

COMMITTEE OF THE WHOLE

4:00 pm, Wednesday, May 13, 2026
School Board Office

AGENDA

LAND ACKNOWLEDGEMENT

1. APPROVAL OF AGENDA

- 1.a) **MOTION:** “THAT the Committee of the Whole Meeting Agenda of May 13, 2026, be adopted as circulated.”

2. STANDING COMMITTEES

- 2.a) Finance and Facilities
- 2.a.i) 2026-2027 Annual Facility Grant
- Appendix A – 2026/2027 Proposed Annual Facility Grant Plans
 - Appendix B – 2026-2027 Annual Facility Grant Presentation Summary
- 2.a.ii) Budget Update (handout)
- 2.a.iii) Staffing Update (oral)
- 2.b) Education and Strategic Planning
- 2.b.i) Summer Learning Program Update (oral)
- 2.b.ii) School Supplies (oral)
- 2.b.iii) 2028-2029 School Calendar
- Appendix: Draft 2028-2029 School Calendar
- 2.c) Audit
- 2.c.i) N/A
- 2.d) Policy Development
- 2.d.i) Trustee Remuneration
- 2.d.ii) Policy 7 - Appendix - Trustee Election Bylaw
- 2.d.iii) Board Development Plan (discussion)
- 2.d.iv) BCSTA Policy Review
- Role of the Board
 - Delegation of Authority
 - Role of the Superintendent

3. COMMITTEE REPORTS

- 3.a) N/A

4. OTHER INFORMATION

4.a) Upcoming Events

Event	Date	Time
qSD Retirement Dinner Location: Seaside Restaurant	Thursday, June 4	6:00 pm
Brooks Graduation Location: Hap Parker Arena	Saturday, June 6	Doors at 4:00 pm Ceremony at 6:00 pm
Long Service Recognition Location: Brooks Grand Foyer	Thursday, June 11	4:00 pm
PIE Graduation Location: Crown Isle Resort and Golf Course	Thursday, June 18	Doors at 4:00 pm Ceremony at 6:00 pm
qTA Retirement Celebration Location: Cranberry Seniors' Centre	Thursday, June 18	4:00 pm
Brooks Award Night Location: Max Cameron	Wednesday, June 24	Gr 8-10 at 6:00 pm Gr 11-12 at 7:15 pm

ADJOURNMENT

SH/attachments

MEMORANDUM



Date: May 14, 2025
To: Committee of the Whole
From: Steve Hopkins, Secretary-Treasurer
Action: Approval of Annual Facility Grant Projects

1.0 BACKGROUND

The Annual Facility Grant (AFG) funding is provided as a lump sum amount annually which a board of education may expend for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset.
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design, construction, or addressing unsafe conditions.
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.
- A board of education is responsible for managing its AFG funds to enable planned or emergent health and safety expenditures to be addressed within a fiscal year.

2.0 ADDITIONAL INFORMATION

There are nine main categories of eligible AFG expenditures:

- **Accessibility upgrades** (improvements related to access for persons with mobility issues or physical disabilities).
- **Asbestos Abatement** (mitigation and/or remediation of asbestos affected areas).
- **Electrical upgrades** (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks).
- **Exterior Wall System upgrades** (improvements to protect the fabric of the building, including exterior painting, window, and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation).
- **HVAC upgrades** (improvements, replacements or provision of heating, ventilation, and air conditioning systems).
- **Interior Construction upgrades** (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming).
- **Plumbing upgrades** (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water).

- **Roofing upgrades** (scheduled roof replacements and major roof repairs).
- **Site upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety).

Expenditures for annual facility projects may include any associated consultant fees.

Examples of ineligible use of AFG include:

- Building expansions resulting in increases to gross facility area or design capacity.
- Building acquisitions.
- Site acquisitions.
- Acquisition of equipment, furnishings, personal computers and peripherals, servers, or vehicles and their accessories.

3.0 OPTIONS FOR ACTION

Option 1 – To approve the 2026/2027 proposed list of projects.

Option 2 – Make recommendations for further adjustments to the proposed list of projects.

4.0 STAFF RECOMMENDATION:

THAT: The Board of Education approve the proposed list of projects under the 2026/20267 Annual Facility Grant program.

5.0 APPENDICES

Appendix A – 2026/2027 Proposed Annual Facility Grant Plans.

