*, particularly Part 5 (sections 55–64) regarding conflict of interest, to ensure legislative alignment and avoid duplication of statutory language;
- Examined BCSTA guidance and comparable district policies to support modernization of language and incorporation of current best practices;
- Clarified expectations regarding trustee conduct in meetings, digital communications, confidentiality, fiduciary duty, and relationships with the Superintendent and staff;
- Updated the Appendix on Sanctions to incorporate a proportionate and progressive framework for addressing breaches, including the addition of lower-tier corrective measures such as verbal or written reprimands, while preserving the Board’s collective authority to impose sanctions; and
- Clarified that sanctions must be proportionate to the nature, severity, frequency, and impact of the conduct, and may take into account whether the behaviour reflects a pattern or an isolated incident.

Additional feedback received at the February Committee of the Whole has been incorporated and includes:

- Clarifying expectations for respectful conduct, including in public and digital settings;
- Strengthening standards related to harassment, intimidation, and behaviour inconsistent with the responsibilities of public office;
- Requiring trustees to clearly distinguish personal opinions from Board decisions in public communications;
- Reinforcing responsible digital citizenship and protection of public confidence in the Board; and
- Aligning conduct expectations with the sanctions framework to ensure fairness, transparency, and progressive accountability.

### **3.0 OPTIONS FOR ACTION**

- (A) Approve Policy 4 – Trustee Code of Conduct and the Appendix, as amended; or
- (B) Direct staff to consider additional amendments to better reflect the will of the Board.

### **4.0 RECOMMENDATION**

**THAT** the Board of Education approve Policy 4 – Trustee Code of Conduct and Appendix – Trustee Code of Conduct Sanctions, as amended.

### **5.0 APPENDICES**

- a. Policy 4 – Trustee Code of Conduct
- b. Appendix – Trustee Code of Conduct Sanctions



## Policy 4

### TRUSTEE CODE OF CONDUCT

The Board is committed to enhancing student achievement through effective governance and ethical conduct. Trustees collectively uphold the responsibility of ethical leadership, which involves exercising authority appropriately and maintaining decorum and professionalism. Trustees work collaboratively, recognizing that respectful dialogue, diverse perspectives, and shared accountability strengthen governance and decision-making.

#### Specifically

1. Trustees shall:
  - 1.1 Abide by the policies of the Board, all applicable legislation, and regulations, in particular the *School Act*, and the Oath of Office.
  - 1.2 Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee, with reasonable diligence, which includes prioritizing student achievement across diverse backgrounds, abilities, and needs, including but not limited to race, gender, sexual orientation, belief, and socio-economic status.
  - 1.3 Support a culture of belonging for all learners, including Indigenous communities and First Nations on whose traditional territories our schools operate.
  - 1.4 Keep confidential any personal, privileged, or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so. Trustees shall not divulge the contents of closed ((in-camera) ~~(closed to the public)~~) meetings, recognizing that a disclosure could seriously harm the Board’s ability to conduct its business.
  - 1.5 Be fully conversant with Part 5 sections 55 to 64 of the *School Act* regarding a trustee conflict of interest. Prior to discussion of any such subject matter, trustees shall declare any perceived conflict and actual, potential, or perceived conflict of interest and shall not participate in discussion or decision-making on the matter, nor attempt to influence the outcome may leave the room and not discuss the matter outside the meeting with other trustees and nor exert influence on the decision in which the trustee has a conflict of interest.
2. Although a trustee is responsible for declaring a possible conflict of interest, it is the fiduciary duty of all trustees to protect the Board ~~., and +~~The Board and Superintendent ~~., also~~ have a responsibility to identify duty to point out any apparent, potential, or perceived conflict of interest when it appears.
3. A trustee may request guidance from other trustees or the Board regarding personal conflict of interest matters.
4. Any declaration of conflict of interest shall be recorded in the minutes of the meeting.

