

**COMMITTEE OF THE WHOLE**

**4:00 pm, Wednesday, April 8, 2026**  
**School Board Office**

**AGENDA**

**1. APPROVAL OF AGENDA**

- 1.a) **MOTION:** “THAT the Committee of the Whole Meeting Agenda of April 8, 2026, be adopted as circulated.”

**2. STANDING COMMITTEES**

2.a) Finance and Facilities

- 2.a.i) 2026/2027 Provincial Grant Information  
2.a.ii) 2026/2027 Capital Plan Response Letter  
2.a.iii) City of Powell River 2025 Fall Community Forest Fund Grant Award

2.b) Education and Strategic Planning

- 2.b.i) Program Review: French Immersion / Level 1 Report  
• Appendix A: French Immersion Program Review Presentation

2.c) Audit

- 2.c.i) N/A

2.d) Policy Development

- 2.d.i) Policy 4 – Appendix: Trustee Code of Conduct Sanctions  
2.d.ii) Policy 14 – School Closures/Grade Reconfigurations

**3. COMMITTEE REPORTS**

- 3.a) Ad Hoc Committee Notes – April 1, 2026  
3.a.i) Inquiry Activity  
3.a.ii) Election Preparation and Prospective Trustee Information Session

**4. OTHER INFORMATION**

- 4.a) AP 186 – Privacy Impact Assessments

**5. ADJOURNMENT**

### Summary of 2026/27 Preliminary Operating Grant Announcement

The operating grant block is projected to decrease by \$25.9 million to \$7.242 billion in 2026/27, as most districts estimate their enrolment will decline in the upcoming school year.

There are no changes to the operating grant rates or formulae for 2026/27; per student funding rates remain unchanged from 2025/26:

Supplement	2026/27 Rates
Basic Allocation (Standard, Continuing Education and Alternate schools)	\$9,015
Basic Allocation (Online Learning)	\$7,280
Inclusive Education – Level 1	\$51,300
Inclusive Education – Level 2	\$24,340
Inclusive Education – Level 3	\$12,300
English/French Language Learning	\$1,815
Indigenous Education	\$1,790
Adult Education	\$5,755
Summer Learning (Grades 1-9)	\$260
Summer Learning (Grades 10-12)	\$510

#### Enrolment Changes

School districts are estimating they will enrol 581,007 school-age FTE in September 2026, a decrease of 5,727 FTE (or 1.0%) over the September 2025 total. Fifty-one (51) districts are estimating they will have decreased enrolment in September 2026.

School districts are estimating slower or declining enrolment growth across the Unique Student Needs funding categories, including a 2.7% increase in Level 2 students (+1,029) compared to 9.5% growth in 2025/26, and fewer Level 1 (-22), Level 3 (-445), ELL (-2,584) and Indigenous Education (-757) students.

#### Operating Grant Changes

Forty-six (46) districts are estimated to have decreases to their operating grants for the upcoming school year. The per student average, including all special grants, is an estimated \$13,850 for 2026/27, a 46.9% increase from 2016/17.

Funding for students with L1, L2 & L3 disabilities or diverse abilities is projected to grow by \$18.4 million, or 1.7%, from \$1.062 billion to \$1.080 billion, as Level 2 enrolment continues to grow.

Funding will be recalculated when actual enrolment is known in the September 2026 enrolment count.

#### Funding Protection/Enrolment Decline

A total of 23 districts are receiving an estimated total of \$16.9 million in Funding Protection; this is substantially more than the \$3.9 million allocated to 8 districts in 2025/26.

## **Preliminary 2026/27 Operating Grants**

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In 2026/27 it is estimated that 38 districts will receive \$9.7 million from the Supplement for Enrolment Decline, up from 26 districts and \$5.8 million in 2025/26.

### **Special Grants**

In addition to the operating grant block, the following amounts are being provided for school district operations:

- Preliminary Classroom Enhancement Fund: \$810.0 million
- Learning Improvement Fund: \$25.0 million, unchanged
- CommunityLINK: \$60.4 million, unchanged
- Pay Equity: \$50.9 million, unchanged
- Student Transportation Fund: \$15.4 million, unchanged
- Feeding Futures Fund: \$71.5 million, unchanged

The Annual Facility Grant will continue in 2026/27 but is now managed by the Ministry of Infrastructure and, as a result, will no longer appear on the Summary of Grants tables.

### **Classroom Enhancement Fund (CEF)**

The Ministry is announcing CEF staffing funding at 100% of the amounts for the current school year to facilitate budgeting and planning for the next school year.

Thus, the preliminary Classroom Enhancement Fund is set at \$810.0 million:

- \$763.2 million for CEF staffing
- \$46.8 million for CEF overhead

As in previous years, the Ministry is not announcing CEF remedy funding at this time. CEF remedies will be allocated based on school district reporting of actual remedies incurred in October 2026.

The process for applying for any additional funding for the 2026/27 CEF staffing allocations will be the same as this year.

### **Indigenous Education Councils**

Funding to support the implementation of Indigenous Education Councils (IECs) totals \$2.4 million in 2026/27, the third and final year of funding in this envelope.

IEC allocations are detailed in Table 14 of the [2026/27 Estimated Operating Grants](#).

### **Labour Settlement Funding**

Any funding provided to the Ministry as a result of negotiated collective agreement changes will be allocated as a special grant for the 2025/26 and 2026/27 school years following confirmation by the Public Sector Employers' Council Secretariat and Treasury Board.

**Estimated Operating Grants Overview - 2026/27 School Year**

**School District 47 (qathet)**

<b>September 2026 Enrolment Count</b>				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	1,975.0000	\$9,015	\$17,804,625	
Continuing Education	0.0000	\$9,015	\$0	
Alternate Schools	15.0000	\$9,015	\$135,225	
Online Learning	975.0000	\$7,280	\$7,098,000	
Home Schooling	15	\$250	\$3,750	
Course Challenges	0	\$282	\$0	
<b>Total Enrolment-Based Funding (September)</b>	<b>2,965.0000</b>			<b>\$25,041,600</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	-60.5000	\$4,508	\$136,344	
4%+ Enrolment Decline		\$6,761	\$0	
Significant Cumulative Decline (7%+)	-12.5625	\$4,508	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$136,344</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Inclusive Education	7	\$51,300	\$359,100	
Level 2 Inclusive Education	400	\$24,340	\$9,736,000	
Level 3 Inclusive Education	160	\$12,300	\$1,968,000	
English Language Learning	20	\$1,815	\$36,300	
Indigenous Education	450	\$1,790	\$805,500	
Adult Education	2.5000	\$5,755	\$14,388	
Equity of Opportunity Supplement			\$206,490	
<b>Supplement for Unique Student Needs</b>				<b>\$13,125,778</b>
			Funding	
Variance from Provincial Average	\$509			
Estimated Number of Educators	164.861		\$83,914	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	2,967.5000	\$180.33	\$535,129	
<b>Supplement for Salary Differential</b>				<b>\$619,043</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$3,985,106</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Curriculum and Learning Support Fund</b>				<b>\$27,230</b>
<b>September 2026 Enrolment Count, Total</b>				<b>\$42,935,101</b>