Appendix B – 2026-2027 Annual Facility Grant Presentation Summary

2026/2027 Annual Facility Grant (AFG) Project Summary

Project Year	Project Name	Project Type	Facility	Funding Source	Budget
2026/2027	Fire Supression Engineering	Building	Brooks	AFG	\$ 12,000.00
2026/2027	Court Line Painting and Surfacing	Grounds	Brooks	AFG	\$ 30,000.00
2026/2027	Gym Floor Resurfacing	Building	Brooks	AFG	\$ 12,000.00
2026/2027	Band Shelving	Building	Brooks	AFG	\$ 5,000.00
2026/2027	Garage Door Replacement and Tank Installation	Building	Bus Garage	AFG	\$ 10,000.00
2026/2027	Boiler Upgrade	Building	Bus Garage	AFG	\$ 60,000.00
2026/2027	School Painting	Building	District	AFG	\$ 50,000.00
2026/2027	Gaga Ball Court Surfacing	Grounds	Edgehill	AFG	\$ 5,000.00
2026/2027	Bathroom Renovations	Building	Edgehill	AFG	\$ 125,000.00
2026/2027	Classroom Milwork	Building	Edgehill	AFG	\$ 75,000.00
2026/2027	Gaga Ball Court	Grounds	Henderson	AFG	\$ 12,000.00
2026/2027	Library Shelving	Building	Henderson	AFG	\$ 8,000.00
2026/2027	Gaga Ball Court	Grounds	James Thomson	AFG	\$ 12,000.00
2026/2027	Gym Sound Dampening (Tectum Panels)	Building	James Thomson	AFG	\$ 20,000.00
2026/2027	Playground rework (Sand top up, grass removal, rock removal)	Grounds	James Thomson	AFG	\$ 5,000.00
2026/2027	Electrical Room Expansion	Building	Kelly Creek	AFG	\$ 100,000.00
2026/2027	Gym Water Fountain	Building	Kelly Creek	AFG	\$ 5,000.00
2026/2027	Water Treatment System Replacement	Building	Kelly Creek	AFG	\$ 50,000.00
2026/2027	Gym Strip and Resurface	Building	Oceanview	AFG	\$ 52,000.00
2026/2027	Office Divider	Building	Oceanview	AFG	\$ 5,000.00
2026/2027	HVAC Upgrade Phase 1	Building	School Board Office	AFG	\$ 100,000.00
2026/2027	Tbar Ceiling	Building	School Board Office	AFG	\$ 10,497.00
2026/2027	Disc Golf	Grounds	Texada	AFG	\$ 5,000.00
2026/2027	Stage Lighting and Tbar	Building	Texada	AFG	\$ 5,000.00
2026/2027	Gym Floor Resurfacing	Building	Westview	AFG	\$ 12,000.00
2026/2027	Concrete work in rear playground area	Grounds	Westview	AFG	\$ 20,000.00
2026/2027	Westview Siding Replacement: Phase 2	Building	Westview	AFG	\$ 60,000.00
2026/2027	Fibar playground Topup	Grounds	Westview/Kelly Creek	AFG	\$ 10,000.00
					\$ 875,497.00

Available Budget \$ 875,497.00

2026/2027 Annual Facility Grant (AFG)

Project Summary

May 13, 2026

Presented by: Steve Hopkins



**2026/2027
Annual Facility
Grant Funding**

\$875,497

Annual Facility Grant is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.



Edgehill School

School will see the completion of the Major Capital project for the addition of 5 classrooms, Media-Tech, Music, and additional Student Support spaces this summer.

With crew mobilized to site for Major Capital work, it is opportunistic to add scope to projects to encompass existing building system as well.

2026/2027 Planned Project work Highlights

- Existing Washroom Renovations
- Existing Classroom Millwork



Henderson School

School had substantial work completed over the last two years, including full building HVAC. Building on the success of the Gaga ball court activity at Edgehill, it was requested to be expanded to Henderson School as well.

2026/2027 Planned Project work Highlights

- Gaga ball Court Installation
- Library Shelving Replacement



James Thomson School

Work planned to dampen the sound in the gym during sports activities as well as assemblies/concerts.

Similar to Henderson School, the success of the Gaga ball court at Edgehill has been requested to expand to James Thomson.