Adopted: May 18, 2022  
Reviewed: April 17, 2024  
Revised: April 17, 2024



## Policy 4

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5. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board. Trustees' interaction with the Superintendent or with staff shall recognize the lack of authority vested in individual trustees except when explicitly authorized by the Board.
6. Only the corporate Board as opposed to individual trustees shall exercise individual authority over the Superintendent. Only the corporate Board shall make judgments regarding the Superintendent's performance.
7. Trustees shall:
  - 7.1 Respect and abide by the majority decisions made by the Board in legally constituted meetings.
  - 7.2 ~~Work co-operatively with fellow Trustees in a respectful and professional manner, even where differences of opinion arise. Trustees shall conduct themselves in a way that supports orderly deliberation and informed decision-making, including sharing relevant information in good faith~~ Work co-operatively with fellow Trustees in a spirit of harmony despite any differences that may arise during debate, observing proper decorum and behaviour, so that full and open discussion can occur with fellow members. This includes treating them with respect and consideration and not withholding nor concealing anything with which they could be concerned.
  - ~~7.2~~
  - 7.3 ~~Avoid conduct, whether in person or online, that could reasonably be perceived as harassment, intimidation, or behaviour inconsistent with the standards expected of a public office holder.~~
  - 7.4 ~~Respect the authority of the Chair to preside over meetings and apply the Board's adopted meeting procedures. Trustees retain the right to challenge a ruling of the Chair through established procedural motions.~~
  - 7.5 ~~Recognize a shared responsibility for fostering inclusive meeting environments that encourage full participation, respectful debate, and thoughtful consideration of diverse viewpoints.~~
  - ~~7.3~~ 7.6 Apply the principles of due process by directing students, parents, employees, and others with any complaints or concerns to the individual(s) immediately responsible for the decision prior to discussing the matter with anyone else.
  - ~~7.4~~ 7.7 ~~Base decisions upon all facts available at the time of the situation; vote in honest conviction for every case, remain un-swayed by partisan bias of any kind; and thereafter, abide by, and uphold the Board's final decision.~~ Base decisions on the information available at the time, exercise independent judgment, and vote in good faith. Once a decision has been made by the Board, trustees shall respect and uphold the Board's final decision.
  - ~~7.5~~ 7.8 Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs.

Adopted: May 18, 2022  
Reviewed: April 17, 2024  
Revised: April 17, 2024



## Policy 4

~~7.67.9 Not use District resources, programs, or their position as a trustee for personal advantage or for the advantage of family, friends, or any individual or organization. Not use the Schools or any part of the School Program for personal advantage, or the advantage of family or friends, and will resist temptations or outside pressure to use their position for personal benefit, or the benefit of other individuals or agencies.~~

~~7.77.10 Recognize that individual trustees have no authority outside duly constituted Board meetings unless expressly authorized by Board resolution, and shall clearly distinguish between personal opinions and Board decisions when communicating publicly, including through media and social media. Always remember that as individuals they have no legal authority outside of the meetings of the Board unless the Board has so delegated. Relationships with staff, the local citizens, and the media will be conducted based on this fact. Always use discretion to minimize the impression that the individual trustees' statements reflect the corporate opinion of the Board.~~

~~7.87.11 Not discuss confidential District business outside of a Board meeting or a committee meeting thereof.~~

~~7.97.12 Participate actively in educational conferences, workshops, and training sessions offered by local and provincial agencies to enhance professional growth. By engaging in these opportunities, trustees can deepen their understanding of their roles and responsibilities, thereby increasing their effectiveness as Board members.~~

~~7.107.13 Represent the Board in all Board-related matters with proper decorum and respect for others.~~

~~7.11—Recognize that trustee conduct, including in public and digital settings, may affect public confidence in and the effective governance of the Board, and conduct themselves accordingly. Practice responsible digital citizenship when using social media platforms, ensuring that all online interactions align with the values and objectives of the Board.~~

~~7.14 Practice responsible digital citizenship and exercise care in public communications, including on social media, and refrain from posting or sharing content that disparages fellow trustees, staff, students, or the Board in a manner that undermines respectful governance or public confidence.~~

~~7.127.15 Protect and enhance the reputation of the District and Board.~~

8. ~~Breaches of this Code of Conduct shall be addressed in accordance with Policy 4 Appendix – Trustee Code of Conduct Sanctions, which outlines a fair, transparent, and progressive process intended to support accountability, learning, relationship repair where appropriate, and the effective functioning of the Board. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.~~
9. This Policy shall undergo a minimum of one review per term, as outlined in Policy 10 (Policy Making and Review). Whenever feasible, this review will occur early in the Board's term, incorporating feedback from stakeholders into the process.