<b>July 2026 Enrolment Count</b>				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	75	\$260	\$19,500	
Summer Learning Grade 8-9	10	\$260	\$2,600	
Summer Learning Grade 10-12	15	\$510	\$7,650	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	15	\$510	\$7,650	
<b>Summer Learning, Total</b>				<b>\$37,400</b>
<b>February 2027 Enrolment Count</b>				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$9,015	\$0	
Adult FTE - Continuing Education	0.0000	\$5,755	\$0	
K-Gr 9 School-Age FTE - Online Learning	30.0000	\$3,640	\$109,200	
Gr 10-12 School-Age FTE - Online Learning	40.0000	\$7,280	\$291,200	
Adult FTE - Online Learning	0.0000	\$5,755	\$0	
Level 1 Inclusive Education Enrolment Growth	0	\$25,650	\$0	
Level 2 Inclusive Education Enrolment Growth	5	\$12,170	\$60,850	
Level 3 Inclusive Education Enrolment Growth	5	\$6,150	\$30,750	
Newcomer Refugees	0.0000	\$4,508	\$0	
ELL Supplement - Newcomer Refugees	0	\$908	\$0	
<b>February 2027 Enrolment Count, Total</b>				<b>\$492,000</b>
<b>May 2027 Enrolment Count</b>				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$9,015	\$0	
Adult FTE - Continuing Education	0.0000	\$5,755	\$0	
K-Gr 9 School-Age FTE - Online Learning	5.0000	\$2,427	\$12,135	
Gr 10-12 School-Age FTE - Online Learning	15.0000	\$7,280	\$109,200	
Adult FTE - Online Learning	0.0000	\$5,755	\$0	
<b>May 2027 Enrolment Count, Total</b>				<b>\$121,335</b>
<b>Indigenous Education Councils</b>				<b>\$25,250</b>
<b>2026/27 Full-Year Estimated Total</b>				<b>\$43,611,086</b>
Estimated 2026/27 Operating Grant from Indigenous Services Canada				\$1,411,479
Estimated 2026/27 Operating Grant from Ministry of Education and Child Care				\$42,199,607

**TABLE A**  
**SUMMARY OF GRANTS TO DATE, 2026/27**

Updated March 2026

School District	2026/27 Estimated Operating Grant Block	Preliminary Classroom Enhancement Fund Allocation	Learning Improvement Fund - Support Staff	Community- LINK	Pay Equity	Student Transportation Fund	Feeding Futures Fund
5 Southeast Kootenay	80,617,814	10,323,090	279,060	422,724	457,171	361,459	768,024
6 Rocky Mountain	48,626,746	5,030,362	168,322	445,058	207,823	369,399	464,729
8 Kootenay Lake	62,201,081	10,580,152	215,310	759,048	300,996	419,602	589,425
10 Arrow Lakes	11,309,713	283,968	39,149	107,344	40,560	42,675	350,000
19 Revelstoke	16,080,736	631,885	55,664	118,513	101,498	49,847	350,000
20 Kootenay-Columbia	52,134,430	6,854,482	180,464	769,086	248,239	242,977	500,287
22 Vernon	111,011,742	8,603,213	384,269	649,093	85,865	361,094	1,058,901
23 Central Okanagan	291,823,959	39,390,789	1,010,153	1,296,051	1,238,323	600,000	2,793,324
27 Cariboo-Chilcotin	61,139,341	5,088,159	211,635	737,288	665,837	739,024	585,094
28 Quesnel	41,191,329	3,027,606	142,584	568,856	379,632	274,209	394,063
33 Chilliwack	191,977,293	22,959,241	664,533	775,082	864,624	329,456	1,827,746
34 Abbotsford	236,148,408	24,126,061	817,432	1,325,905	118,014	313,969	2,246,246
35 Langley	305,288,667	60,405,689	1,056,762	2,365,238	551,875	260,000	2,902,207
36 Surrey	920,160,743	86,481,545	3,185,152	4,387,210	6,861,224	72,999	8,716,728
37 Delta	176,697,103	20,434,651	611,640	671,036	2,171,545	41,933	1,674,206
38 Richmond	255,792,617	52,316,868	885,430	869,538	2,215,706	21,608	2,419,057
39 Vancouver	589,515,983	53,408,305	2,040,619	10,647,334	7,294,124	53,423	5,571,167
40 New Westminster	92,176,896	10,450,872	319,072	1,738,062	521,853	6,073	867,412
41 Burnaby	315,229,733	27,704,100	1,091,173	2,714,667	1,441,995	24,841	2,978,192
42 Maple Ridge-Pitt Meadows	199,767,936	25,693,505	691,500	636,848	1,874,965	185,990	1,903,794
43 Coquitlam	375,403,272	50,592,474	1,299,465	1,735,490	706,353	81,641	3,544,529
44 North Vancouver	182,344,318	20,348,644	631,188	1,304,811	2,966,047	40,566	1,742,716
45 West Vancouver	77,898,173	3,585,375	269,646	326,583	678,422	84,722	742,406
46 Sunshine Coast	51,171,726	5,098,081	177,132	558,396	510,381	380,465	489,748
47 qathet	43,611,086	2,526,507	150,960	230,412	243,304	91,754	412,209
48 Sea to Sky	66,726,093	9,423,047	230,973	344,007	371,793	265,534	636,118
49 Central Coast	7,246,228	795,398	25,083	281,675	42,403	80,277	350,000
50 Haida Gwaii	12,521,241	2,121,803	43,342	123,644	139,874	149,851	350,000
51 Boundary	20,889,712	1,522,694	72,310	172,818	105,245	153,588	350,000
52 Prince Rupert	26,810,967	3,027,442	92,807	582,790	706,027	117,597	350,000
53 Okanagan Similkameen	34,842,465	3,210,651	120,608	254,752	233,703	209,099	350,000
54 Bulkley Valley	25,675,275	1,341,644	88,875	265,112	225,459	163,737	350,000
57 Prince George	175,600,307	11,842,691	607,843	2,435,896	2,271,692	687,663	1,683,669
58 Nicola-Similkameen	28,745,288	5,344,763	99,502	322,729	120,216	170,292	350,000
59 Peace River South	52,728,438	4,043,688	182,520	416,681	944,395	441,458	501,628
60 Peace River North	83,070,446	5,406,760	287,550	647,478	241,350	425,785	777,936
61 Greater Victoria	237,380,131	23,959,019	821,695	4,277,695	2,896,617	20,027	2,274,646
62 Sooke	177,627,278	29,910,201	614,860	800,343	931,052	358,365	1,683,076
63 Saanich	92,744,885	11,046,348	321,038	486,599	377,315	280,000	858,353
64 Gulf Islands	22,205,417	2,799,824	76,864	164,268	102,398	328,264	350,000
67 Okanagan Skaha	74,328,324	5,306,781	257,289	403,065	441,194	167,035	710,334
68 Nanaimo-Ladysmith	175,471,543	18,724,489	607,398	2,630,683	160,000	244,630	1,672,016
69 Qualicum	52,303,174	5,520,827	181,048	442,357	936,176	426,341	499,074
70 Pacific Rim	49,157,188	5,848,502	170,158	1,019,659	595,220	71,717	468,846
71 Comox Valley	131,212,038	14,104,811	454,193	627,949	451,831	421,375	1,193,350
72 Campbell River	72,849,140	5,865,632	252,169	602,848	75,322	316,860	694,112
73 Kamloops-Thompson	200,489,840	20,825,671	693,999	1,697,265	575,959	666,817	1,910,895
74 Gold Trail	20,749,590	712,429	71,825	424,710	376,093	366,932	350,000
75 Mission	84,409,714	9,688,769	292,186	460,240	725,901	188,900	797,614
78 Fraser-Cascade	29,096,340	3,854,650	100,717	392,453	229,516	184,576	350,000
79 Cowichan Valley	100,408,929	10,071,287	347,567	768,315	363,682	283,524	956,412
81 Fort Nelson	10,591,691	1,129,690	36,663	155,054	79,311	32,744	350,000
82 Coast Mountains	59,866,222	8,120,007	207,228	655,464	1,160,795	557,786	571,968
83 North Okanagan-Shuswap	87,301,177	8,094,375	302,194	368,914	641,286	561,925	836,470
84 Vancouver Island West	10,005,503	981,527	34,634	148,081	55,087	57,593	350,000
85 Vancouver Island North	21,205,820	1,398,211	73,404	371,538	115,216	118,179	350,000
87 Stikine	6,575,710	468,810	22,762	606,403	124,935	51,181	350,000
91 Nechako Lakes	62,292,830	4,800,514	215,628	583,164	1,096,373	503,247	574,834
92 Nisga'a	9,415,300	838,450	32,591	158,239	116,874	130,091	350,000
93 Conseil scolaire francophone	110,402,850	11,864,964	382,161	140,301	100,251	750,415	1,056,439
Provincial Total	7,222,267,939	809,961,993	25,000,000	60,392,862	50,876,937	15,403,131	71,500,000

