

COMMITTEE OF THE WHOLE

4:00 pm, Wednesday, September 9, 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: G. CONTI

SECONDED: M. MASON

THAT the Committee of the Whole Meeting Agenda of September 9, 2026, be adopted as amended.

STATUS: CARRIED

“Community Engagement” was added to the agenda as item 3.d. at the request of Trustee Mason.

2. STANDING COMMITTEES

2.a) Audit

2.a.i) 2025/2026 - Audited Financial Statements

Secretary-Treasurer Hopkins presented the 2025/2026 Audited Financial Statements and supporting Financial Statement Discussion and Analysis. The year concluded with revenue exceeding expenses by approximately \$1.6 million, contributing to the rebuilding of the District’s accumulated surplus, with the unrestricted portion now approaching \$2 million. The Board reviewed operating and special purpose fund results, capital activity, year-over-year spending variances, and the carry-forward of unspent restricted funds. Discussion included the use of special purpose funding, Indigenous Education Council governance funding, and the District’s capacity to accommodate future enrolment growth. Staff noted that some 2025/2026 savings, including reduced maintenance and technology expenditures, are not expected to be sustainable as ongoing measures.

2.b) Finance and Facilities

2.b.i) 2027/2028 - Minor Capital Plan

Secretary-Treasurer Hopkins presented the proposed 2027/2028 Minor Capital Plan. The proposed plan includes projects under the School Enhancement, Carbon Neutral Capital, Bus Acquisition, and Playground Equipment programs, including mechanical and solar upgrades and playground replacement at Kelly Creek. Discussion included the District's plans for future electric bus infrastructure and whether electric vehicles can be transported reliably by ferry given recent changes to BC Ferries requirements. Staff will confirm the rationale for the change and report back. It was also noted that older playground equipment at Kelly Creek may be removed as it reaches the end of its useful life.

RECOMMENDATION: THAT the Board of Education approves the submission of the Minor Capital Plan as presented.

2.c) Education and Strategic Planning

2.c.i) N/A

2.d) Policy Development

2.d.i) N/A

3. OTHER INFORMATION

3.a) Administrative Procedure Updates

3.a.i) AP 160 – Safety in the Workplace and related forms

Health and Safety Manager Lisa McMurray presented revisions to the AP and related incident reporting forms. Discussion focused on the use of “incident” and “accident” terminology, which was clarified to be interchangeable, as well as risk classifications and the process for completing investigation forms. It was clarified that supervisors complete the investigation based on information provided by the employee, with the goal of identifying contributing factors and preventing future incidents. The forms have been consolidated and simplified, particularly for lower-risk incidents, and have been reviewed through the District's health and safety processes. The importance of clear and accurate reporting was emphasized as staff become familiar with the revised forms.

3.a.ii) AP 175 – Safety: Violence in the Workplace and related forms

Ms. McMurray shared revisions to AP 175, Safety: Violence in the Workplace, and related reporting forms, focusing primarily on how the revised forms align with the procedure. The importance of identifying and anticipating potential risks, developing appropriate prevention strategies, and ensuring clear reporting and follow-up processes was highlighted. The Board also discussed how the revised forms and procedures will be communicated. Updated materials will be shared with principals for dissemination to staff, incorporated into a consolidated health and safety section on the staff portal, and may also be included in October professional development.

3.b) Board Meeting Calendar – Proposed Amendment

3.b.i) Revised 2026/2027 Board Meeting Calendar

The Board reviewed a proposed amendment to the 2026/2027 Board Meeting Calendar, which would move the November Regular Meeting to November 18. It was further noted that the inaugural meeting is scheduled for November 4. November 12 was proposed as a

potential date for trustee orientation; however, the orientation is not included on the Board Meeting Calendar.

RECOMMENDATION: THAT the Board of Education approve the revisions to the 2026/2027 Board Meeting Schedule.

3.c) Indigenous Focused Learning Day Summary

Superintendent McKenzie shared an overview of plans for the Indigenous Focused Learning Day on September 25. District employees will travel by bus to the Nation, with the journey forming part of the learning experience through the sharing of information about local landmarks and the area. The day is being planned in collaboration with local Knowledge Keepers, and strong interest and excitement were noted. Trustees were encouraged to register and participate

3.d) Community Engagement

The Board continued discussion on opportunities to strengthen and more explicitly document the District's engagement and consultation practices, particularly for significant decisions and changes. While consultation is already embedded in many existing structures and processes, there was interest in developing a clearer and more intentional approach that identifies when and how engagement occurs. Discussion included the potential for expectations to be reflected in operational planning, policy, or established protocols, as well as opportunities to build staff capacity and skills. The importance of consistent practices that build trust, support collaboration, and ensure people feel heard was emphasized, particularly as the District transitions to a new Board. Staff will consider opportunities to further support and document engagement practices.

4. ADJOURNMENT

MOVED: D. LAWSON

THAT the Committee of the Whole Meeting of September 9, 2026, be adjourned.

STATUS: CARRIED