Adopted: May 18, 2022  
Reviewed: April 17, 2024  
Revised: April 17, 2024



## Policy 4

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Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95, 175 (2) (i) *School Act*  
School Trustee Oath of Office Regulation

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## Policy 4

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#### Specifically

1. Trustees shall:
  - 1.1 Abide by the policies of the Board, all applicable legislation, and regulations, in particular the *School Act*, and the Oath of Office.
  - 1.2 Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee, with reasonable diligence, which includes prioritizing student achievement across diverse backgrounds, abilities, and needs, including but not limited to race, gender, sexual orientation, belief, and socio-economic status.
  - 1.3 Support a culture of belonging for all learners, including Indigenous communities and First Nations on whose traditional territories our schools operate.
  - 1.4 Keep confidential any personal, privileged, or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so. Trustees shall not divulge the contents of closed ((in-camera) ~~(closed to the public)~~) meetings, recognizing that a disclosure could seriously harm the Board’s ability to conduct its business.
  - 1.5 Be fully conversant with Part 5 sections 55 to 64 of the *School Act* regarding a trustee conflict of interest. Prior to discussion of any such subject matter, trustees shall declare any perceived conflict and actual, potential, or perceived conflict of interest and shall not participate in discussion or decision-making on the matter, nor attempt to influence the outcome may leave the room and not discuss the matter outside the meeting with other trustees and nor exert influence on the decision in which the trustee has a conflict of interest.
2. Although a trustee is responsible for declaring a possible conflict of interest, it is the fiduciary duty of all trustees to protect the Board ~~., and +~~The Board and Superintendent ~~., also~~ have a responsibility to identify duty to point out any apparent, potential, or perceived conflict of interest when it appears.
3. A trustee may request guidance from other trustees or the Board regarding personal conflict of interest matters.
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Reviewed: April 17, 2024  
Revised: April 17, 2024



## Policy 4

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  - 7.3 ~~Avoid conduct, whether in person or online, that could reasonably be perceived as harassment, intimidation, or behaviour inconsistent with the standards expected of a public office holder.~~
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  - ~~7.3~~ 7.6 Apply the principles of due process by directing students, parents, employees, and others with any complaints or concerns to the individual(s) immediately responsible for the decision prior to discussing the matter with anyone else.
  - ~~7.4~~ 7.7 Base decisions on the information available at the time, exercise independent judgment, and vote in good faith. Once a decision has been made by the Board, trustees shall respect and uphold the Board's final decision. ~~Base decisions upon all facts available at the time of the situation; vote in honest conviction for every case, remain un-swayed by partisan bias of any kind; and thereafter, abide by, and uphold the Board's final decision.~~
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## Policy 4

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Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95, 175 (2) (i) *School Act*  
School Trustee Oath of Office Regulation

Adopted: May 18, 2022  
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Revised: April 17, 2024



## TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions. This includes allegations that a trustee has failed to respect the confidentiality of a sanctions process initiated in accordance with the below.

### Filing of Complaint

1. A trustee, who believes that a fellow trustee has violated the Code of Conduct, may seek resolution of the matter through appropriate informal measures, prior to commencing an official complaint under the Code of Conduct. Informal resolution is encouraged where appropriate and is intended to restore effective governance and professional conduct.
2. Informal measures may include:
  - 2.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected.
  - 2.2 Failing resolution through the private conversation the parties will engage the Board Chair to gain resolution. If the concern is with the Board Chair, the concern is to be raised with the Vice-Chair.
  - 2.3 The Chair, and at the Chair's option, the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the trustees involved.
  - 2.3.2.4 Where the alleged conduct relates to meeting management, community interactions, or public behaviour, the Board may direct the Chair or Vice-Chair to provide a verbal or written reminder of expectations under Policy 4 as an informal corrective measure.
3. A person who wishes to commence an official complaint, alleging a breach of the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. This thirty (30) day period may be extended by the Board if the facts leading to the complaint were not known, and could not reasonably have been known, to the complainant within the thirty (30) day period.
4. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint involves the conduct of the Board Chair, the letter of complaint shall be filed with, and distributed by, the Vice-Chair.
5. The filing, notification, content, and nature of any complaint under this Policy shall be deemed to be strictly confidential. The public disclosure of the complaint, including its existence and any proceedings related to the complaint, shall be deemed to be a violation of the Code of Conduct. Public