**TABLE B**  
**CLASSROOM ENHANCEMENT FUND ALLOCATION, 2026/27 PRELIMINARY**

Updated March 2026

School District	Staffing Cost	Overhead Cost	Annual Remedies*	Total 2026/27 Preliminary Classroom Enhancement Fund Allocation
5 Southeast Kootenay	10,153,310	169,780		10,323,090
6 Rocky Mountain	4,809,680	220,682		5,030,362
8 Kootenay Lake	10,343,940	236,212		10,580,152
10 Arrow Lakes	221,003	62,965		283,968
19 Revelstoke	555,764	76,121		631,885
20 Kootenay-Columbia	6,475,631	378,851		6,854,482
22 Vernon	7,808,630	794,583		8,603,213
23 Central Okanagan	38,764,304	626,485		39,390,789
27 Cariboo-Chilcotin	4,439,972	648,187		5,088,159
28 Quesnel	2,783,000	244,606		3,027,606
33 Chilliwack	22,513,661	445,580		22,959,241
34 Abbotsford	23,630,068	495,993		24,126,061
35 Langley	59,372,170	1,033,519		60,405,689
36 Surrey	84,965,866	1,515,679		86,481,545
37 Delta	19,559,009	875,642		20,434,651
38 Richmond	46,794,625	5,522,243		52,316,868
39 Vancouver	48,803,424	4,604,881		53,408,305
40 New Westminster	10,025,343	425,529		10,450,872
41 Burnaby	24,933,916	2,770,184		27,704,100
42 Maple Ridge-Pitt Meadows	24,864,472	829,033		25,693,505
43 Coquitlam	48,089,424	2,503,050		50,592,474
44 North Vancouver	13,389,458	6,959,186		20,348,644
45 West Vancouver	3,376,032	209,343		3,585,375
46 Sunshine Coast	4,877,712	220,369		5,098,081
47 qathet	2,389,134	137,373		2,526,507
48 Sea to Sky	9,043,950	379,097		9,423,047
49 Central Coast	734,169	61,229		795,398
50 Haida Gwaii	2,040,483	81,320		2,121,803
51 Boundary	1,494,066	28,628		1,522,694
52 Prince Rupert	2,806,880	220,562		3,027,442
53 Okanagan Similkameen	3,135,241	75,410		3,210,651
54 Bulkley Valley	1,248,499	93,145		1,341,644
57 Prince George	11,391,667	451,024		11,842,691
58 Nicola-Similkameen	5,000,416	344,347		5,344,763
59 Peace River South	3,709,463	334,225		4,043,688
60 Peace River North	4,990,086	416,674		5,406,760
61 Greater Victoria	23,157,762	801,257		23,959,019
62 Sooke	28,279,220	1,630,981		29,910,201
63 Saanich	10,078,355	967,993		11,046,348
64 Gulf Islands	2,429,706	370,118		2,799,824
67 Okanagan Skaha	5,063,947	242,834		5,306,781
68 Nanaimo-Ladysmith	17,125,096	1,599,393		18,724,489
69 Qualicum	5,064,546	456,281		5,520,827
70 Pacific Rim	5,711,813	136,689		5,848,502
71 Comox Valley	12,426,109	1,678,702		14,104,811
72 Campbell River	5,532,951	332,681		5,865,632
73 Kamloops-Thompson	20,296,768	528,903		20,825,671
74 Gold Trail	702,237	10,192		712,429
75 Mission	9,393,110	295,659		9,688,769
78 Fraser-Cascade	3,737,151	117,499		3,854,650
79 Cowichan Valley	9,070,859	1,000,428		10,071,287
81 Fort Nelson	928,357	201,333		1,129,690
82 Coast Mountains	7,769,266	350,741		8,120,007
83 North Okanagan-Shuswap	7,730,900	363,475		8,094,375
84 Vancouver Island West	739,625	241,902		981,527
85 Vancouver Island North	1,257,945	140,266		1,398,211
87 Stikine	461,641	7,169		468,810
91 Nechako Lakes	4,508,686	291,828		4,800,514
92 Nisga'a	712,237	126,213		838,450
93 Conseil scolaire francophone	11,482,701	382,263		11,864,964
Provincial Total	763,195,456	46,766,537		809,961,993