2026/2027 Planned Project work Highlights

- New Gaga Ball Court Installation
- Gym Sound Dampening Tectum Paneling



Kelly Creek School

Kelly Creek will see Phase 1 of the HVAC project Upgrade this year which includes a 3-phase electrical upgrade to support the elimination of propane fuel at this site.

In addition, the water treatment plant will be replaced and integrated with modern controls that can be remotely monitored.

2026/2027 Planned Project work Highlights

- Electrical Infrastructure Upgrades as part of the Phase 1 HVAC Upgrade for the school. Upgrades to electrical room
- Water treatment plant replacement
- Gym water fountain installed



Westview School

The school is overall in excellent shape and will undergo a lighting upgrade as part of the CNCP program. As with the previous year, the siding has prematurely failed and will continue replacing in phases over a few years with a focus on the most compromised areas.

Gym floor to be refinished (maintenance coat).

2026/2027 Planned Project work Highlights

- Hardie siding replacement – Phase 2
- Gym floor refinish
- Concrete work in back pathway/playground area



OVEC

OVEC gym has had increased use by both schools and community in the last few years. As we have gym flooring contractors engaged on the Edgehill Addition project, we will also have them opportunistically complete three of our gyms. The gym floor is due for a full strip, sand, lines repainted, and resurfaced.

2026/2027 Planned Project work Highlights

- Gym floor strip, sand, repaint, and resurface
- Office dividers for Auditory program



Texada School

An LED Lighting and T-bar ceiling was installed in the whole school except the stage area. The ceiling and lighting upgrade will be fully completed in the school, as well as a Disc golf course.

2026/2027 Planned Project work Highlights

- Stage lighting and Tbar Ceiling Completion
- Disc golf course



Brooks

Last year there were challenges in getting a qualified contractor to the qathet region in the period where outdoor painting is practical. We are working with qualified contractor to complete this project this year.

The fire suppression system is due for some limited upgrades in areas servicing the outdoor spaces (canopies, entries, etc).

2026/2027 Planned Project work Highlights

- Blacktop Sports court and line painting
- Gym floor refinishing
- Band Room shelving replacement
- Fire suppression system upgrades



District Sites

The Board Office deferred planned updates last year to support school site projects. Planned updates this year are to include phased HVAC replacement and T-bar ceiling in some spaces. The updates, in a phased approach, will spread out the capital cost over a few years and improve building efficiency/reliability.

The Operation Centre renovation plan remains as a phased approach to reduce annual costs and build usable office space in the years to come. The boiler units have far exceeded the expected life expectancy and are now oversized for the building area serviced. The boilers would be replaced by reusing the boilers removed from Henderson. The large bay doors have been replaced one at a time over the years with another planned for this year as well.



Thank you!



MEMORANDUM



Date: May 13, 2026
To: Board of Education
From: Steve Hopkins, Secretary-Treasurer
Re: 2026/2027 Budget Considerations

1.0 BACKGROUND

The annual budget serves as a financial plan to allocate resources for the operation and delivery of educational programs. The budget outlines how the district will spend its revenue, including operating costs, capital projects, and special programs, ensuring resources are aligned with the district's goals and strategic plans.

2.0 INFORMATION

In March of each year, the Ministry of Education and Child Care provides school districts with their estimated operating grants. These operating grants represent the bulk of the financial resources available to the Board and are used in the development of the annual budget.

Exclusive of additional funding required to support negotiated salary increases for employee groups, overall financial resources for the upcoming year are expected to remain largely consistent with the current year. However, as is typical in the budget planning process, adjustments may be made to how some services are delivered. Programs and services are regularly reviewed, strategies evaluated, and emerging needs and priorities are considered when introducing new initiatives or refining existing ones.

For the upcoming 2026/2027 school year, the following changes are anticipated:

- The approach to literacy intervention is being reimagined, with a shift in delivery through the implementation of three non-enrolling instructional coaches to assist with Tier 1 instruction.
- Learning assistance will be delivered by a district team of educators, rather than through school-based assignments. In consultation with district staff, school administrators, and teachers, this team will be deployed early in the new school year to address elementary needs once each school's requirements have been identified. These needs will be reassessed three times per year, with a revised schedule of services developed at each interval.
- Remedy supports will be allocated at the beginning of October following consultation with each affected classroom teacher, consistent with government policy. This approach is different than prior years, when it was agreed in advance that all teachers would pool their prospective remedy resources, resulting in part-time non-enrolling supports at each elementary school.
- At Brooks Secondary, as part of their teaching assignments, two teachers will have dedicated time within their schedules to support, Tier 1 literacy and numeracy instruction for Grades 8 and 9, and Technology literacy development for staff and students in Grades 8–12.
- One non-union support position associated with the Max Cameron Theatre at Brooks Secondary will be eliminated following the retirement of a long serving staff member, as the district shifts those resources more directly to traditional school-based supports.
- Support staff services associated with the theatre will also be reduced to reflect changes in its operations.

- To better align administrative support with school needs, a vice-principal position will be added back to Brooks Secondary so that there will be two vice-principals to support the school. The Vice-Principal responsible for international programming will continue to be based at the school while also directly supporting students in courses related to the international program.
- The financial resources in support of the vacant Director of Finance role will again be withdrawn in an effort to balance the budget and may be re-visited later in the year during the amended budget cycle.
- Other business-related supports will be reduced to start the year with the accommodation of an expanded personal leave for one staff member. This too may be re-visited later in the year.
- Summer learning opportunities are being adjusted, with the three-week elementary program being replaced with a four-week licensed childcare program. Three week summer learning opportunities at Brooks Secondary will be focused on academic review (Grades 8-9) focused on building numeracy and literacy skills and course recovery (Grades 10-12).
- Additional childcare programming during the school year is being expanded, including increased hours of service for before and after school care.
- The Feeding Futures school meal pilot program is in the final stages of development and is anticipated to be fully implemented next year Meals will be made centrally in the evenings at Brooks Secondary and delivered to elementary schools the following morning.

The narrative above is intended to summarize planned and deliberate changes to the delivery of a range of services within the budgeted resources. Additional adjustments may occur, as most supports are directly tied to student enrolment, which can fluctuate year to year. This summary is not intended to be exhaustive

MEMORANDUM



Date: May 13, 2026
To: Board of Education
From: Paul McKenzie, Superintendent
Re: School Calendar

1.0 BACKGROUND

The attached draft 2028/2029 school calendar has been reviewed with district administration, the District Parent Advisory Council (DPAC), and union partners over the past several weeks. Staff are now prepared to present the draft to the Board and seek support to proceed with the required public consultation period.

2.0 INFORMATION

Under the School Calendar Regulation, boards of education are required to submit a school calendar to the Ministry of Education and Child Care no later than March 31 of the year prior to implementation. As the 2026/2027 school calendar has already been submitted and approved, the District may proceed with consultation and approval of subsequent school years within the required timelines. The Regulation further requires that a proposed school calendar be made publicly available for consultation for a minimum of one month prior to submission to the Minister.

Public feedback will be gathered through a consultation process of at least one month, in accordance with Ministry requirements. Staff will return to the Board with a summary of consultation feedback for consideration at the June 2026 Regular Board Meeting. At that time, the Board will have the opportunity to amend or adopt the proposed 2028/2029 school calendar, allowing sufficient time for submission to the Ministry.

3.0 APPENDICES

(A) 2028/2029 Draft School Calendar



Local School Calendar
2028-2029

2028

Tuesday	September 5	Schools Open
Friday	September 29	Professional Development Day
Monday	October 2	Truth and Reconciliation Day (In lieu)
Monday	October 9	Thanksgiving Day
Friday	October 20	Professional Development Day (Provincial)
Wednesday	November 1	Parent Teacher Interviews at Elementary Schools
Monday	November 13	Remembrance Day (In lieu)
Friday	December 15 Dec. 18 to Jan. 1	Schools close (end of day) for Winter Vacation Winter Vacation

2029

Tuesday	January 2	Schools Re-open
Friday	February 16	Professional Development Day
Monday	February 19	B.C. Family Day
Friday	March 16 March 19-27	Schools Close (end of day) for Spring Break Spring Break <i>(March 28 & 29 - in lieu for two summer Pro-D days)</i>
Friday	March 30	Good Friday
Monday	April 2	Easter Monday
Tuesday	April 3	Schools Re-open
Friday	May 18	Professional Development Day
Monday	May 21	Victoria Day
Friday	June 29	Administrative Day, Schools Close



