



REGULAR BOARD MEETING

4:00 pm, Wednesday, April 22, 2026
School Board Office

AGENDA

LAND ACKNOWLEDGEMENT

PRESENTATIONS:

qathet Festival of the Performing Arts - J. Carlson

Kelly Creek Outdoor Adventure Program – A. Shostak

Partners in Education School Presentation – S. Hall, A. Saugstad and I. Landry

QUESTION PERIOD

CHAIRPERSON’S REMARKS

1. ADOPTION OF AGENDA

MOTION: “THAT the Regular meeting agenda of April 22, 2026, be adopted as circulated.”

2. ADOPTION OF MINUTES

MOTION: “THAT the Regular meeting minutes of March 11, 2026 and the Special Regular meeting minutes of March 31, 2026, be adopted as circulated.”

3. REPORT OF CLOSED MEETINGS

3.a) March 11, 2026 – The Board met in-camera to discuss items which include property and personnel.

4. INCOMING CORRESPONDENCE

4.a) BCSTA Board Policy Review

MOTION: “THAT the correspondence listed in item 4.a) be received.”

5. OUTGOING CORRESPONDENCE

5.a) N/A

6. SUPERINTENDENT OF SCHOOLS' REPORT

- 6.a) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to March 31, 2026

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

7. SECRETARY-TREASURER'S REPORT

- 7.a) 2025/2026 Capital Plan Response Letter and Bylaw

MOTION: “THAT Capital Bylaw No. 2026/2027-CPSD47-01 be adopted in support of the projects as outlined.”

- 7.b) Quarterly Fiscal Accountability Report

MOTION: “THAT the Secretary Treasurer’s Report be received as presented.”

8. COMMITTEE REPORTS

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

Recommended motions arising from the Committee of the Whole Meeting:

- 8.a.i) Policy 4 – Appendix: Trustee Code of Conduct Sanctions

MOTION: “THAT the Board approve the revisions to Policy 4 – Appendix: Trustee Code of Conduct Sanctions.”

- 8.a.ii) Policy 14 – School Closures/Grade Reconfigurations

MOTION: “THAT the Board approve the revisions to Policy 14 – School Closures/Grade Reconfigurations.”

9. OTHER BUSINESS

- 9.a) BCSTA AGM Report Back (Oral)

- 9.b) Policy 7 - Appendix - Trustee Election Bylaw

- 9.b.i) Appendix A: Policy 7: Appendix – Trustee Election Bylaw (with markup)

- 9.b.ii) Appendix B: Policy 7: Appendix – Trustee Election Bylaw (without markup)

QUESTION PERIOD

MEDIA QUESTION PERIOD

ADJOURNMENT

MOTION: "THAT the Regular Meeting of April 22, 2026 be adjourned."

SH/attachments

REGULAR BOARD MEETING

4:00 pm, Wednesday, March 11, 2026
School Board Office

MINUTES

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

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

Regrets: Kirsten Van't Schip

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

LAND ACKNOWLEDGEMENT

PRESENTATION:

Henderson Elementary – D. Thorsell

Principal D. Thorsell presented Henderson Elementary's 2025–26 School Growth Plan, focused on improving student self-regulation, belonging, and school culture through consistent teaching and reinforcement of positive behaviour expectations. The plan aligns with Strategic Plan priorities, with goals to improve reading achievement using DIBELS data and to strengthen student connectedness to the school and community.

Progress data showed gains in literacy across grades, supported by targeted interventions, structured literacy approaches, and expanded use of decodable texts and home reading supports. The presentation also highlighted the strengths of the school's small, relationship-focused environment and ongoing efforts to build community connections. Trustees sought clarification regarding learning plans.

Kelly Creek Elementary – M. Hilleren

Principal M. Hilleren presented Kelly Creek Community School's 2025–26 School Growth Plan, focused on improving literacy and numeracy outcomes and strengthening student and family engagement through inclusive practices and outdoor, place-based learning. The plan is guided by an inquiry into how outdoor learning can support academic achievement while fostering belonging and connection.

The update highlighted a focus on using multiple sources of evidence to inform instruction, including DIBELS, classroom data, and student and family input. Actions to date include increased collaboration, targeted reading interventions, and professional learning. Next steps include strengthening Tier 1

instruction, establishing regular data cycles, expanding mentorship and peer observation, and continuing leadership development.

Capital Project Quarterly Update - Edgehill Elementary School – J. Formosa

J. Formosa provided a quarterly update on the Edgehill Elementary School expansion, highlighting progress on finishing work and upcoming construction phases. Indigenous design elements are being incorporated, including an 88-inch spindle artwork created in partnership with a Tla’amin Nation artist, with installation planned for summer 2026.

Millwork has arrived on site, and a phased construction approach is underway. The new Administration area is expected to be ready by the May long weekend, after which the former office space will be renovated. Construction will also impact the gym through the end of the school year, with interim staff space provided elsewhere in the building. It was confirmed that the expansion includes capacity for one additional division to support future enrolment growth.

QUESTION PERIOD

There were no questions.

CHAIRPERSON’S REMARKS

A few days ago, we marked International Women’s Day - a chance to recognize the achievements, leadership, and contributions of women in our community and beyond.

In education, that contribution is significant. Across British Columbia, roughly 75 percent of educators are women, and every day they play an extraordinary role in shaping learning, supporting students, and creating the environments where young people grow and thrive. Their dedication and care are foundational to the strength of our public education system.