\* To be determined in autumn 2026

**TABLE C**  
**LEARNING IMPROVEMENT FUND - SUPPORT STAFF, 2026/27**

Updated March 2026

School District	2026/27 Estimated Operating Grant Block	% of Total Operating Grants	2026/27 Learning Improvement Fund - Support Staff
5 Southeast Kootenay	80,617,814	1.1%	279,060
6 Rocky Mountain	48,626,746	0.7%	168,322
8 Kootenay Lake	62,201,081	0.9%	215,310
10 Arrow Lakes	11,309,713	0.2%	39,149
19 Revelstoke	16,080,736	0.2%	55,664
20 Kootenay-Columbia	52,134,430	0.7%	180,464
22 Vernon	111,011,742	1.5%	384,269
23 Central Okanagan	291,823,959	4.0%	1,010,153
27 Cariboo-Chilcotin	61,139,341	0.8%	211,635
28 Quesnel	41,191,329	0.6%	142,584
33 Chilliwack	191,977,293	2.7%	664,533
34 Abbotsford	236,148,408	3.3%	817,432
35 Langley	305,288,667	4.2%	1,056,762
36 Surrey	920,160,743	12.7%	3,185,152
37 Delta	176,697,103	2.4%	611,640
38 Richmond	255,792,617	3.5%	885,430
39 Vancouver	589,515,983	8.2%	2,040,619
40 New Westminster	92,176,896	1.3%	319,072
41 Burnaby	315,229,733	4.4%	1,091,173
42 Maple Ridge-Pitt Meadows	199,767,936	2.8%	691,500
43 Coquitlam	375,403,272	5.2%	1,299,465
44 North Vancouver	182,344,318	2.5%	631,188
45 West Vancouver	77,898,173	1.1%	269,646
46 Sunshine Coast	51,171,726	0.7%	177,132
47 qathet	43,611,086	0.6%	150,960
48 Sea to Sky	66,726,093	0.9%	230,973
49 Central Coast	7,246,228	0.1%	25,083
50 Haida Gwaii	12,521,241	0.2%	43,342
51 Boundary	20,889,712	0.3%	72,310
52 Prince Rupert	26,810,967	0.4%	92,807
53 Okanagan Similkameen	34,842,465	0.5%	120,608
54 Bulkley Valley	25,675,275	0.4%	88,875
57 Prince George	175,600,307	2.4%	607,843
58 Nicola-Similkameen	28,745,288	0.4%	99,502
59 Peace River South	52,728,438	0.7%	182,520
60 Peace River North	83,070,446	1.2%	287,550
61 Greater Victoria	237,380,131	3.3%	821,695
62 Sooke	177,627,278	2.5%	614,860
63 Saanich	92,744,885	1.3%	321,038
64 Gulf Islands	22,205,417	0.3%	76,864
67 Okanagan Skaha	74,328,324	1.0%	257,289
68 Nanaimo-Ladysmith	175,471,543	2.4%	607,398
69 Qualicum	52,303,174	0.7%	181,048
70 Pacific Rim	49,157,188	0.7%	170,158
71 Comox Valley	131,212,038	1.8%	454,193
72 Campbell River	72,849,140	1.0%	252,169
73 Kamloops-Thompson	200,489,840	2.8%	693,999
74 Gold Trail	20,749,590	0.3%	71,825
75 Mission	84,409,714	1.2%	292,186
78 Fraser-Cascade	29,096,340	0.4%	100,717
79 Cowichan Valley	100,408,929	1.4%	347,567
81 Fort Nelson	10,591,691	0.1%	36,663
82 Coast Mountains	59,866,222	0.8%	207,228
83 North Okanagan-Shuswap	87,301,177	1.2%	302,194
84 Vancouver Island West	10,005,503	0.1%	34,634
85 Vancouver Island North	21,205,820	0.3%	73,404
87 Stikine	6,575,710	0.1%	22,762
91 Nechako Lakes	62,292,830	0.9%	215,628
92 Nisga'a	9,415,300	0.1%	32,591
93 Conseil scolaire francophone	110,402,850	1.5%	382,161
<b>Provincial Total</b>	<b>7,222,267,939</b>	<b>100.0%</b>	<b>25,000,000</b>



March 27, 2026  
Our Ref. 27101

Paul McKenzie  
Superintendent  
qathet School District (SD47)

Email Address: paul.mckenzie@sd47.bc.ca

Dear Paul McKenzie:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This letter provides:

- 1) Direction for advancing supported capital projects in your submission (Appendix A).
- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas  
Deputy Minister

pc: Steve Hopkins, Secretary-Treasurer, qathet School District (SD47)

Education and Child Care Capital Branch

## Appendix A: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD47-01

### **Projects in Business Case Development**

#### **New Projects**

There are no new projects identified at this time to proceed to business case development.

#### **Minor Capital Projects**

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

#### **Funding allocation for minor capital projects**

Facility Name	Program Project Description	Amount funded by Ministry
Kelly Creek Community School	SEP - HVAC Upgrades	\$1,200,000
Brooks Secondary	CNCP - Energy Upgrades	\$175,000
Edgehill Elementary	CNCP - Energy Upgrades	\$93,775
Brooks Secondary	FIP - Kitchen Equipment Upgrades	\$46,426
A8470	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to

purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

An Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca).

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

### **Note on Public Announcements**

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at [preet.grewal@gov.bc.ca](mailto:preet.grewal@gov.bc.ca).

### **Project Signage**

Projects proceeding to construction require a BC Government '[StrongerBC' construction sign](#). Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

### **Terms on Management of Capital Projects**

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

### **Capital Procurement**

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

### **School Site Acquisition Charge**

As part of the Board's 2026/27 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) with any questions regarding School Site Acquisition Charges.

## Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026**
  - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026**
  - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026**
  - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
  - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the current and next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.



## City of Powell River

**City Hall – MacGregor Building**  
6910 Duncan Street, Powell River, BC V8A 1V4  
Telephone 604.485.8620 • Fax 604.485.8644  
[www.powellriver.ca](http://www.powellriver.ca) • [info@powellriver.ca](mailto:info@powellriver.ca)

File No. 2240-20-2304

February 10, 2026

qathet School District  
5400 Marine Ave.  
Powell River, BC  
V8A 2L6

Dear Sir/Madam:

**Re: 2025 Fall Community Forest Fund Grant Award**

I am pleased to inform you that the Council of the City of Powell River has approved a Community Forest Grant to qathet School District in the amount of up to \$12,500 as a contribution towards the Brooks Berm Busters Trailer Addition project.

Please find enclosed two copies of the Community Forest Grant Funding Servicing Agreement between the City of Powell River and qathet School District. After review and consideration of this document, please have your authorized signatories sign both copies and return them to the undersigned for finalization by the City of Powell River. Upon completion, one copy of this document will be forwarded to you for your records.

On behalf of Council, I would like to thank you for your efforts and the important contributions to our community

If you have any questions regarding this, please contact the City at 604-485-8670.

Yours truly,  
CITY OF POWELL RIVER

Susan Auchterlonie  
Manager, Partnerships, Intergovernmental & Public Relations

SA/sd

# MEMORANDUM



**Date:** April 8, 2026  
**To:** Board of Education  
**From:** Paul McKenzie, Superintendent  
**Prepared by:** Vianne Kintzinger, Director of Instruction  
**Re:** French Immersion Program Review

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## 1.0 BACKGROUND

Administrative Procedure 280 states that,

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

## 2.0 INFORMATION

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

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

## 3.0 PROGRAM RATIONALE

The qathet School District's French Immersion 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:

- a focus on foundational learning in literacy and numeracy;
- fostering deep learning so all students can flourish in a rapidly changing world;
- increasing student engagement and voice;
- allowing our learners to flourish in a rapidly changing world.

Elaborated on in the appending slide deck, as prepared by Director of Instruction Kintzinger, is a description of the review process, context setting, success indicators, voice of the rightsholders, and finally, suggestions for next steps.

## 4.0 OPTIONS FOR ACTION

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

## 5.0 STAFF RECOMMENDATION

**THAT** the Board of Education accept the French Immersion Program review as attached and presented.

## 6.0 APPENDICES

(A) Appendix – French Immersion Program Review

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## SCHOOL CLOSURES/GRADE RECONFIGURATIONS

The Board has a responsibility to provide school facilities throughout the District that will allow for program effectiveness for all students, health and safety of all occupants, and operational efficiency. At times, the Board may consider consolidation or permanent closure of schools.

Closing a school permanently means the closing, for a period exceeding twelve (12) months of a school building used for the purposes of providing an educational program to students. The Board may decide to permanently close a school, following a public input process, and must provide written notification to the Minister of Education.

The Board shall provide a public consultation process with respect to the permanent closure of a school prior to the Board making its final decision of the closure of that school. The public consultation process will be meaningful and must include a fair consideration of public input and adequate opportunity for the public to respond to the Board's proposal to close the school permanently. Meaningful consultation means there is an opportunity to hear and be heard about the reasons for and against closure of a particular school and a legitimate opportunity to attempt to influence the Board's decision. Fair consideration includes the concept that the Board's proposal to close a school could be changed or reversed.

Following the consultation process, the Board will decide on the possible closure of the school. Any school closure or grade reconfiguration would be effective June 30 of a particular year.

### Specifically

The Superintendent may recommend to the Board, at a meeting in October, consideration of schools for closure or grade reconfiguration. In making such a recommendation, the Superintendent will identify equity considerations, student transition considerations, and any engagement with affected Indigenous Nations, where applicable, and will assess the following factors:

- 1.1 Breadth of program offerings and the educational experience of students.
- 1.2 Accommodation and suitability of program offerings available in nearby schools.
- 1.3 Distances between schools.
- 1.4 Traffic and travel patterns and safety of access for students being relocated.
- 1.5 Current and projected enrolment levels.
- 1.6 Class size.
- 1.7 Funding formula considerations.
- 1.8 Age of the building, physical plant maintenance and operating costs of the facility, including the need for seismic upgrades.
- 1.9 Potential re-uses of school facilities and sites.
- 1.10 Parental and community support for the school.
- 1.11 Potential effects on local areas.

Adopted: May 18, 2022

Reviewed:

Revised:



## Policy 14

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1. The Board will consider the information provided by the Superintendent and either:
  - 1.1 Conclude that no action or further study is required, or
  - 1.2 Forward the information to the Committee of the Whole for further study.
2. In making its decision, the Board must be cognizant of pecuniary interest and guard against any possible apprehension of bias during the process.
3. Any proposal to consider a school for closure at this stage shall be initiated through a Board motion at a public meeting of the Board.
4. The Committee of the Whole shall review the materials and provide its recommendations to the Board no later than the following February.
5. The Board will review the recommendations from the Committee of the Whole and either
  - 5.1 Conclude that no action or further study is required, or
  - 5.2 initiate discussion and consultation with parents, staff, and the community.
6. Any proposal to further consider a school for closure at this stage shall be initiated through a Board motion at a public meeting of the Board.
7. Discussion and consultation must be initiated by February 1 and concluded not later than April 1
8. The Superintendent will notify the principal(s) and the Parent Advisory Council in writing that the school has been identified for possible closure/consolidation. All persons or groups in the community who could be affected by a school closure are to be made aware of the Board's proposal to close a school. The Board will endeavour to inform the public as thoroughly as possible. This will be done through parent newsletters and notices, meeting with employees, notice to rental groups, and information posted on the District website.
9. The Board shall allow a period of sixty (60) days for public consultation to take place between the time that a proposal to consider a school for closure is initiated through a Board resolution at a public Board meeting and when the final decision is made to close a school by the adoption of a School Closure Bylaw at a public Board meeting.
10. The Board shall take the following steps to ensure that public consultation will take place:
  - 10.1 Make available, in writing, the rationale for the proposed school closure considered by the Board, including, but not limited to the pertinent facts and information with respect to the following factors for any proposed school closure:
    - 10.1.1 The number of students who would be affected, at both the school to be closed and surrounding schools.
    - 10.1.2 Enrolment trends and utilization for the school and surrounding area.
    - 10.1.3 Availability of space at receiving schools.