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Reviewed: April 17, 2024

Revised:



## Policy 4 - Appendix

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disclosure of the complaint, and any resulting decision made by the Board, may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.

### Preliminary Determination

6. A special closed meeting of the Board will be convened as soon as possible after distribution of the complaint. The trustee against whom the complaint has been made shall be provided with the opportunity to make a written submission to the Board for consideration at the preliminary hearing.
7. At this meeting, the Board will conduct a preliminary review of the complaint and shall determine whether to:
  - 7.1 Dismiss the complaint;
  - 7.2 Adjourn the meeting and refer the complaint for further investigation, or
  - 7.3 Refer the matter to a formal Code of Conduct hearing.
8. In making its preliminary determination, the Board will consider, without limitation:
  - 8.1 Whether there is any factual basis for the complaint;
  - 8.2 Assuming that the allegation is true, whether a formal Code of Conduct hearing is necessary on the basis that the trustee's conduct threatens the integrity and proper functioning of the corporate board;
  - 8.3 Whether there is another, more appropriate forum for dealing with the alleged misconduct (e.g. if the allegation involves a breach of the conflict of interest provisions of the *School Act* there is a mechanism in Part 5 of the *Act* for dealing with such matters.)
  - 8.3.4 In assessing whether a formal hearing is warranted, the Board may also consider the context in which the alleged conduct occurred, whether it has materially affected the integrity or functioning of the Board, and whether the conduct reflects a pattern of behaviour
9. In the event the Board determines that no further action is required, the complaint shall be dismissed, and the matter will be considered closed.

### Investigation

10. In the event the Board determines in its preliminary meeting, or any subsequent time, that there is a need to obtain additional information regarding the allegation(s), it may direct that the matter be referred for investigation.
11. The Board shall appoint an independent third party to conduct the investigation.

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12. The investigator shall gather all relevant information and documents pertaining to the allegation(s), and shall prepare a report to the Board summarizing the relevant facts and attaching relevant documentation. No recommendations shall be made, and any disputed facts will be identified. Where facts are disputed, no findings will be made other than to identify the nature of the dispute.

### Code of Conduct Hearing

13. In the event the Board determines that a formal Code of Conduct hearing is warranted, a closed ((in-camera) (closed to the public)) meeting of the Board shall be convened.
14. The trustee against whom the complaint has been made shall be provided with at least ten (10) days' advance notice of the meeting, together with any information or documentation relevant to the complaint.
15. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint.
  - 15.1 The sequence of the Code of Conduct hearing shall be:
    - 15.1.1 The respondent trustee shall provide a presentation which may be written or oral or both;
    - 15.1.2 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
    - 15.1.3 The respondent trustee shall be given the opportunity to make final comments.
  - 15.2 After hearing from the respondent trustee, all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, ~~and~~ ~~the~~ remaining trustees shall deliberate in private, without assistance from administration. The Board may, ~~however~~, in its discretion, retain legal counsel to provide advice. Administrative support may be provided prior to or following deliberations as required.
  - 15.3 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened, and the requests made to the respondent trustee. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date to enable the gathering of further information.
  - 15.4 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.

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- 15.5 The remaining trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent trustee.
- 15.6 The presiding Chair shall call for a resolution(s) to be placed before the Board. The Board will vote on the resolution(s).
- 15.7 The presiding Chair shall declare the closed ((in-camera) (closed to the public)) Board meeting adjourned.
- 15.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.

16. In the event the Board concludes that the Code of Conduct has been violated, it may impose one or more sanctions proportionate to the nature, severity, frequency, and impact of the conduct as whatever sanction is deemed necessary to protect the integrity and functioning of the Board. In determining the appropriate sanction, the Board may consider whether the conduct represents an isolated incident or forms part of a pattern of behaviour, and whether informal corrective measures have previously been attempted. Sanctions may include, without limitation:

~~16.~~ including, without limitation, one or more of the following:

16.1 A verbal reprimand delivered by resolution of the Board and recorded in the confidential record of the Board.

~~16.1~~16.2 A written reprimand or letter of censure approved by majority vote of those trustees present and eligible to vote at a closed (in-camera) meeting of the Board. Having the Board Chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present, and allowed to vote at the closed ((in-camera) (closed to the public)) meeting of the Board;

~~16.2~~ Having a motion of censure passed by a majority of those trustees present, and allowed to vote at the closed ((in-camera) (closed to the public)) meeting of the Board;

16.3 Removing the offending trustee from one (1), some, or all Board committees or other appointments of the Board, by majority vote of those trustees present and eligible to vote at a closed (in-camera) meeting passed by a majority of those trustees present, and allowed to vote at the closed ((in-camera) (closed to the public)) meeting of the Board;

16.4 Temporary or indefinite suspension of the trustee from attendance at in-camera (closed to the public) meetings, including suspension of materials pertaining to such meetings, where permitted by law. receipt of materials pertaining to in-camera (closed to the public) meetings;

16.5 A requirement that the trustee participate in specified governance training, mediation, or other remedial measures intended to support improved conduct and restore effective working relationships;

~~16.4~~16.6 Any other remedial action within the lawful authority of the Board that is reasonably necessary to protect the integrity and effective functioning of the Board.



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17. The Board may, in its discretion, make public its findings where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct, where there has been a withdrawal of the complaint, or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint. Before making its findings public, the Board will provide the affected trustee with the opportunity to address the Board on this issue. In no event will the Board act in a manner which would contravene its obligations under the *Freedom of Information and Protection of Privacy Act*.

Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95 School Act

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## TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions. This includes allegations that a trustee has failed to respect the confidentiality of a sanctions process initiated in accordance with the below.

### Filing of Complaint

1. A trustee, who believes that a fellow trustee has violated the Code of Conduct, may seek resolution of the matter through appropriate informal measures, prior to commencing an official complaint under the Code of Conduct. Informal resolution is encouraged where appropriate and is intended to restore effective governance and professional conduct.
2. Informal measures may include:
  - 2.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected..
  - 2.2 Failing resolution through the private conversation the parties will engage the Board Chair to gain resolution. If the concern is with the Board Chair, the concern is to be raised with the Vice-Chair.
  - 2.3 The Chair, and at the Chair's option, the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the trustees involved.
  - 2.4 Where the alleged conduct relates to meeting management, community interactions, or public behaviour, the Board may direct the Chair or Vice-Chair to provide a verbal or written reminder of expectations under Policy 4 as an informal corrective measure.
3. A person who wishes to commence an official complaint, alleging a breach of the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. This thirty (30) day period may be extended by the Board if the facts leading to the complaint were not known, and could not reasonably have been known, to the complainant within the thirty (30) day period.
4. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint involves the conduct of the Board Chair, the letter of complaint shall be filed with, and distributed by, the Vice-Chair.
5. The filing, notification, content, and nature of any complaint under this Policy shall be deemed to be strictly confidential. The public disclosure of the complaint, including its existence and any proceedings related to the complaint, shall be deemed to be a violation of the Code of Conduct. Public



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disclosure of the complaint, and any resulting decision made by the Board, may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.

### Preliminary Determination

6. A special closed meeting of the Board will be convened as soon as possible after distribution of the complaint. The trustee against whom the complaint has been made shall be provided with the opportunity to make a written submission to the Board for consideration at the preliminary hearing.
7. At this meeting, the Board will conduct a preliminary review of the complaint and shall determine whether to:
  - 7.1 Dismiss the complaint;
  - 7.2 Adjourn the meeting and refer the complaint for further investigation, or
  - 7.3 Refer the matter to a formal Code of Conduct hearing.
8. In making its preliminary determination, the Board will consider, without limitation:
  - 8.1 Whether there is any factual basis for the complaint;
  - 8.2 Assuming that the allegation is true, whether a formal Code of Conduct hearing is necessary on the basis that the trustee's conduct threatens the integrity and proper functioning of the corporate board;
  - 8.3 Whether there is another, more appropriate forum for dealing with the alleged misconduct (e.g. if the allegation involves a breach of the conflict of interest provisions of the *School Act* there is a mechanism in Part 5 of the *Act* for dealing with such matters.)
  - 8.4 In assessing whether a formal hearing is warranted, the Board may also consider the context in which the alleged conduct occurred, whether it has materially affected the integrity or functioning of the Board, and whether the conduct reflects a pattern of behaviour
9. In the event the Board determines that no further action is required, the complaint shall be dismissed, and the matter will be considered closed.

### Investigation

10. In the event the Board determines in its preliminary meeting, or any subsequent time, that there is a need to obtain additional information regarding the allegation(s), it may direct that the matter be referred for investigation.
11. The Board shall appoint an independent third party to conduct the investigation.
12. The investigator shall gather all relevant information and documents pertaining to the allegation(s), and shall prepare a report to the Board summarizing the relevant facts and attaching relevant

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documentation. No recommendations shall be made, and any disputed facts will be identified. Where facts are disputed, no findings will be made other than to identify the nature of the dispute.

### Code of Conduct Hearing

13. In the event the Board determines that a formal Code of Conduct hearing is warranted, a closed ((in-camera) (closed to the public)) meeting of the Board shall be convened.
14. The trustee against whom the complaint has been made shall be provided with at least ten (10) days' advance notice of the meeting, together with any information or documentation relevant to the complaint.
15. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint.
  - 15.1 The sequence of the Code of Conduct hearing shall be:
    - 15.1.1 The respondent trustee shall provide a presentation which may be written or oral or both;
    - 15.1.2 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
    - 15.1.3 The respondent trustee shall be given the opportunity to make final comments.
  - 15.2 After hearing from the respondent trustee, all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room. The remaining trustees shall deliberate in private without assistance from administration. The Board may, in its discretion, retain legal counsel to provide advice. Administrative support may be provided prior to or following deliberations as required.
  - 15.3 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened, and the requests made to the respondent trustee. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date to enable the gathering of further information.
  - 15.4 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
  - 15.5 The remaining trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent trustee.
  - 15.6 The presiding Chair shall call for a resolution(s) to be placed before the Board. The Board will vote on the resolution(s).
  - 15.7 The presiding Chair shall declare the closed ((in-camera) (closed to the public)) Board meeting adjourned.

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- 15.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
16. In the event the Board concludes that the Code of Conduct has been violated, it may impose one or more sanctions proportionate to the nature, severity, frequency, and impact of the conduct as deemed necessary to protect the integrity and functioning of the Board. In determining the appropriate sanction, the Board may consider whether the conduct represents an isolated incident or forms part of a pattern of behaviour, and whether informal corrective measures have previously been attempted. Sanctions may include, without limitation:
- 16.1 A verbal reprimand delivered by resolution of the Board and recorded in the confidential record of the Board.
  - 16.2 A written reprimand or letter of censure approved by majority vote of those trustees present and eligible to vote at a closed (in-camera) meeting of the Board;
  - 16.3 Removing the trustee from one (1), some, or all Board committees or other appointments of the Board, by majority vote of those trustees present and eligible to vote at a closed (in-camera) meeting;
  - 16.4 Temporary or indefinite suspension of the trustee from attendance at in-camera (closed to the public) meetings, including suspension of materials pertaining to such meetings, where permitted by law.;
  - 16.5 A requirement that the trustee participate in specified governance training, mediation, or other remedial measures intended to support improved conduct and restore effective working relationships;
  - 16.6 Any other remedial action within the lawful authority of the Board that is reasonably necessary to protect the integrity and effective functioning of the Board.
17. The Board may, in its discretion, make public its findings where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct, where there has been a withdrawal of the complaint, or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint. Before making its findings public, the Board will provide the affected trustee with the opportunity to address the Board on this issue. In no event will the Board act in a manner which would contravene its obligations under the *Freedom of Information and Protection of Privacy Act*.

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