And while we’re on that topic, it also happens that our Board of Education is currently made up entirely of women trustees. That may not always be the case, but I’m proud to be at this table with you today. It brings to mind the many talented, thoughtful, and compassionate women who have influenced my life.

Another important part of our work as a board is strengthening relationships with our partners in education.

Yesterday, I had the opportunity to attend the quarterly Indigenous Education Council meeting. These councils are part of the provincial mandate for school boards to work collaboratively with First Nations to guide Indigenous education priorities and strengthen outcomes for students. These gatherings are important opportunities for listening, learning, and continuing to build the relationships that guide our work together. We had some fulsome discussions about funding priorities, and I left feeling positive about the direction we’re heading.

This year, on April 5, also marks the 10-year anniversary of the Tla’amin Treaty, which came into effect in 2016. The treaty represents a significant milestone in the history of this region and in the ongoing journey toward self-determination and reconciliation. As a school district located on these lands, we are grateful for the relationship we continue to build with Tla’amin Nation and for the opportunity to move forward together in support of students and community.

Looking ahead to the work of trustees across the province, I will also be attending the Annual General Meeting of the British Columbia School Trustees Association in April. Trustees from across the province gather at this meeting to discuss key issues facing public education and to bring forward motions that help shape provincial advocacy for students and school districts. I look forward to representing our district in those conversations and bringing that learning back to our board.

Finally, with spring break beginning in just a few days, I would like to wish our students, staff, and families a restful and enjoyable time away. These pauses in the school year remind us how important it is to step back, recharge, and return ready for the learning and work still ahead.

1. ADOPTION OF AGENDA

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Regular meeting agenda of March 11, 2026, be adopted as circulated.

STATUS: CARRIED

2. ADOPTION OF MINUTES

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Regular meeting minutes of February 25, 2026, be adopted as circulated.

STATUS: CARRIED

3. REPORT OF CLOSED MEETINGS

3.a) March 11, 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) N/A

6. SUPERINTENDENT OF SCHOOLS' REPORT

6.a) Superintendent's Student Success Report

The Superintendent's Student Success Report was presented, with a focus on graduation and completion data, transition outcomes, and program updates. Trustees discussed challenges related to data timelines and limitations, including the impact of student mobility and out-of-province transitions on reported results. Five- and six-year completion rates were reviewed,

noting overall improvement with some fluctuations, and the influence of alternative programs such as Partners in Education and qathet Online Learning. The District is enhancing tracking of student mobility to better understand outcomes.

The report highlighted improved completion rates for Indigenous students, now exceeding the provincial average, alongside areas for further inquiry, including Grade 12 literacy results. Trustees also discussed transition rates to post-secondary, noting gaps in available data, and reviewed trades and career program updates. Broader community factors, including local economic changes, were acknowledged as influencing student pathways.

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Board of Education receive the Superintendent's Student Success report, as presented.

STATUS: CARRIED

6.b) Suspension, Exclusion, and Seclusion Report – September 2, 2025, to February 28, 2026

MOVED: G. CONTI

SECONDED: D. LAWSON

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) Ad Hoc Committee Notes – March 4, 2026

The notes were presented as written.

9. OTHER BUSINESS

9.a) Board Annual Work Plan Review

Trustees reviewed the updated Board Annual Work Plan and agreed to include motions to the BCSTA AGM in the "Ongoing" section.

QUESTION PERIOD

There were no questions.

MEDIA QUESTION PERIOD

There was no media present.

ADJOURNMENT

MOVED: G. CONTI

THAT the Regular Meeting of March 11, 2026 be adjourned.

STATUS: CARRIED

The meeting adjourned at 6:04 pm.

J. Miller
Chairperson

S. Hopkins
Secretary-Treasurer

SH/attachment

SPECIAL REGULAR BOARD MEETING

4:30 pm, Tuesday, March 31, 2026
School Board Office

MINUTES

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

The meeting was called to order at 4:30 pm by Chairperson J. Miller.

1. ADOPTION OF AGENDA

MOVED: D. LAWSON

SECONDED: G. CONTI

THAT the Special Regular Meeting Agenda of March 31, 2026, be adopted as circulated.

STATUS: CARRIED

2. LATE MOTION TO BCSTA: Permanent Standard Time and Student Safety

Trustees considered a proposed late emergent motion to the BCSTA AGM 2026 regarding permanent Standard Time and student safety. Discussion highlighted concerns about student safety during dark morning hours, particularly in winter months, and the risks associated with reduced visibility for students traveling to school. Trustees expressed support for the motion and agreed that the matter is emergent.

MOVED: G. CONTI

SECONDED: M. MASON

THAT the Board of Education of qathet School District submit a late emergent motion to BCSTA AGM 2026 as follows: 'That the British Columbia Trustees Association (BCSTA) advocate to the Ministry of Attorney General of British Columbia to replace Pacific Daylight Time (PDT) with permanent Standard Time.'

STATUS: CARRIED

3. ADJOURNMENT

MOVED: G. CONTI

THAT the Special Regular Meeting Agenda of March 31, 2026, be adjourned.

STATUS: CARRIED

The meeting adjourned at 4:37 p.m.

SH/attachments

Steve Hopkins

From: Michael Rossi <mrossi@BCSTA.ORG>
Sent: February 27, 2026 9:45 AM
To: Michael Rossi; Carolyn Broady
Cc: Trevor Davies; Tracy Loffler
Subject: Joint Sector Call re: Policy Review Report

Caution! This message was sent from outside your organization.

Hi everyone,

Thank you for attending the information session on Wednesday, February 25th. As per the call, I am pleased to share that your current policies and overall policy manual are in very good shape. Thank you for the care and attention you continue to give to maintaining good governance review processes.

As we move toward the end of the school year, I would ask that you still please take the time to briefly review the following policies with your Board prior to the end of June:

- Role of the Board
- Delegation of Authority
- Role of the Superintendent

We appreciate your continued commitment to ensuring your Board policies and related administrative procedures remain clear, current, and aligned with good governance practice.

Once your review is complete, please let Maggie Yuen, Executive Administrator at BCSTA, know. She will be compiling the information into a matrix/chart.

Thank you.

Sent on behalf of Past President Carolyn Broady and Deputy CEO Michael Rossi

MICHAEL ROSSI

Deputy CEO
604-783-4432 | [@BCSTA News](#) | He/Him



We acknowledge that our office is located on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tseil-Waututh) Nations.

Suspension, Exclusion and Seclusion Report - September 2025 to March 2026

SUSPENSIONS (BY INCIDENT)	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR TO DATE
10 days or less (non-violent)	4	3	5	2							14
10 days or less (violent)	2		5			4					11
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			3	1				11
Less than 20 days (second + drug/alcohol offence)						1					1
20 + days (first drug offence)											0
20 + days (second + drug offence)											0
Indefinite (second + drug/alcohol offence)											0
In-school suspension						3					3
TOTAL SUSPENSIONS	6	8	12	2	0	11	1	0	0	0	40
EXCLUSIONS											
Exclusions - Elementary											0
Exclusions - Secondary											0
SECLUSIONS											
Seclusions - Elementary											0
Seclusions - Secondary											0

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



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.

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.

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 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.

**CAPITAL BYLAW NO. 2026/27-CPSD47-01
CAPITAL PLAN 2026/27**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 47 (*qathet*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 27, 2026*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District 47 (qathet) Capital Bylaw No. 2026/27-CPSD47-01*.

READ A FIRST TIME THE 22th DAY OF *April 2026*;
READ A SECOND TIME THE 22th DAY OF *April 2026*;
READ A THIRD TIME, PASSED THE 22th DAY OF *April 2026*.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District 47 (qathet) Capital Bylaw No. 2026/27-CPSD47-01* adopted by the Board on the 22^h day of *April 2026*.

Secretary-Treasurer

**REPORT TO TRUSTEES
FOR THE PERIOD ENDING: MARCH 31, 2026**

	<u>EXPENDITURES</u>	<u>COMMITMENTS</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>BALANCE</u>	<u>AVAIL %</u>
INSTRUCTION						
100 Salaries	19,426,266	0	19,426,266	27,705,356	8,279,090	30
200 Employee Benefits And Allowances	4,680,573	0	4,680,573	6,854,506	2,173,933	32
300 Services Purchased	2,405,725	0	2,405,725	3,697,421	1,291,696	35
500 Supplies And Materials	1,179,280	0	1,179,280	2,433,941	1,254,661	52
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Total For INSTRUCTION	27,691,844	0	27,691,844	40,691,224	12,999,380	32
DISTRICT ADMINISTRATION						
100 Salaries	1,175,961	0	1,175,961	1,480,368	304,407	21
200 Employee Benefits And Allowances	248,605	0	248,605	329,814	81,209	25
300 Services Purchased	407,870	4,183	412,053	589,906	177,853	30
500 Supplies And Materials	19,777	0	19,777	37,500	17,723	47
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Total For DISTRICT ADMINISTRATION	1,852,213	4,183	1,856,396	2,437,588	581,192	24
OPERATIONS AND MAINTENANCE						
100 Salaries	1,325,711	0	1,325,711	1,986,635	660,924	33
200 Employee Benefits And Allowances	302,242	0	302,242	449,267	147,025	33
300 Services Purchased	448,850	0	448,850	770,750	321,900	42
500 Supplies And Materials	821,821	0	821,821	1,146,000	324,179	28
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Total For OPERATIONS AND MAINTENANCE	2,898,624	0	2,898,624	4,352,652	1,454,028	33
TRANSPORTATION & HOUSING						
100 Salaries	458,113	0	458,113	675,975	217,862	32
200 Employee Benefits And Allowances	111,233	0	111,233	155,624	44,391	29
300 Services Purchased	52,057	0	52,057	104,000	51,943	50
500 Supplies And Materials	227,244	0	227,244	269,818	42,574	16
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Total For TRANSPORTATION & HOUSING	848,647	0	848,647	1,205,417	356,770	30
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Grand Total	33,291,328	4,183	33,295,511	48,686,881	15,391,370	32

**REPORT TO TRUSTEES
FOR THE PERIOD ENDING:MARCH 31, 2025**

	<u>EXPENDITURES</u>	<u>COMMITMENTS</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>BALANCE</u>	<u>AVAIL %</u>
INSTRUCTION						
100 Salaries	19,917,551	0	19,917,551	27,806,349	7,888,798	28
200 Employee Benefits And Allowances	4,656,619	0	4,656,619	6,480,615	1,823,996	28
300 Services Purchased	2,429,890	41,271	2,471,161	3,233,554	762,393	24
500 Supplies And Materials	1,351,832	0	1,351,832	2,148,773	796,941	37
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Total For INSTRUCTION	28,355,892	41,271	28,397,163	39,669,291	11,272,128	28
DISTRICT ADMINISTRATION						
100 Salaries	1,281,395	0	1,281,395	1,681,038	399,643	24
200 Employee Benefits And Allowances	241,947	0	241,947	375,969	134,022	36
300 Services Purchased	382,923	0	382,923	478,500	95,577	20
500 Supplies And Materials	21,256	0	21,256	30,663	9,407	31
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Total For DISTRICT ADMINISTRATION	1,927,521	0	1,927,521	2,566,170	638,649	25
OPERATIONS AND MAINTENANCE						
100 Salaries	1,313,766	0	1,313,766	1,996,862	683,096	34
200 Employee Benefits And Allowances	279,530	0	279,530	457,118	177,588	39
300 Services Purchased	547,349	0	547,349	795,000	247,651	31
500 Supplies And Materials	866,396	0	866,396	1,048,001	181,605	17
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Total For OPERATIONS AND MAINTENANCE	3,007,041	0	3,007,041	4,296,981	1,289,940	30
TRANSPORTATION & HOUSING						
100 Salaries	485,741	0	485,741	678,877	193,136	28
200 Employee Benefits And Allowances	114,326	0	114,326	156,350	42,024	27
300 Services Purchased	66,453	0	66,453	104,000	37,547	36
500 Supplies And Materials	215,860	0	215,860	295,500	79,640	27
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Total For TRANSPORTATION & HOUSING	882,380	0	882,380	1,234,727	352,347	29
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Grand Total	34,172,834	41,271	34,214,105	47,767,169	13,553,064	28

COMMITTEE OF THE WHOLE

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

NOTES

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

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

1. APPROVAL OF AGENDA

MOVED: D. LAWSON

SECONDED: M. MASON

THAT the Committee of the Whole Meeting Agenda of April 8, 2026, be adopted as circulated.

STATUS: CARRIED

2. STANDING COMMITTEES

2.a) Finance and Facilities

2.a.i) 2026/2027 Provincial Grant Information

Secretary-Treasurer Hopkins provided an overview of the 2026/2027 provincial grant information for the base budget, noting that it does not yet include wage increases, which will be addressed through separate special grants. Enrolment is projected to decline modestly, reflecting broader provincial trends linked to changes in immigration patterns, with funding protection available where declines exceed established thresholds.

2.a.ii) 2026/2027 Capital Plan Response Letter

Secretary-Treasurer Hopkins reported on approved minor capital projects, including HVAC upgrades at Kelly Creek Community School, energy upgrades at Brooks Secondary and Edgehill Elementary, and kitchen equipment upgrades at Brooks Secondary.

2.a.iii) City of Powell River 2025 Fall Community Forest Fund Grant Award

Trustees received information regarding a successful Community Forest Fund grant awarded to a class at Brooks Secondary. The Board discussed existing procedures for such applications and noted that past grants have often supported cost-shared infrastructure projects with community benefit, including school facility upgrades and community-use spaces.

2.b) Education and Strategic Planning

2.b.i) Program Review: French Immersion / Level 1 Report

M. Kaukas and V. Kintzinger presented the French Immersion Program Review (Level 1), outlining the program's history, structure, and alignment with the Strategic Plan. The review included student, staff, and community feedback, highlighting strengths such as strong student relationships, the value of bilingualism, cultural learning opportunities, and positive teacher connections. Identified challenges included language barriers in academic subjects, limited use of French outside the classroom, feelings of program isolation, and variability in teacher subject expertise.

Key priorities emerging from the review include increasing French oral communication, expanding cultural and experiential learning opportunities, strengthening K–12 program coherence, and enhancing integration with the broader school community. Actions to date include new resources, assessment pilots, cultural events, and increased collaboration, with ongoing work in mentorship and resource sharing. Next steps focus on deepening language use, improving program continuity, and strengthening inclusion and engagement across the district.

Trustees asked questions regarding student supports, opportunities to increase French language use, integration with English stream peers, and secondary scheduling options.

2.c) Audit

2.c.i) N/A

2.d) Policy Development

2.d.i) Policy 4 – Appendix: Trustee Code of Conduct Sanctions

Secretary-Treasurer Hopkins reported that the final iteration of Policy 4 – Appendix: Trustee Code of Conduct Sanctions has been reviewed and vetted by legal counsel, with efforts made to maintain the intent and language of the Board. The policy will be brought forward for approval at a regular meeting.

RECOMMENDATION: That the Board approve the revisions to Policy 4 – Appendix: Trustee Code of Conduct Sanctions.

2.d.ii) Policy 14 – School Closures/Grade Reconfigurations

Secretary-Treasurer Hopkins presented revisions to Policy 14 – School Closures/Grade Reconfigurations arising from the February policy review. Trustees expressed support for bringing the revised policy forward for adoption at a regular meeting.

RECOMMENDATION: That the Board approve the revisions to Policy 14 – School Closures/Grade Reconfigurations.

3. COMMITTEE REPORTS

3.a) Ad Hoc Committee Notes – April 1, 2026

3.a.i) Inquiry Activity

Trustees engaged in a discussion of their individual inquiry questions, sharing recent findings and areas of exploration. Conversation included themes of fiscal responsibility, alignment of budget decisions with the Strategic Plan, and the Board’s role in governance and future planning.

3.a.ii) Election Preparation and Prospective Trustee Information Session

Trustees discussed preparations for the upcoming election and the development of a prospective trustee information session, with a focus on clearly communicating the realities of the role and supporting a strong and diverse candidate pool. Suggestions included:

- Clearly communicating the distinction between governance and operations
- Highlighting the time commitment and significant learning curve of the trustee role
- Sharing expectations regarding the public and visible nature of the role
- Identifying and encouraging candidates with specific skill sets (e.g., legal, financial)
- Proactively reaching out to potential candidates through community networks (service clubs, non-profits)
- Emphasizing the importance of diverse perspectives and representation at the Board table
- Developing and promoting a comprehensive trustee information session
- Enhancing information available online (website, candidate packages, BCSTA resources, Strategic Plan context)
- Encouraging prospective candidates to attend Board meetings in advance
- Using community channels (newsletters, partner organizations) to increase awareness
- Framing trusteeship as an act of public service focused on shared vision and effective governance

4. OTHER INFORMATION

4.a) AP 186 – Privacy Impact Assessments

Secretary-Treasurer Hopkins introduced Administrative Procedure 186 – Privacy Impact Assessments, outlining a formalized process to ensure appropriate privacy review and due diligence for digital tools and programs. The procedure is intended to support staff in assessing privacy considerations, with additional information available on the District website.

5. **ADJOURNMENT**

MOVED: D. LAWSON

THAT the Committee of the Whole Meeting of April 8, 2026, be adjourned.

STATUS: CARRIED



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.

Where a trustee believes that another trustee has failed to conduct themselves in accordance with Policy 4 Trustee Code of Conduct, the process set out in this Policy 4 Appendix Trustee Code of Conduct Sanctions shall apply. While information concerning or alleging a breach of Policy 4 Trustee Code of Conduct may come from many sources, including a trustee's own observation or experience, or information received from third parties, the Trustee Code of Conduct Sanctions process may only be initiated by a complaint by a trustee, the superintendent or the secretary-treasurer. This Policy sets out the process leading to the imposition of such sanctions.

Breaches of the Trustee Code of Conduct will be addressed in a manner consistent with the principles of procedural fairness and that recognizes the importance of maintaining the trust and confidence of the public. The formal Trustee Code of Conduct Sanctions process is intended to address serious breaches of conduct expectations and not breaches that are minor, inadvertent or due to an error of judgment made in good faith.

All complaints of trustee misconduct shall be treated as strictly confidential unless the Board, by motion, determines that information relating to the complaint or its resolution may be publicly disclosed. A breach of this confidentiality obligation shall be considered a breach of the Trustee Code of Conduct.

Informal Measures

1. Wherever possible, concerns relating to minor or inadvertent breaches of the Trustee Code of Conduct or other breaches that may be resolved without a formal process will be addressed in a respectful, informal, and cooperative fashion, prior to commencing a formal complaint under the Code of Conduct. Informal resolution is encouraged where appropriate and is intended to restore effective governance and professional conduct.
2. Where a trustee (the "Complaining Trustee") alleges that another trustee (the "Challenged Trustee") has breached the Trustee Code of Conduct, the Complaining Trustee, or the Chair on their own initiative, may meet confidentially and informally with the Challenged Trustee to discuss the breach. The parties shall discuss the allegedly offending behaviour and seek to agree on measures to correct or redress it. Such corrective measures may include, but are not limited to a formal or informal warning, an apology, or another agreed-upon consequence such as the Challenged Trustee engaging in professional development or restorative action.
3. 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.

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Reviewed: February 25, 2026
Revised: April 8, 2026



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Formal Complaint Process

Filing Complaint and Initial Review

4. Where an allegation of a breach of the Trustee Code of Conduct is not resolved informally, or where, by virtue of the nature of the alleged breach an informal process is not appropriate or possible, a trustee, the superintendent or the secretary-treasurer may initiate the Formal Complaint Process. Only serious and/or recurring breaches of the Trustee Code of Conduct by a trustee should be considered under this process.
5. A trustee, or the superintendent or secretary-treasurer who wishes to commence a formal complaint, alleging a breach of the Trustee Code of Conduct, shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring. 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 that period. The complaint must:
 - 5.1 describe the specific conduct of which the trustee is complaining;
 - 5.2 attach any documents or other evidence relating to the impugned conduct;
 - 5.3 identify the provision of the Trustee Code of Conduct alleged to have been breached and describe how the complained of conduct breaches that provision; and
 - 5.4 describe the steps taken to informally resolve the complaint, if any.
6. The Chair or, as applicable, the Vice Chair, shall review the complaint and all accompanying material and shall consider whether the alleged conduct falls within the scope of a Trustee Code of Conduct violation that may warrant any further action.
 - 6.1 If the Chair or, as applicable, the Vice Chair, considers that no further action is warranted the Chair or Vice Chair shall report their conclusion to the Board and the Complaining Trustee. The Board shall consider the Chair or Vice Chair's conclusion, and unless the Board, by motion, disagrees with the Chair or Vice Chair's conclusion that no further action is warranted, the complaint shall be considered addressed with no action being taken.
 - 6.2 If the Board, by motion, or the Chair or, as applicable, the Vice Chair, considers that further action may be warranted, the Chair or Vice Chair may attempt to resolve the matter directly with the parties involved. If resolution is achieved, the Chair or Vice Chair shall, if they consider appropriate, report the complaint and its resolution to the Board at an in camera meeting.

Investigation

7. If no resolution is achieved by the Chair or Vice Chair, the Chair or Vice Chair shall consider if there are factual issues in dispute requiring further investigation. If there are such factual issues, the Chair or

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Vice Chair shall refer the matter to a trustee or external investigator for investigation as appropriate. The Chair shall report the complaint and the appointment of an investigator to the Board.

8. The investigator shall prepare a report outlining the conclusions of their investigation and provide the report to the Chair or Vice Chair. 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. The investigator may interview trustees, staff, and other relevant individuals and may request documents necessary to complete the investigation.

Consideration of Complaint at in camera Board Meeting

9. The Chair or Vice Chair shall then schedule an in camera meeting to consider the complaint and the report. Reasonable notice will be provided to the Challenged Trustee that the Board will consider the investigation report and any oral or written submissions the Challenged Trustee wishes to make.
 - 9.1 The notice to the Challenged Trustee shall include:
 - 9.2 the complaint;
 - 9.3 the investigation report and any attached documents;
 - 9.4 any applicable policies;
 - 9.5 a statement that the Challenged Trustee may provide a written and oral response to the complaint and investigation report; and
 - 9.6 a general statement as to the range of sanctions that may be considered which are responsive to the nature of the complained of conduct.
10. At the commencement of the in camera meeting of the Board, the Chair or Vice Chair shall indicate the nature of the business to be transacted. The meeting shall be conducted in accordance with the principles of procedural fairness and natural justice. At the meeting:
 - 10.1 The presiding Chair shall summarize the complaint and the findings of any investigation;
 - 10.2 The presiding Chair shall ask trustees if they have any conflict of interest in considering the matter. A conflict of interest may arise if the complained of conduct was conduct that was directed at that trustee. If a conflict of interest arises, the trustee in conflict shall be excused from the meeting.
 - 10.3 The Challenged Trustee shall be provided an opportunity to respond to the allegations against them and to make representations with respect to any potential sanctions;
 - 10.4 The other trustees may ask clarifying questions of the Challenged Trustee.
 - 10.5 The Challenged Trustee shall be excused from the meeting and the remaining trustees not in conflict shall deliberate on (1) whether the conduct complained of occurred; (2) if the

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- conduct complained of occurred, whether the conduct constitutes misconduct warranting sanction; and (3) if so, what that sanction should be.
- 10.6 Unless the Board determines otherwise, the Superintendent and Secretary-Treasurer may remain with the Board during the meeting and deliberations.
 - 10.7 The Board may call upon the Board's legal advisors to assist them in the process of deliberations and to advise them on points of law and the drafting of a possible resolution(s) and reasons.
 - 10.8 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened, and the requests made to the Challenged 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.
 - 10.9 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.
 - 10.10 The Board shall resolve the complaint by motion, and, if misconduct is established, determine the sanction(s) to be applied, if any.
 - 10.11 All documentation relating to the complaint and the Trustee Code of Conduct meeting shall be returned to the secretary-treasurer or designate immediately upon conclusion of the meeting and shall be retained in accordance with any applicable legal requirements.
 - 10.12 The Chair or, as applicable, the Vice Chair shall adjourn the meeting.
11. A complainant may withdraw a complaint at any time by providing written notice to the Board Chair. Upon withdrawal, the Board may determine that no further action is required, or may proceed if it determines, on reasonable grounds, that the matter raises issues affecting the integrity and functioning of the Board.

Sanctions for Trustee Misconduct

12. In the event the Board concludes that the Trustee Code of Conduct has been violated, it may impose one or more sanctions proportionate to the nature, severity, frequency, and impact of the conduct, and as 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, but are not limited to:
- 12.1 A verbal reprimand delivered by resolution of the Board and recorded in the confidential record of the Board;
 - 12.2 A written reprimand or letter of censure;
 - 12.3 Removing the trustee from one, some, or all Board committees or other appointments of the Board;

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- 12.4 Temporary suspension of the trustee from attendance at closed (in camera) meetings, including access to materials pertaining to such meetings, for a defined period, where the Board determines, by resolution, that the measure is reasonably necessary to protect the confidentiality of the Board's information or integrity of the Board;
 - 12.5 Requiring the offending trustee to attend Board or Committee meetings electronically and not in person;
 - 12.6 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;
 - 12.7 Any other remedial action within the lawful authority of the Board that is reasonably appropriate to protect the integrity and effective functioning of the Board.
13. The Board shall report out to the public as required by section 72(3) of the *School Act* providing a general statement of the matters discussed at the closed (in camera) meeting and the general nature of the decisions reached, or such further information as the Board determines. The Board may make public a summary of its disposition of a complaint where it determines that disclosure is necessary to maintain public confidence in the governance of the Board and is consistent with its obligations under the Freedom of Information and Protection of Privacy Act and other applicable legislation. Prior to any public disclosure, the offending trustee shall, where reasonably possible, be provided with at least five (5) business days' notice and an opportunity to make representations to the Board regarding the proposed communication. The Board shall consider the trustee's representations prior to finalizing any public statement.

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

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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

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.

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Reviewed:

Revised:



Policy 14

- 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
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Revised:



Policy 14

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:

MEMORANDUM



Date: April 22, 2026
To: Board of Education
From: Steve Hopkins, Secretary-Treasurer
Re: Policy 7: Appendix – Trustee Election Bylaw

1.0 BACKGROUND

In preparation for the upcoming General School Trustee Elections taking place for October 17, 2026, the Board is required to review and, where necessary, amend its Trustee Election Bylaw to ensure alignment with current legislative requirements.

Section 38(5) of the School Act permits a board, where it has entered into an agreement with a local government to conduct trustee elections, to adopt a bylaw providing that the local government's election bylaws apply to trustee elections conducted under that agreement.

As School District No. 47 (qathet) has an agreement with the City of Powell River to conduct trustee elections on its behalf, an amendment is required to explicitly incorporate this authority into the Board's bylaw.

In addition, recent updates to provincial election guidance emphasize the protection of personal information in publicly available nomination documents, particularly where documents are shared electronically.

2.0 INFORMATION

To ensure legislative compliance and consistency with established practice, staff recommend two minor amendments to the Trustee Election Bylaw:

1. Application of Local Government Election Bylaws

To clarify the application of the City of Powell River's election bylaws where the City conducts trustee elections on behalf of the Board, the following amendment is proposed:

"2.2 Where the City has agreed to conduct a school trustee election on behalf of the School District, the election bylaw or bylaws of the City shall apply to the extent they do not conflict with sections 3 through 9 of this Bylaw."

This amendment aligns with section 38(5) of the School Act and reflects standard practice in harmonizing trustee elections with local government elections conducted under agreement.

2. Protection of Personal Information in Nomination Documents

To reflect current privacy expectations and provincial guidance, staff also recommend adding the following provision:

"Any nomination documents made available electronically shall be redacted in accordance with applicable privacy legislation."

This addition aligns with recent legislative updates and guidance that require the redaction of personal information in publicly accessible election materials, while still supporting transparency and public access to candidate information.

3.0 OPTIONS FOR ACTION

- (A) Approve Policy 7: Appendix – Trustee Election Bylaw, as amended; or
- (B) Direct staff to consider additional amendments to the bylaw.

4.0 STAFF RECOMMENDATION

THAT the Board of Education approve Policy 7: Appendix – Trustee Election Bylaw, as amended.

5.0 APPENDICES

- (A) Policy 7: Appendix – Trustee Election Bylaw (with markup)
- (B) Policy 7: Appendix – Trustee Election Bylaw (without markup)



TRUSTEE ELECTION BYLAW

This bylaw will provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

School District No. 47 (qathet) being a non-municipal trustee electoral area, under section 37(3) of the *School Act*, must conduct the trustee elections for the School District. Notwithstanding this requirement, section 38(4) of the *School Act*, allows the Board of Education to enter into an agreement with a local government to conduct the school trustee elections.

In School District No. 47 (qathet), trustee elections may be conducted for the School District by the The City of Powell River – {*School Act*, sec.37 (3)}. By agreement between the Board and the City of Powell River, the City will conduct the general school trustee elections for the School District. There will be five trustees elected to the Board.

In School District No. 47 (qathet), five trustees are elected at large.

The Board has established procedures and requirements under the authority of the *School Act* for trustee elections. The Board of Education, in an open meeting of the Board, enacts as follows:

1. Interpretation:

- 1.1. The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.
- 1.2. "Board "or" School Board " means the Board of Education of School District No. 47 (qathet).
- 1.3. "By-election " means a trustee election to fill a vacancy on the Board of Education in any of the circumstances described in section 36 of the *School Act*.
- 1.4. "City" means The City of Powell River.
- 1.5. "Election" means a trustee election.
- 1.6. "General voting day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.
- 1.7. "Minister" means the Minister of Education and Child Care.
- 1.8. "qathet Regional District" means the qathet Regional District.
- 1.9. "School District" means School District No. 47 (qathet).

2. Application

- 2.1. This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

Adopted: May 18, 2022

Reviewed: ~~January 8, 2025~~ April 22, 2025

Revised: ~~January 22, 2025~~ April 22, 2025



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2.2. Where the City has agreed to conduct a school trustee election on behalf of the School District, the election bylaw or bylaws of the City shall apply to the extent they do not conflict with sections 3 through 9 of this Bylaw.

3. Order of Names on the Ballot

3.1. The order of names of candidates on the ballot will be alphabetical.

4. Resolution of Tie Votes after Judicial Recount

4.1. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Nomination Deposit

5.1. No nomination deposit is required for nomination for the office of school trustee.

6. Mandatory Advance Voting Opportunities

6.1. Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.

6.2. Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, the second advance voting opportunity will be held:

6.2.1. For an election that is the subject of an agreement between the Board and the City of Powell River under which the City conducts the trustee election on behalf of the Board, or a municipal election is conducted in conjunction with the trustee election, the date specified for the additional mandatory advance voting opportunity as well as location and voting hours of any special voting opportunities in the general election bylaw of the City, as it is amended from time to time, shall apply in the trustee election.

6.2.2. For a trustee election that is not the subject of an agreement referred to in (a) the second advance voting opportunity shall be held on the third day before general voting day.

7. Additional Advance Voting Opportunities

7.1. The Chief Election Officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date, and the voting hours for these voting opportunities.

8. Additional General Voting Opportunities

Adopted: May 18, 2022

Reviewed: ~~January 8, 2025~~ April 22, 2025

Revised: ~~January 22, 2025~~ April 22, 2025



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- 8.1. The Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each election, and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

9. Public Access to Election Documents

- 9.1. The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 47 (qathet) for public access until 30 days after declaration of the election results at www.sd47.bc.ca. Any nomination documents made available electronically shall be redacted in accordance with applicable privacy legislation.
- 9.2. The Board authorizes but does not require the Chief Election Officer to post nomination documents of trustee candidates for public access, on the website of the City, or the website of the qathet Regional District until such time as established by the by-laws of these local governments.

10. Elections Conducted by the Board

10.1. Elector Registration

- 10.1.1. For all elections, a person may register as an elector only at the time of voting.

10.2. Mail Ballot Voting

- 10.2.1. As authorized under section 110 of the *Local Government Act*, voting may be done by mail for those electors who meet the criteria in paragraph (b).
- 10.2.2. The following electors are permitted to vote by mail ballot and to register to vote by mail:
 - 10.2.2.1. those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - 10.2.2.2. persons who expect to be absent from the School District electoral area on general voting day and at the times of all advance voting opportunities;
 - 10.2.2.3. persons who reside on Texada Island as it is remote from voting places at which electors are entitled to vote.
- 10.2.3. The following procedures for voting and elector registration must apply:
 - 10.2.3.1. Sufficient record will be kept by the chief election officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*;
 - 10.2.3.2. A person exercising the right to vote by mail under the provisions of section 110 may be challenged in accordance with, and on the

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grounds specified in section 126 of the *Local Government Act*, until 4:30 pm two days before general voting day.

- 10.2.4. The time limits in relation to voting by mail ballot will be determined by the chief election officer.
- 10.2.5. As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the chief election officer before the close of voting on general voting day.

Legal References: *School Act, Local Government Act*

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TRUSTEE ELECTION BYLAW

This bylaw will provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

School District No. 47 (qathet) being a non-municipal trustee electoral area, under section 37(3) of the *School Act*, must conduct the trustee elections for the School District. Notwithstanding this requirement, section 38(4) of the *School Act*, allows the Board of Education to enter into an agreement with a local government to conduct the school trustee elections.

In School District No. 47 (qathet), trustee elections may be conducted for the School District by the The City of Powell River – {*School Act*, sec.37 (3)}. By agreement between the Board and the City of Powell River, the City will conduct the general school trustee elections for the School District. There will be five trustees elected to the Board.

In School District No. 47 (qathet), five trustees are elected at large.

The Board has established procedures and requirements under the authority of the *School Act* for trustee elections. The Board of Education, in an open meeting of the Board, enacts as follows:

1. Interpretation:

- 1.1. The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.
- 1.2. "Board "or" School Board " means the Board of Education of School District No. 47 (qathet).
- 1.3. "By-election " means a trustee election to fill a vacancy on the Board of Education in any of the circumstances described in section 36 of the *School Act*.
- 1.4. "City" means The City of Powell River.
- 1.5. "Election" means a trustee election.
- 1.6. "General voting day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.
- 1.7. "Minister" means the Minister of Education and Child Care.
- 1.8. "qathet Regional District" means the qathet Regional District.
- 1.9. "School District" means School District No. 47 (qathet).

2. Application

- 2.1. This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

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- 2.2. Where the City has agreed to conduct a school trustee election on behalf of the School District, the election bylaw or bylaws of the City shall apply to the extent they do not conflict with sections 3 through 9 of this Bylaw.
3. Order of Names on the Ballot
 - 3.1. The order of names of candidates on the ballot will be alphabetical.
4. Resolution of Tie Votes after Judicial Recount
 - 4.1. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.
5. Nomination Deposit
 - 5.1. No nomination deposit is required for nomination for the office of school trustee.
6. Mandatory Advance Voting Opportunities
 - 6.1. Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.
 - 6.2. Unless the Board is exempted from the requirement for a second advance voting opportunity by Order of the Minister of Education, the second advance voting opportunity will be held:
 - 6.2.1. For an election that is the subject of an agreement between the Board and the City of Powell River under which the City conducts the trustee election on behalf of the Board, or a municipal election is conducted in conjunction with the trustee election, the date specified for the additional mandatory advance voting opportunity as well as location and voting hours of any special voting opportunities in the general election bylaw of the City, as it is amended from time to time, shall apply in the trustee election.
 - 6.2.2. For a trustee election that is not the subject of an agreement referred to in (a) the second advance voting opportunity shall be held on the third day before general voting day.
7. Additional Advance Voting Opportunities
 - 7.1. The Chief Election Officer is authorized to establish additional advance voting opportunities for each election and to designate the voting places, establish the date, and the voting hours for these voting opportunities.

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8. Additional General Voting Opportunities

- 8.1. The Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each election, and to designate the voting places and voting hours, within the limits set out in the *Local Government Act*, for such voting opportunities.

9. Public Access to Election Documents

- 9.1. The Board authorizes posting of nomination documents of trustee candidates on the website of School District No. 47 (qathet) for public access until 30 days after declaration of the election results at www.sd47.bc.ca. Any nomination documents made available electronically shall be redacted in accordance with applicable privacy legislation.
- 9.2. The Board authorizes but does not require the Chief Election Officer to post nomination documents of trustee candidates for public access, on the website of the City, or the website of the qathet Regional District until such time as established by the by-laws of these local governments.

10. Elections Conducted by the Board

10.1. Elector Registration

- 10.1.1. For all elections, a person may register as an elector only at the time of voting.

10.2. Mail Ballot Voting

- 10.2.1. As authorized under section 110 of the *Local Government Act*, voting may be done by mail for those electors who meet the criteria in paragraph (b).
- 10.2.2. The following electors are permitted to vote by mail ballot and to register to vote by mail:
 - 10.2.2.1. those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - 10.2.2.2. persons who expect to be absent from the School District electoral area on general voting day and at the times of all advance voting opportunities;
 - 10.2.2.3. persons who reside on Texada Island as it is remote from voting places at which electors are entitled to vote.
- 10.2.3. The following procedures for voting and elector registration must apply:
 - 10.2.3.1. Sufficient record will be kept by the chief election officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*;

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- 10.2.3.2. A person exercising the right to vote by mail under the provisions of section 110 may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act*, until 4:30 pm two days before general voting day.
- 10.2.4. The time limits in relation to voting by mail ballot will be determined by the chief election officer.
- 10.2.5. As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the chief election officer before the close of voting on general voting day.

Legal References: *School Act, Local Government Act*

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