Adopted: May 18, 2022

Reviewed:

Revised:



## Policy 14

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- 10.1.4 Proximity to possible receiving schools and the routes to schools.
  - 10.1.5 Community impact.
  - 10.1.6 Education program/course implications for the affected students.
  - 10.1.7 Financial considerations including anticipated cost savings.
  - 10.1.8 Facility age and condition.
  - 10.1.9 Potential for revenue generation through lease and/or sale of the school building and/or site.
  - 10.1.10 Impact on the Ministry of Education's five-year capital plan submitted by the Board.
  - 10.1.11 Equity considerations.
  - 10.1.12 Student transition considerations.
  - 10.1.13 Summary of engagement with Indigenous Nations.
11. Once a proposed closure has been initiated through a Board motion at a public Board meeting, at least one (1) community meeting will be held to discuss the proposed closure.
12. The time and location of the public meeting shall be widely advertised to notify affected persons or groups in the community. This will mean written notification to students currently attending and registered to attend the school, notices to neighbouring schools, Parent Advisory Councils, employee groups and information posted on the District website. The Board will also provide opportunities for feedback through written submissions and, where feasible, virtual participation, including virtual public meetings, and will provide information on how such feedback may be submitted.
13. The Board shall present the following at the beginning of the public meeting:
- 13.1 Rationale for the proposed closure, including, but not limited to the pertinent facts and information related to the factors identified within the policy.
  - 13.2 The timing of the proposed closure and the implications for the placement of students.
  - 13.3 Possible alternative community use for all or part of the school.
14. Minutes will be kept of the public meeting to record concerns or options raised regarding the proposed closure. Following the public meeting, the Board will consider all input prior to making its final decision with respect to the school closure.
- 14.1 The Board shall provide an opportunity for affected persons to submit written responses to the Board regarding the proposed school closure. The Board will provide information and directions on how to submit the written responses. Written submissions will be summarized, and community concerns and proposed options will be acknowledged.
  - 14.2 The Board shall receive a summary of public input and consider the input prior to making its final decision.
  - 14.3 Following the consultation period, the Board shall make available to the public a summary of the consultation process, including written and verbal submissions received and key themes identified.

Adopted: May 18, 2022  
Reviewed:  
Revised:



## Policy 14

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15. By April 30, the Board will consider the information received and decide if a facility is to be closed or reorganized on June 30 for the following September.
16. The final decision on a school closure will be made through the first, second, and third and final reading of a School Closure Bylaw at a public Board meeting. Following a decision to close a school, the Board will provide, without delay, written notification to the Minister of Education of its decision containing the following information:
  - 16.1 The school's name.
  - 16.2 The school's facility number.
  - 16.3 The school's address.
  - 16.4 The date on which the school will permanently close.
17. The alternate use of a closed facility will be determined by the Board after receiving a recommendation from the Superintendent.
18. Within twelve (12) to eighteen (18) months following the implementation of a school closure or grade reconfiguration, the Superintendent shall provide a report to the Board reviewing the implementation of the school closure or grade reconfiguration, including student transition, operational considerations, and a summary of key learnings to inform future Board decisions and processes. The Board may make the report available to the public.

Legal Reference:      Sections 22, 65, 73, 85, 96, 100 *School Act*  
                                 Section 23 *Ombudsman Act*  
                                 School Opening and Closure Order M320-02  
                                 Disposal of Land or Improvement Order M233/07

Adopted:      May 18, 2022  
Reviewed:  
Revised:



## Policy 14

### SCHOOL CLOSURES/GRADE RECONFIGURATIONS

The Board has a responsibility to provide school facilities throughout the District that will allow for program effectiveness for all students, health and safety of all occupants, and operational efficiency. At times, the Board may consider consolidation or permanent closure of schools.

Closing a school permanently means the closing, for a period exceeding twelve (12) months of a school building used for the purposes of providing an educational program to students. The Board may decide to permanently close a school, following a public input process, and must provide written notification to the Minister of Education.

The Board shall provide a public consultation process with respect to the permanent closure of a school prior to the Board making its final decision of the closure of that school. The public consultation process will be meaningful and must include a fair consideration of public input and adequate opportunity for the public to respond to the Board's proposal to close the school permanently. Meaningful consultation means there is an opportunity to hear and be heard about the reasons for and against closure of a particular school and a legitimate opportunity to attempt to influence the Board's decision. Fair consideration includes the concept that the Board's proposal to close a school could be changed or reversed.

Following the consultation process, the Board will decide on the possible closure of the school. Any school closure or grade reconfiguration would be effective June 30 of a particular year.

#### Specifically

~~1.—The Superintendent may recommend to the Board, at a meeting in October, consideration of schools for closure or grade reconfiguration. In making such a recommendation, the Superintendent will identify equity considerations, student transition considerations, and any engagement with affected Indigenous Nations, where applicable, and will assess the following factors~~  
~~The Superintendent may recommend to the Board at a meeting in October, consideration of schools for closure or grade reconfiguration:~~

~~The Superintendent, in making a recommendation for consideration for closure or grade reconfiguration will assess the following factors:~~

- 1.1 Breadth of program offerings and the educational experience of students.
- 1.2 Accommodation and suitability of program offerings available in nearby schools.
- 1.3 Distances between schools.
- 1.4 Traffic and travel patterns and safety of access for students being relocated.
- 1.5 Current and projected enrolment levels.
- 1.6 Class size.
- 1.7 Funding formula considerations.
- 1.8 Age of the building, physical plant maintenance and operating costs of the facility, including the need for seismic upgrades.

Adopted: May 18, 2022

Reviewed:

Revised:



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- 1.9 Potential re-uses of school facilities and sites.
- 1.10 Parental and community support for the school.
- 1.11 Potential effects on local areas.

~~In making its decision, the Board must be cognizant of pecuniary interest and guard against any possible apprehension of bias during the process.~~

~~2.1.~~ The Board will consider the information provided by the Superintendent and either:

- ~~2.1.1.~~ Conclude that no action or further study is required, or
- ~~1.2~~ Forward the information to the Committee of the Whole for further study.

~~3.2.~~ ~~In making its decision, the Board must be cognizant of pecuniary interest and guard against any possible apprehension of bias during the process.~~

~~4.3.~~ Any proposal to consider a school for closure at this stage shall be initiated through a Board motion at a public meeting of the Board.

~~5.4.~~ The Committee of the Whole shall review the materials and provide its recommendations to the Board no later than the following February.