MEMORANDUM



Date: May 13, 2026
To: Board of Education
From: Steve Hopkins, Secretary-Treasurer
Re: Annual Review of Trustee Remuneration

1.0 BACKGROUND

Board Operations - Policy 7 - 14.2

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

2.0 INFORMATION

Teacher and support staff collective agreements expired in June of 2025. Teacher bargaining concluded in March of this year under a mandate of approximately 3% per year over the next four years. Although local support staff bargaining has not yet been concluded, a Provincial Framework has been agreed to under terms like that of teachers, 3% over the next four years. With a framework now in place for unionized staff, the Provincial Government has announced a framework for non-union staff for the 2025/2026 school year which is 2% for executive staff and 2.5% for all other non-union staff.

3.0 STAFF RECOMMENDATION:

THAT: 2026 trustee remuneration be increased by 2.5%.



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~~ May 13, 2026

Revised: ~~January 22, 2025~~ May 27, 2026



Policy 7 - Appendix

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.

Adopted: May 18, 2022

Reviewed: ~~January 8, 2025~~ May 13, 2026

Revised: ~~January 22, 2025~~ May 27, 2026



Policy 7 - Appendix

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*;

Adopted: May 18, 2022

Reviewed: ~~January 8, 2025~~ May 13, 2026

Revised: ~~January 22, 2025~~ May 27, 2026



Policy 7 - Appendix

- 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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Reviewed: ~~January 8, 2025~~ May 13, 2026
Revised: ~~January 22, 2025~~ May 27, 2026



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Policy 7 - Appendix

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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*;

Adopted: May 18, 2022
Reviewed: May 13, 2026
Revised: May 27, 2026



Policy 7 - Appendix

- 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*

Adopted: May 18, 2022
Reviewed: May 13, 2026
Revised: May 27, 2026

ROLE OF THE BOARD

The Board of Education School District No. 47 (qathet) is the corporate entity established by provincial legislation and is given authority by the *School Act* and attendant Regulations to provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.

The Board is charged with the responsibility for providing an education system that is organized and operated in the best interests of the students it serves. The *BC School Act* provides that the Board is responsible for the improvement of student achievement in the School District.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Developing and Maintaining a Culture of Student Learning

The Board shall:

- 2.1 Ensure Board agendas reflect the Board's commitment to improving student success.
- 2.2 Ensure the District's Strategic Plan and complimentary Operational Plan identifies student learning key results.
- 2.3 Ensure the Framework for Enhancing Student Learning is reviewed at least annually including identification of trends and issues.
- 2.4 Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget.
- 2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes is assessed annually.



Policy 2

3. Accountability to and Engagement of Community

The Board shall:

- 3.1 Make decisions that address needs for all District students.
- 3.2 Establish processes and provide opportunities for community engagement.
- 3.3 Report District student learning outcomes at least once annually to the community.
- 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 3.5 Meet with other levels of local government as required.
- 3.6 Model a culture of respect and integrity.

4. Strategic Planning and Reporting

The Board shall:

- 4.1 Provide overall direction for the District by establishing foundational statements.
- 4.2 Annually review the District's priorities and key results as indicated in the District's Strategic Plan.
- 4.3 Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results.
- 4.4 Approve the District Strategic Plan and any adjustments thereto.

5. Policy

The Board shall:

- 5.1 Identify how the Board is to function.
- 5.2 Delegate authority to the Superintendent and define commensurate accountabilities.
- 5.3 Identify the purpose to be achieved and the criteria for any new policies.
- 5.4 Make the final decision as to the approval of all policy statements.
- 5.5 Develop, assess, review, and revise policies as required to ensure intended results are being achieved, and that policies are consistent with legislation.
- 5.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

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



Policy 2

6. Board/Superintendent Relations

The Board shall:

- 6.1 Select and hire the Superintendent.
- 6.2 Provide the Superintendent with clear Board direction.
- 6.3 Delegate in writing, administrative authority, and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 6.4 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 6.5 Annually review Superintendent compensation.
- 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- 6.7 Ensure all Board members interact with the Superintendent in a respectful professional manner.

7. Political Advocacy/Influence

The Board shall:

- 7.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public School Employers' Association issues.
- 7.2 Advance District positions and priorities, including through BCSTA as applicable.
- 7.3 Act as an advocate for public education and the District.
- 7.4 Advocate on behalf of students and community.
- 7.5 Promote meetings and maintain timely, frank, and constructive communication with locally elected officials including representation on municipal committees.
- 7.6 Arrange meetings with elected provincial/federal government officials and Indigenous organizations to communicate and garner support for the District's priorities and directions.

8. Board Development

The Board shall:

- 8.1 Annually develop Board development activities aligned with District priorities and Board evaluation outcomes.
- 8.2 Annually evaluate the Board's effectiveness.

Adopted: May 18, 2022
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Policy 2

9. Fiscal Accountability

The Board shall:

- 9.1 Approve a budget process and timelines annually.
- 9.2 In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget.
- 9.3 Approve the annual budget and allocation of resources to achieve desired results, including strategic priorities.
- 9.4 Annually approve the District's updated Five-Year Capital Plan.
- 9.5 Annually appoint the external auditor and approve the terms of engagement.
- 9.6 Review annually the audit report and management letter and approve those recommendations to be implemented.
- 9.7 Approve the acquisition and disposition of District land and buildings.
- 9.8 Approve the spending plan for the annual facilities grant.
- 9.9 Approve the amended annual budget.
- 9.10 Monitor the fiscal management of the District through receipt of monthly fiscal accountability reports.
- 9.11 Approve borrowing for capital expenditures within provincial restrictions.

Additional Responsibilities

The Board Shall:

1. Approve the District calendar in accordance with legislation and collective agreements.
2. Approve Board Authority Authorized Courses.
3. Approve contracts and agreements as required by legislation.
4. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
5. Ratify Memoranda of Agreement with Bargaining units.
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Adopted: May 18, 2022
Reviewed: January 8, 2025
Revised: January 22, 2025



Policy 2

10. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of any district facility or land.

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77. 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 *School Act*

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

BOARD DELEGATION OF AUTHORITY

The *School Act* allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with provincial legislation, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the *School Act* and regulations as well as authority or responsibility set out in other legislation or regulations.
- Includes the ability to enact Administrative Procedures required to carry out this authority.
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any significant new provincial, regional, or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Board expressly delegates to the Superintendent and, at their discretion, a designate, the authority to discipline, suspend or dismiss an employee, subject to the limitations of legislation, collective or contractual agreements and Board policy. Any suspensions or dismissals shall be reported to the Board as soon as practicable.
2. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal or provincial legislation.

Legal Reference: Sections 22, 65(2)c, 74, 85 *School Act*

Adopted: May 18, 2022
Reviewed: November 13, 2024
Revised:

ROLE OF THE SUPERINTENDENT

Background

The Superintendent is the Chief Executive Officer of the District. The Superintendent reports directly to the Board and is accountable to the Board of Education for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent. Whereas Section 77 of the *Freedom of Information and Protection of Privacy Act of British Columbia* requires that the Board of Education name an official corporate head, the Board of Education names the Superintendent of Schools as the official head of the school district for the purposes of the Act.

Specific Areas of Responsibility

1. Educational Leadership and Student Learning
 - 1.1 Provides leadership in all matters relating to education in the District.
 - 1.2 Implements directions established by the Minister.
 - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning, and positive citizenship.
 - 1.4 Reports annually on student results.
2. Student Well-Being
 - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
3. Fiscal Responsibility
 - 3.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the *School Act* or any other Act or regulation.
 - 3.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 3.3 Prepares and presents a budget which reflects Board priorities.
 - 3.4 Ensures the Board has current and relevant financial information.
4. Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy. Policy/Administrative Procedures



Policy 12

- 4.2 Provides support to the Board regarding the planning, development, implementation, and evaluation of Board policies.
 - 4.3 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.
5. Superintendent/Board Relations
- 5.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 5.2 Provides the information and counsel which the Board requires to perform its role.
 - 5.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
6. Strategic Planning and Reporting
- 6.1 Leads the development and implementation of the strategic planning process.
 - 6.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
 - 6.3 Reports annually on results achieved.
7. Organizational Management
- 7.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
8. Communications and Community Relations
- 8.1 Internal and external communications are developed and maintained which build staff and community support for Board directions.
9. Leadership Practices
- 9.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Legal Reference: Section 22, 85 *School Act*

Adopted: May 18, 2022
Reviewed: November 13, 2024
Revised: