



AGENDA
Open Board Meeting

Tuesday, April 2, 2024

4:30 p.m.

Boardroom - Public Participation via Zoom

Pages

1. CALL TO ORDER

'Uy' skweyul, sii'em' nu siiye'yu. 'Uy nu shqwaluwun kwunus 'i lumnalu. I would like to acknowledge that this meeting is taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the April 2, 2024 Open Board Meeting."

3. APPROVAL OF THE CONSENT AGENDA

4. MINUTES

4.1 Minutes of the March 5, 2024 Open Board Meeting

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the March 5, 2024 Open Board Meeting."

4 - 10

5. RECOGNITION AND DELEGATIONS

5.1 Recognition: BC Winter Games Gold Medalists

Grayson Magee (CHSS) - 2 gold in Archery

Elijah Ludlow (Quamichan) - gold in Judo

Maika Jay (FKSS) - Team gold in Artistic Gymnastics

6. REPORT OF CLOSED MEETING

6.1 Report of Closed Meeting

7. OLD BUSINESS

7.1 Action List

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| | | |
|-------|--|---------|
| 8. | SUPERINTENDENT OF SCHOOLS | |
| 8.1 | Personnel | |
| 8.1.1 | Communication Process re Principal/Vice-Principal Transfers 2024/2025 | |
| 8.2 | For Board Information | |
| 8.2.1 | National Day of Mourning - April 28, 2024 | |
| 8.2.2 | Earth Day - April 22, 2024 | |
| 8.2.3 | National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S), also known as Red Dress Day - May 5, 2024 | |
| 8.2.4 | Superintendent's Update | |
| 9. | SECRETARY-TREASURER | |
| 9.1 | For Board Information | |
| 9.1.1 | 2024-2025 Budget Process Update | 12 |
| 9.2 | For Board Action | |
| 9.2.1 | 2024-2025 Five-Year Capital Plan Response Letter <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 2024/25-CPSD79-01 Capital Plan 2024/25."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2024/25-CPSD79-01 Capital Plan 2024/25."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) consider three readings of Capital Bylaw No. 2024/25-CPSD79-01 Capital Plan 2024/25 at this meeting."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No.2024/25-CPSD79-01 Capital Plan 2024/25."</i> | 13 - 17 |
| 10. | COMMITTEES AND OUTSIDE ORGANIZATIONS | |
| 10.1 | Motions arising from the March 26, 2024 BEBC Meeting: <i>"That the Board of Education of School District No. 79 (Cowichan Valley) approves the 2025/26 and 2026/27 International Student Program fees as presented."</i> <i>"That the Board of Education of School District No. 79 (Cowichan Valley) review the recommendations made by the Drinkwater Elementary students during their presentation on the 'Be Smarter' Digital Citizenship Code of Conduct."</i> | |
| 11. | UPCOMING MEETINGS AND EVENTS | |
| 11.1 | Schedule of Upcoming Meetings and Events | 18 |

12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

"That there being no further business, the meeting be adjourned."

**MINUTES OF THE OPEN MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 79
(COWICHAN VALLEY)**

**Tuesday, March 5, 2024, 4:30 p.m.
Boardroom - Public Participation via Zoom**

PRESENT

**Trustee Cathy Schmidt, Chair
Trustee Elizabeth Croft, Vice-Chair
Trustee Randy Doman
Trustee Cindy Lise
Trustee Eduardo Sousa (via Zoom)
Trustee Jennifer Strachan
Trustee Joe Thorne
Jason Sandquist, Secretary-Treasurer
Robyn Gray, Superintendent
Margaret Olsen, Associate Superintendent
Darlene Reynolds, Associate Superintendent
Mike Russell, Director of Communications
Jeffrey Robinson, Director of Operations
Jeff Rowan, Director of Inclusive Learning
Darcy Hoff, Temporary Director of Inclusive Learning
Claudia McMahon, Associate Secretary-Treasurer
Claire Spencer, Recording Secretary**

1. CALL TO ORDER

Trustee Schmidt called the meeting to order at 4:31 p.m. and acknowledged that the meeting was taking place on the lands of the Hul'q'umi'num' speaking people, specifically the Kwa'mutsun village. The Board of Education is honoured to be able to collaboratively walk beside the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, and Lyackson Peoples who have cared for this land for thousands of years. May we walk gently on the ceded and unceded territories of their lands as we work together to lift up all of the xe'xe' smun'eem.

2. ADOPTION OF AGENDA

2.1 Motion to Adopt Agenda

Moved by Trustee Doman
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the March 5, 2024 Open Board Meeting."

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

Moved by Trustee Croft
Seconded by Trustee Strachan

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of March 5, 2024, as presented."

CARRIED

4. MINUTES

4.1 Minutes of the February 6, 2024 Open Board Meeting

Moved by Trustee Thorne
Seconded by Trustee Doman

"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the February 6, 2024 Open Board Meeting."

CARRIED

5. RECOGNITION AND DELEGATIONS

5.1 Quamichan Wrestling: Provincials

Trustee Sousa joined the meeting at 4:37 p.m.

The Board recognized Quamichan Lightning Wrestlers Aoife Mann, Beatrix Klatt, Mason Martin, Rheo Loiselle, Team Manager Maddison Campbell and Coach Ryan Yewchin. The Quamichan Lightning wrestlers, in the school's first ever school season of wrestling, won berths to advance to and compete in the 2024 BCSS Wrestling Provincial Championship at the PNE Forum in Vancouver February 23-24. The Quamichan Grade 8/9 wrestlers spent their last two tournaments competing against students in Grade 10, 11 and 12. These four wrestlers qualified through Island Championships to compete at Provincials where they came away with wins, memories, goals and a great experience. Each of these wrestlers was able to walk out of the PNE Forum with a win - an amazing accomplishment for these young wrestlers. Aoife Mann came away with a 1-2 record at Provincials in the 54kg Girls class and experienced wrestling against a provincial champion. Beatrix Klatt finished with a 3-2 record at Provincials in the 64kg Girls weight class with all her wins coming via pin. Mason Martin battled to a tough 1-2 record at Provincials in the 51kg Boys class. He was explosive and offensive throughout the entire tournament. Rheo Loiselle did extremely well, coming away with a 1-2 record in the 66kg Boys class at his first ever Provincial championship. Madison Campbell was a great Team Manager supporting the Coach. She organized singlet sign out and return, filmed matches, ensured athletes were warmed up and on time. The Board is proud of these young wrestlers' hard work and accomplishments and was pleased to recognize Aoife, Beatrix, Mason, Rheo, Madison and Coach Ryan with a token of its thanks.

5.2 District Psychologists

District Psychologists Lila Boulet, Kelly McManus, and Rhonda Geres-Smith were recognized by the Board for the extensive work they completed to become Licensed School Psychologists under the College of Psychologists of BC, all while continuing to provide great support to schools and learners. School Psychologist credentialing in BC is changing in May 2024, and all three psychologists have successfully completed the two-hour written jurisprudence exam on the knowledge and science of law pertaining to legal and ethical requirements for Licensed School Psychologists. The Board recognized them with a token of its thanks.

6. REPORT OF CLOSED MEETING

6.1 Report of Closed Meeting

Prior to the Open Meeting the Board met in Closed session where it discussed personnel, facility, and programming items. The Board will return to Closed session following this meeting as its business was not concluded.

7. OLD BUSINESS

8. SUPERINTENDENT OF SCHOOLS

8.1 Personnel

8.1.1 Staff Introductions

Trustees were introduced to:

- Ixchel Bradley began her role as Principal of Chemainus Elementary/Thetis Island Elementary on February 26 and comes to us from the Surrey School District;
- Nicole Davey, who joins us from Bulkley Valley School District, started her role as Temporary Principal of Maple Bay Elementary on January 31;
- Chris Baker, Capital Manager, returned the District February 22 after a short absence.

8.1.2 Principal/Vice-Principal Update

- Penny Butler has been appointed Temporary Vice-Principal at Frances Kelsey Secondary;
- Lindy Thompson has been appointed Temporary Vice-Principal at Cowichan Secondary.

8.1.3 Principal/Vice-Principal Transfer Process 2024/2025

The Superintendent is in discussions with Principals and Vice-Principals regarding next year's assignments. An announcement of placements for the 2024-2025 school year will be made at the end of April.

8.2 For Board Information

8.2.1 2024 Graduation and District Year-End Events

The revised list of graduation and year-end events was reviewed.

8.2.2 District Scholarship Presentations

This year the District has been allocated 66 scholarships, which will be distributed among the high schools based on their number of graduates. Trustees are invited to assist in judging the events, and should contact Sharlaine Gale by March 31, 2024 if they are interested in participating.

8.2.3 Superintendent's Update

Acknowledgements/Appreciation: Cowichan Valley Teachers' Federation, Cowichan Valley Principals' and Vice-Principals' Association (CVPVPA) and Canadian Union of Public Employees were acknowledged for organizing and holding their professional development on the February 16 non-instructional day. The CVPVPA Executive was also acknowledged for leading their Association on "Time for a Change."

Skills and Trades Update:

- The Superintendent had the great opportunity to go to the Skills Canada Regional Competition at VIU Nanaimo on February 29 to see our students compete in carpentry, welding, culinary arts and hairdressing. Winners from the Regional Competition will have the opportunity to compete in the Provincial Competition in Abbotsford on April 17.
- The Careers Department has organized Skills Canada Competitions for Gear Bot (students use their computer programming skills to maneuver a robot around a map efficiently without hitting various obstacles) and Sumo Bot (competitors

use their prebuilt remote-controlled robots to try to push their opponent out of a sumo ring) at CVOLC on March 6.

- On April 16 thirty students will be attending the Women in Trades Training event at Camosun College, which offers a variety of hands-on activities in trades and career options.
- On February 14 twenty eager high school students from across the District started their Early Childhood Education (ECE) 130 course (Principles and Practices of Wellness) at VIU Cowichan Campus. On completion of this course, students can work as Early Childhood Assistants or continue schooling to complete their ECE diploma after graduation. This course has been offered to our students for the last three years as part of an ECE expansion pilot project from the Ministry of Education and Child Care.

Early Learning Events:

- Ready, Set, Learn are community-based events sponsored by the Ministry of Education and Child Care which will be held at four locations throughout the Cowichan Valley between April 2-30. The theme this year is dinosaurs.
- Ready, Set, Go are school-based events held in May for incoming Kindergarten students. This year's theme is frogs.

BC Student Learning Survey: The survey is available online from January 8 to May 3 for students and parents in Grades 4, 7, 10 and 12, and all staff in BC public schools. The evidence collected from the survey informs decisions in the District.

French Immersion: From February 4-10 Ecole Mt. Prevost recognized French Immersion Celebration Week by sharing fun facts about French Immersion and Francophone culture. They also came together to prepare for their annual Winter Carnaval which they celebrated February 20-23. The children, parents, and staff of Ecole Cobble Hill celebrated Carnaval February 5-9, coinciding with French Immersion Celebration Week. Highlights included Carnaval Opening Ceremony assembly, canoe races in the gym, wear plaid day, Carnaval games, Potluck, French-Canadian Film Festival, and an end of Carnaval Parade on the Friday.

International Women's Day: March 8 is a global day celebrating the social, economic, cultural and political achievements of women. The day also raises awareness of the progress made towards achieving gender equality and the work remaining to be done. The theme for 2024 is "Invest in Women: Accelerate Progress."

CUPE Spring Break Professional Development Opportunity: Inclusive Education is offering Understanding Autism for 30 participants from March 18-22.

Field Trips: The Superintendent approved an out-of-province field trip for students in the International Student Program to participate in a bus tour of the Rocky Mountains from March 18-21. Two international trips which have previously been approved by the Board will be underway shortly. Cowichan Secondary's international student exchange to Lyon, France will take place from March 9 to April 6. Cowichan Secondary's educational tour to Spain and France will take place March 10 to 21.

Administrative Procedures Update: New AP 169 – Identity, Belonging and Connection was developed to support Policy 25 – Identity, Belonging and Connection. AP 354 - Physical Restraint and Seclusion of Students was revised to align with current practices and Ministry guidelines, and to align with current District non-violent response practices.

Long Service Tea: A recognition tea honouring long-service staff members who have 25, 30 or 35 years of service will be held March 7.

Youth Action Day: On March 8 an event co-developed by the Cowichan Intercultural Society and District students will be held for students from across the District on anti-racism and global awareness.

8.3 For Board Action

8.3.1 Three-Year School Calendar 2024-2027

Trustee Sousa left the meeting at 4:37 p.m.

We are in the last year of the previously-approved calendar. The proposed three-year calendar was made public at the January 30, 2024 BEBC Meeting and the February 6, 2024 Board Meeting before going through a public consultation process. The Board was briefed on the feedback received at the February 27, 2024 BEBC Meeting.

Moved by Trustee Croft
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) approves the three-year calendars as presented and directs staff to prepare the final documentation to submit to the Ministry of Education by March 31, 2024."

CARRIED

9. SECRETARY-TREASURER

9.1 For Board Action

9.1.1 Consideration of the Closure of Cowichan Secondary School

On June 6, 2023 the Board passed a motion putting Cowichan Secondary into the closure and disposal consultation process. Over the following six months the Board held a public meeting (November 14, 2023) and issued a public survey which received over 200 responses. The data was consolidated and brought to the Board and made available to the public on our website. Feedback was also received from students via the District Student Advisory Council, and from partner groups at an Advisory Committee Meeting. There is little impact if the school is closed following the opening of the new Quw'utsun Secondary as the closure wouldn't impact catchment areas or change programming.

Trustee Sousa rejoined the meeting at 5:03 p.m.

Moved by Trustee Croft
Seconded by Trustee Thorne

"That the Board of Education of School District No. 79 (Cowichan Valley) hereby permanently closes Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009), effective December 31, 2024."

CARRIED

Moved by Trustee Thorne
Seconded by Trustee Lise

"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Cowichan Secondary School Closure Bylaw No. 24-01."

CARRIED

Moved by Trustee Doman
Seconded by Trustee Strachan

“That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Cowichan Secondary School Closure Bylaw No. 24-01.”

CARRIED

Moved by Trustee Thorne
Seconded by Trustee Lise

“That the Board of Education of School District No. 79 (Cowichan Valley) considers giving three readings to Cowichan Secondary School Closure Bylaw No. 24-01 at this meeting.”

CARRIED

Moved by Trustee Lise
Seconded by Trustee Doman

“That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Cowichan Secondary School Closure Bylaw No. 24-01.”

CARRIED

9.1.2 Cowichan Secondary School Disposal

Having passed the School Closure Bylaw, the Board can determine whether to maintain the facility or apply to the Ministry for approval to dispose of it. The guidelines set out by the Ministry direct Boards to consider the future enrolment growth (including K-12, adult, and early learning), alternative community use of surplus space in school buildings and other facilities, and to consider community input. In addition to the public consultation process, the Board has also consulted with local governments. Feedback through the survey and public meeting indicated that about 2/3 of respondents felt the Board should dispose of the property as data didn't indicate any enrolment growth in the central zone, and the high cost of seismic repairs required for safe occupancy. The new Quw'utsun Secondary is designed for a 400 capacity addition if enrolment increases. The Ministry's disposal application process is lengthy and includes another phase of local government consultation, and if there's no interest then it becomes available for public procurement.

Moved by Trustee Thorne
Seconded by Trustee Doman

“That the Board of Education of School District No. 79 (Cowichan Valley) determines that Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009) is not required for future educational purposes and will not be required for educational purposes for 10 years or more.”

CARRIED

Moved by Trustee Lise
Seconded by Trustee Thorne

“That the Board of Education of School District No. 79 (Cowichan Valley) apply to the Ministry of Education and Child Care for approval to dispose of Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009).”

CARRIED

10. COMMITTEES AND OUTSIDE ORGANIZATIONS

10.1 Provincial Council February 24, 2024

Trustee Croft advised that the February 24 Provincial Council meeting included a preview of the budget. Future February Provincial Council meetings will be held virtually which will help offset rising costs of holding the AGM. A request was made that networking time be included in any online meetings.

11. UPCOMING MEETINGS AND EVENTS

11.1 Schedule of Upcoming Meetings and Events

The Schedule of Upcoming Meetings and Events was reviewed.

12. CORRESPONDENCE

13. NEW BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

15.1 Motion to Adjourn

The meeting adjourned at 5:16 p.m.

Moved by Trustee Doman
Seconded by Trustee Strachan

"That there being no further business, the meeting be adjourned."

CARRIED

Cathy Schmidt, Chair

Jason Sandquist, Secretary-Treasurer

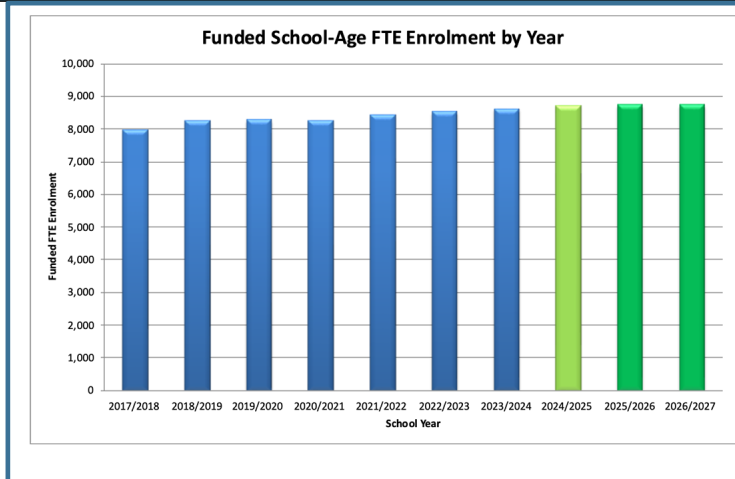
ACTION LIST FOR OPEN MEETINGS

| Description | Assigned To | Action | Disposition / Completion |
|-------------|-------------|--------|--------------------------|
|-------------|-------------|--------|--------------------------|

| March 5, 2024 | | | |
|--------------------------------|-----------------|--|-------------|
| Three-Year Calendar 2024-2027 | Robyn Gray | Prepare the final documentation to submit to the Ministry of Education by March 31, 2024. | Completed |
| Disposal of Cowichan Secondary | Jason Sandquist | Apply to the Ministry of Education and Child Care for approval to dispose of Cowichan Secondary School, located at 2652 James Street, Duncan, B.C. (Facility No. 7965009). | In progress |

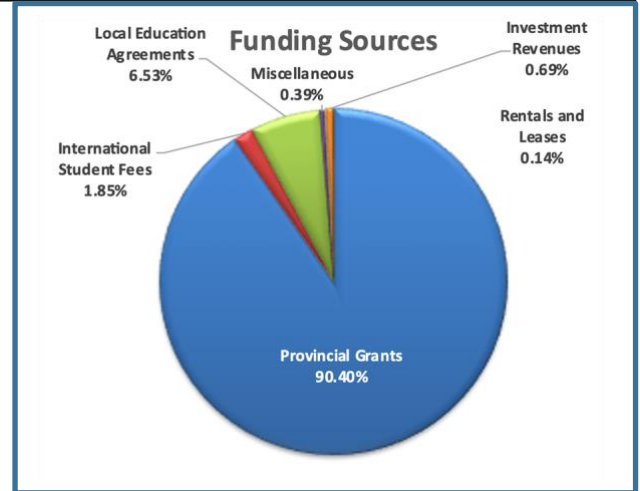
Funded Enrolment

Enrolment growth is slowing and is projected to increase by 71 FTE next year



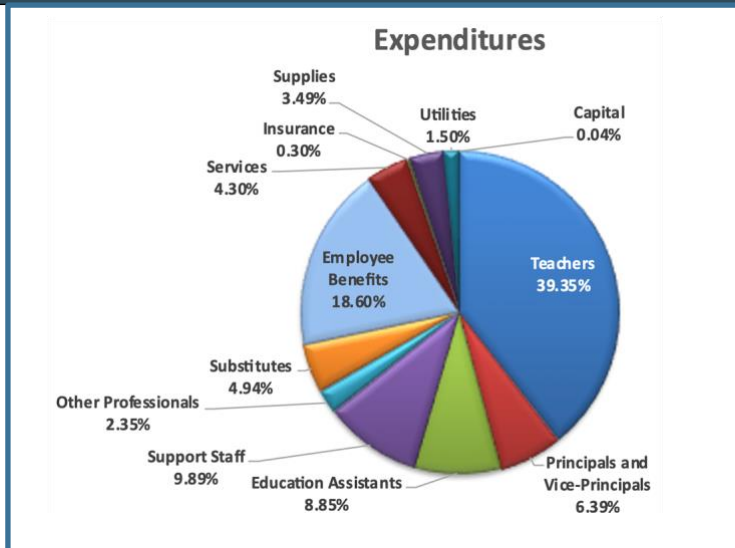
Funding Sources

The Provincial Grants have increased due to enrolment growth and funding for a 3% wage increase



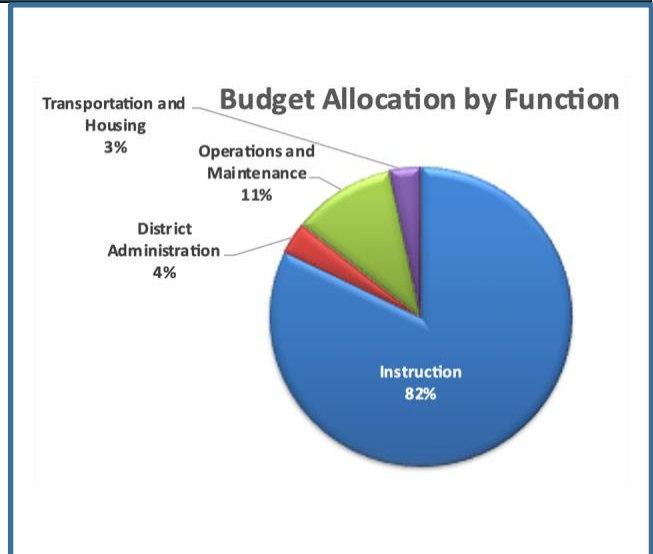
Expenditures

Wages and benefits are 90% of the budget with 10% made up of services and supplies



Function

The majority of funding (82%) is focused on Instruction



Budget Comparison

The draft budget before utilizing surplus has a shortfall of \$3,574,719

| Budget Comparison | 2024/2025 Annual Budget (Draft) | 2023/2024 Amended Annual Budget | 2023/2024 Annual Budget | 2022/2023 Amended Annual Budget | 2022/2023 Annual Budget |
|---------------------|---------------------------------|---------------------------------|-------------------------|---------------------------------|-------------------------|
| Revenue | 108,103,149 | 105,623,056 | 102,969,884 | 93,912,252 | 91,886,255 |
| Surplus Utilization | - | 3,651,029 | 2,322,931 | 3,086,771 | 2,231,795 |
| Expenditure | 111,677,868 | 109,274,085 | 105,292,815 | 96,999,023 | 94,118,050 |
| Balance | (3,574,719) | - | - | - | - |



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent
School District No. 79 (Cowichan Valley)

Capital Plan Bylaw No. 2024/25-CPSD79-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District’s 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts’ Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- 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)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

| Facility Name | Program Project Description | Amount Funded by Ministry | Next Steps & Timing |
|--|-------------------------------------|---------------------------|--|
| Quamichan School | SEP - HVAC Upgrades | \$675,000 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Tansor Elementary | CNCP - HVAC Upgrades | \$900,000 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Alex Aitken, Bench Elementary, Crofton Elementary Community School, Drinkwater Elementary, Ecole Cobble Hill Elementary, Ecole Mount Prevost Elementary, Mill Bay Elementary, Palsson Elementary | FIP - Kitchen Equipment and Upgrade | \$200,000 | Proceed to design, tender & construction. To be completed by March 31, 2025. |

New projects for BUS

| Existing Bus Fleet # | New/Replacement Bus Type | Amount Funded by Ministry | Next Steps & Timing |
|----------------------|------------------------------------|---------------------------|--|
| 7793A | D (80+RE) with 0 wheelchair spaces | TBD - See Note Below | Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org |
| 7790A | D (80+RE) with 0 wheelchair spaces | TBD - See Note Below | Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org |
| 7792A | D (80+RE) with 0 wheelchair spaces | TBD - See Note Below | Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from |

| | | | |
|--|--|--|---|
| | | | the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org |
|--|--|--|---|

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry’s Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry’s Capital Asset Planning System (CAPS) online platform) will be available on the Ministry’s [Capital Planning](#) webpage by April 1st, 2024.

School districts’ capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

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

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive style.

Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

**CAPITAL BYLAW NO. 2024/25-CPSD79-01
CAPITAL PLAN 2024/2025**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 79 (Cowichan Valley) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education and Child Care (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 2024/2025 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 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 79 (Cowichan Valley) Capital Bylaw No. 2024/25-CPSD79-01.

READ A FIRST TIME THE 2nd DAY OF APRIL, 2024;
READ A SECOND TIME THE 2nd DAY OF APRIL, 2024;
READ A THIRD TIME, PASSED THE 2nd DAY OF APRIL, 2024.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 79 (Cowichan Valley) Capital Bylaw No. 2024/25-CPSD79-01 adopted by the Board the 2nd day of April, 2024.

Secretary-Treasurer

SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS

| MEETING | DATE/TIME | LOCATION |
|--|-----------------------|----------------------------|
| Climate Action Advisory Committee | April 5, 12:00 p.m. | Yuxwule' Eagle Room |
| Board Planning | April 9, 4:00 p.m. | Yuxwule' Eagle Room |
| DSAC Meeting (Trustee Sousa) | April 11, 10:00 a.m. | Frances Kelsey Secondary |
| Special BEBC Meeting | April 11, 4:00 p.m. | Yuxwule' Eagle Room |
| Advisory Committee Meeting | April 16, 4:30 p.m. | Inspire Room |
| DPAC Meeting (Trustee Croft) | April 18, 6:30 p.m. | Yuxwule' Eagle Room |
| BCSTA AGM | April 18-21 | Westin Bayshore, Vancouver |
| BEBC Meeting | April 23, 4:00 p.m. | Yuxwule' Eagle Room |
| Special BEBC Meeting | April 25, 4:00 p.m. | Yuxwule' Eagle Room |
| Special BEBC Meeting (if required) | May 2, 4:00 p.m. | Yuxwule' Eagle Room |
| Early Learning and Child Care Meeting | May 7, 11:00 a.m. | Yuxwule' Eagle Room |
| Closed/Open Board Meetings | May 7, 3:30/4:30 p.m. | Yuxwule' Eagle Room |
| Chemainus Secondary District Scholarships | May 14 (morning) | |
| Cowichan Secondary District Scholarships | May 15 (morning) | |
| Frances Kelsey District Scholarships | May 16 (morning) | |
| Open Learning District Scholarships | May 16 (afternoon) | |
| Lake Cowichan School District Scholarships | May 17 (morning) | |