~~6.5.~~ The Board will review the recommendations from the Committee of the Whole and either

- ~~6.15.1~~ Conclude that no action or further study is required, or
- ~~6.25.2~~ initiate discussion and consultation with parents, staff, and the community.

~~7.6.~~ Any proposal to further consider a school for closure at this stage shall be initiated through a Board motion at a public meeting of the Board.

~~8.7.~~ Discussion and consultation must be initiated by February 1 and concluded not later than April 1

~~9.8.~~ The Superintendent will notify the principal(s) ~~and~~; the Parent Advisory Council in writing that the school has been identified for possible closure/consolidation. All persons or groups in the community who could be affected by a school closure are to be made aware of the Board's proposal to close a school. The Board will endeavour to inform the public as thoroughly as possible. This will be done through parent newsletters and notices, meeting with employees, notice to rental groups, and information posted on the District website.

~~10.9.~~ The Board shall allow a period of sixty (60) days for public consultation to take place between the time that a proposal to consider a school for closure is initiated through a Board resolution at a public Board meeting and when the final decision is made to close a school by the adoption of a School Closure Bylaw at a public Board meeting.

~~11.10.~~ The Board shall take the following steps to ensure that public consultation will take place:

Adopted: May 18, 2022  
Reviewed:  
Revised:



## Policy 14

~~11.1~~10.1 Make available, in writing, the rationale for the proposed school closure considered by the Board, including, but not limited to the pertinent facts and information with respect to the following factors for any proposed school closure:

~~11.1.1~~10.1.1 The number of students who would be affected, at both the school to be closed and surrounding schools.

~~11.1.2~~10.1.2 Enrolment trends and utilization for the school and surrounding area.

~~11.1.3~~10.1.3 Availability of space at receiving schools.

~~11.1.4~~10.1.4 Proximity to possible receiving schools and the routes to schools.

~~11.1.5~~10.1.5 Community impact.

~~11.1.6~~10.1.6 Education program/course implications for the affected students.

~~11.1.7~~10.1.7 Financial considerations including anticipated cost savings.

~~11.1.8~~10.1.8 Facility age and condition.

~~11.1.9~~10.1.9 Potential for revenue generation through lease and/or sale of the school building and/or site.

~~10.1.10~~ Impact on the Ministry of Education's five-year capital plan submitted by the Board.

~~10.1.11~~ Equity considerations.

~~10.1.12~~ Student transition considerations.

~~11.1.10~~10.1.13 Summary of engagement with Indigenous Nations.

~~12.11.~~ Once a proposed closure has been initiated through a Board motion at a public Board meeting, at least one (1) community meeting will be held to discuss the proposed closure.

~~13.12.~~ The time and location of the public meeting shall be widely advertised to notify affected persons or groups in the community. This will mean written notification to students currently attending and registered to attend the school, notices to neighbouring schools, Parent Advisory Councils, employee groups and information posted on the District website. The Board will also provide opportunities for feedback through written submissions and, where feasible, virtual participation, including virtual public meetings, and will provide information on how such feedback may be submitted.

~~14.13.~~ The Board shall present the following at the beginning of the public meeting:

~~14.1~~13.1 Rationale for the proposed closure, including, but not limited to the pertinent facts and information related to the factors identified within the policy.

~~14.2~~13.2 The timing of the proposed closure and the implications for the placement of students.

~~14.3~~13.3 Possible alternative community use for all or part of the school.

~~15.14.~~ Minutes will be kept of the public meeting to record concerns or options raised regarding the proposed closure. Following the public meeting, the Board will consider all input prior to making its final decision with respect to the school closure.

14.1 The Board shall provide an opportunity for affected persons to submit written responses to the Board regarding the proposed school closure. The Board will provide information and directions on how to submit the written responses. Written submissions will be summarized, and community concerns and proposed options will be acknowledged.

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Reviewed:

Revised:



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~~14.2~~ The Board shall receive a summary of public input and consider the input prior to making its final decision.

~~15.1~~14.3 Following the consultation period, the Board shall make available to the public a summary of the consultation process, including written and verbal submissions received and key themes identified.

~~16.1~~15. By April 30, the Board will consider the information received and decide if a facility is to be closed or reorganized on June 30 for the following September.

~~17.1~~16. The final decision on a school closure will be made through the first, second, and third and final reading of a School Closure Bylaw at a public Board meeting. Following a decision to close a school, the Board will provide, without delay, written notification to the Minister of Education of its decision containing the following information:

~~17.1~~16.1 The school's name.

~~17.2~~16.2 The school's facility number.

~~17.3~~16.3 The school's address.

~~17.4~~16.4 The date on which the school will permanently close.

17. The alternate use of a closed facility will be determined by the Board after receiving a recommendation from the Superintendent.

18. Within twelve (12) to eighteen (18) months following the implementation of a school closure or grade reconfiguration, the Superintendent shall provide a report to the Board reviewing the implementation of the school closure or grade reconfiguration, including student transition, operational considerations, and a summary of key learnings to inform future Board decisions and processes. The Board may make the report available to the public.

Legal Reference:     Sections 22, 65, 73, 85, 96, 100 *School Act*  
                              Section 23 *Ombudsman Act*  
                              School Opening and Closure Order M320-02  
                              Disposal of Land or Improvement Order M233/07

Adopted:     May 18, 2022  
Reviewed:  
Revised:

## **AD HOC COMMITTEE**

**4:00 pm, Wednesday, April 1, 2026**  
**School Board Office**

### **NOTES**

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Present: Gretchen Conti, Maureen Mason

Also in attendance: Paul McKenzie (Superintendent)

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The meeting was called to order at 11:07 a.m.

#### **1. APPROVAL OF AGENDA**

There were no additions or changes to the agenda.

#### **2. STANDING COMMITTEES**

##### **2.a) Inquiry Question Exercise for April Committee of the Whole**

Ad hoc members will share progress on their inquiry questions with the Board at the upcoming Committee of the Whole, with the goal of engaging in a brief dialogue to reflect on emerging insights and perspectives. Trustees may also share progress on their own inquiry questions if they wish.

##### **2.b) Prospective Candidate Information Session Planning**

The committee discussed planning for a trustee candidate information session, with a focus on shaping content that reflects both the practical and leadership expectations of the role. There was an emphasis on gathering input from the current Board to identify what should be top of mind for prospective trustees, drawing on trustees' collective experience and, where appropriate, incorporating insights emerging from the BCSTA.

A recurring theme was the need to reinforce the leadership role of trustees, particularly in relation to vision-setting and the development of the district's strategic plan. While operational matters often dominate Board work, participants noted the importance of re-orienting toward governance, long-term planning, and alignment with the strategic plan. The session may explore both the practical skills required and the broader responsibilities of trustees.

Overall, the goal is to create an information session that is meaningful, informative, and inspiring, while clearly articulating what prospective candidates need to know and consider when stepping into the role. The ad hoc committee will invite trustees at the

April Committee of the Whole to share what they feel would have been valuable to know prior to running, along with key areas of importance to highlight in the session.

**3. ADJOURNMENT**

The meeting adjourned at 12:06 p.m.



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## PRIVACY IMPACT ASSESSMENTS

### Background

The District is responsible for ensuring that it protects the Personal Information within its custody and control, by complying with the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA). FIPPA requires that the District conduct a Privacy Impact Assessment (PIA) to ensure that all collection, use, disclosure, protection, and processing of Personal Information by the District is compliant with FIPPA.

A PIA is an in-depth review of any new or significantly revised initiative, project, activity, or program that collects Personal Information to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative, and to ensure that the initiative appropriately protects the privacy of individuals.

The purpose of this Procedure is to set out the District's process for conducting PIAs in accordance with the provisions of FIPPA.

### Definitions

**"Employees"** means the employees, contractors, and volunteers of the District.

**"Head"** means the Superintendent of the School District, or any person to whom the Superintendent has delegated their powers under this Procedure or the Freedom of Information and Protection of Privacy Act (FIPPA).

**"Initiative"** means any enactment, system, project, program, or activity of the District.

**"Personal Information"** means any recorded information about an identifiable individual that is within the control of the District and includes information about any student or any employee of the District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work.

**"PIA"** means a Privacy Impact Assessment performed in accordance with the requirements of FIPPA.

**"Privacy Officer"** means the individual who has been designated by the Head as the Privacy Officer for the School District, typically the Secretary-Treasurer or designate.

**"Responsible Employee"** means the Employee who is responsible for overseeing an Initiative, and in the event of doubt, means the Employee designated in the PIA as the Responsible Employee.

“**Supplemental Review**” means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

### Procedures

#### 1. Scope & Responsibility

- 1.1 This Procedure applies to all new and significantly revised Initiatives of the District.
- 1.2 All employees of the District are expected to be aware of and follow this Procedure in the event that they are involved in a new or significantly revised Initiative.
- 1.3 Departments and management employees are responsible to plan and implement new or significantly revised Initiatives in accordance with the requirements of this Procedure.

#### 2. Responsibilities of the Head

- 2.1 The administration of this Procedure is the responsibility of the Superintendent, who is the “head” of the School District for the purposes under FIPPA. The Head may delegate any of their powers under this Procedure or FIPPA to other District Employees, including the Secretary-Treasurer, by written delegation.

#### 3. Responsibilities of the Privacy Officer

- 3.1 The Privacy Officer is responsible to, in consultation with the Head, ensure that all PIAs and Supplemental Reviews are completed in accordance with the requirements of FIPPA and this Procedure.

#### 4. Responsibilities of all Employees

- 4.1 Any Employees responsible for developing or introducing a new or significantly revised Initiative that involves or may involve the collection, use, disclosure or processing of Personal Information by the District must follow the Privacy Impact Assessment process set out in Section 7 and report that Initiative to the Privacy Officer at an early stage in its development.
- 4.2 All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.
- 4.3 All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

## 5. The Role of the Responsible Employee

- 5.1 Responsible Employees are responsible for:
  - 5.1.1 ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Privacy Officer for completion of a PIA;
  - 5.1.2 supporting all required work necessary for the completion and approval of the PIA;
  - 5.1.3 being familiar with and ensuring that the Initiative is carried out in compliance with the PIA; and
  - 5.1.4 requesting that the Privacy Officer make amendments to the PIA when needed and when significant changes to the initiative are made.

## 6. Initiatives Involving the Storage of Personal Information Outside of Canada

- 6.1 Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information outside of Canada until the Privacy Officer has completed and the Head has approved a PIA and any required Supplemental Review.
- 6.2 The Responsible Employee or Department may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
- 6.3 It is the responsibility of the Privacy Officer to determine whether a Supplemental Review is required in relation to any initiative, and to ensure that the Supplemental Review is completed in accordance with the requirements of FIPPA.
- 6.4 The Head is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
  - 6.4.1 the likelihood that the Initiative will give rise to an unauthorized, collection, use, disclosure or storage of Personal Information;
  - 6.4.2 the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
  - 6.4.3 whether the Personal Information is stored by a service provider;
  - 6.4.4 where the Personal Information is stored;
  - 6.4.5 whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posed by the Initiative.
- 6.5 Approval of a Supplemental Review by the Head shall be documented in writing.

## 7. Privacy Impact Assessment Process

7.1 A Privacy Impact Assessment (PIA) is conducted to ensure that Initiatives involving Personal Information comply with the Freedom of Information and Protection of Privacy Act (FIPPA) and that appropriate safeguards are in place.

### 7.2 Privacy Scan (Initial Screening)

- 7.2.1 Employees proposing a new or significantly revised Initiative that may involve Personal Information must notify their Principal or supervisor and complete a Privacy Scan.
- 7.2.2 The Privacy Scan is a preliminary screening tool used to determine whether a full PIA is required.
- 7.2.3 Completed Privacy Scans must be submitted to the Privacy Officer for review.

### 7.3 Full Privacy Impact Assessment

- 7.3.1 Where required, a formal PIA will be completed under the direction of the Privacy Officer.
- 7.3.2 The Responsible Employee must provide all information necessary to support the PIA.

### 7.4 Approval and Implementation

- 7.4.1 Initiatives involving Personal Information must not be implemented until any required PIA is completed and approved.

### 7.5 Ongoing Review

- 7.5.1 The Responsible Employee must notify the Privacy Officer of any significant changes to an Initiative.
- 7.5.2 The Privacy Officer may require that a PIA be updated where necessary.

## 8. Contact Information

- 8.1 Questions or comments about this procedure may be addressed to the Privacy Officer: [info@sd47.bc.ca](mailto:info@sd47.bc.ca).

References: Sections 22, 65, 85, *School Act*  
*Freedom and Information and Protection of Privacy Act*.  
Freedom of Information and Protection of Privacy Regulation (BC Reg 155/2012)  
[Guidance for Privacy Impact Assessments](#)

Adopted: April 8, 2026  
Revised: