



**AGENDA**  
**Open Board Meeting**

**Tuesday, January 9, 2024**

**4:30 p.m.**

**Boardroom - Public Participation via Zoom**

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**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 January 9, 2024 Open Board Meeting."*

3. APPROVAL OF THE CONSENT AGENDA

3.1 Motion to Approve the Consent Agenda

4 - 7

1. Minutes of the October 27, 2023 Climate Action Advisory Committee Meeting
2. Highlights of the December 14, 2023 DSAC Meeting

*"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of January 9, 2024, as presented."*

4. MINUTES

4.1 Minutes of the December 5, 2023 Open Board Meeting

8 - 12

*"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the December 5, 2023 Open Board Meeting."*

5.	RECOGNITION AND DELEGATIONS	
	Recognition of Associate Superintendent Sheryl Koers and Cowichan Secondary School Principal Darcy Hoff	
6.	REPORT OF CLOSED MEETING	
	6.1 Report of Closed Meeting	
7.	OLD BUSINESS	
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	8.1.1 Staffing Update: Introduction of Jeff Robinson, Director of Operations	
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	"That the Board of Education of School District No. 79 (Cowichan Valley) gives first reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) gives second reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) gives third and final reading to Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024."	
	"That the Board of Education of School District No. 79 (Cowichan Valley) consider three readings of Capital Bylaw No. 2023/2024-CPSD79-02 Capital Plan 2023/2024 at this meeting."	
10.	COMMITTEES AND OUTSIDE ORGANIZATIONS	

11. UPCOMING MEETINGS AND EVENTS

11.1 Schedule of Upcoming Meetings and Events

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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 CLIMATE CHANGE COMMITTEE OF SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**

Friday, October 27, 2023, 12:00 p.m.  
Yuxwule' Eagle Room (Boardroom)

- |                |   |
|----------------|---|
| <b>PRESENT</b> | <b>Trustee Eduardo Sousa, Chair</b><br><b>Trustee Elizabeth Croft</b><br><b>Trustee Cindy Lise</b><br><b>Trustee Cathy Schmidt</b><br><b>Robyn Gray, Superintendent</b><br><b>Jeff Rowan, Senior Management</b><br><b>Marissa Anderson, USW</b><br><b>Madelin Rocheleau, CVPVPA</b><br><b>Kelly Girvan, CVPVPA</b><br><b>Soleil Switzer, CVTF</b><br><b>Caoimhe-Ann Therrien, Student (Quamichan)</b><br><b>Hailey Normand, Student (Cowichan Secondary)</b><br><b>Hans Benedict-Castillo, Student (Cowichan Secondary)</b><br><b>Claire Spencer, Recording Secretary</b> |
|----------------|---|

<b>APOLOGIES</b>	<b>Scott Mitchell, CUPE</b>
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**1.     Call To Order**

Trustee Sousa called the meeting to order at 12:03 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

**2.     Adoption of Agenda**

Additions to the Agenda:  
       4.1 Introductions  
       4.6 Federal Grant

Moved by Trustee Lise  
 Seconded by Trustee Schmidt

*"That the Climate Action Advisory Committee adopts the agenda of the October 27, 2023 Climate Action Advisory Committee Meeting as amended."*

CARRIED

**3.     Approval of Minutes**

Moved by Trustee Lise  
 Seconded by Trustee Croft

*"That the Climate Action Advisory Committee adopts the minutes of the May 26, 2023 Climate Action Advisory Committee Meeting."*

CARRIED

#### 4. New Business

##### 4.1 Introductions

Attendees went around the table to introduced themselves.

##### 4.2 Climate Action Passion Projects

The Board established a \$20,000 budget (for the 2023-2024 school year) to be distributed among schools to assist their Student Climate Action Leadership Teams with funding environmental passion projects. Information on the grant was presented to Principals and Vice-Principals at their August and October meetings. The deadline for submitting applications is November 1. Jeff Rowan shared information on the applications that have already been received from six elementary schools and one secondary school. A committee will be formed to vet the applications. Members were asked to share any thoughts they had on considerations for the vetting committee. Suggestions included:

- Use a matrix;
- Issue smaller grants in order to spread the money between more schools;
- Ask schools what they would do if given less than they had requested;
- Consider the economic status of the student body and the PAC.

Copies of the poster were handed out for members to take to their sites. Information on the distribution of the grants and the projects they will be supporting will be brought to the next meeting.

##### 4.3 BCSTA Climate Change Working Group Report

The BCSTA Climate Change Working Group Report, which includes a scan of what other districts are doing, was provided for the interest of Committee members.

##### 4.4 Engage, Educate and Empower: The 3 Es to Discuss Climate Change With children

This document on discussing climate change with children was provided for the interest of Committee members.

##### 4.5 Review Educational Climate Action Plans

Sample climate plans from Burnaby School District, Greater Victoria School District, Richmond School District and Royal Roads University were distributed and discussed in small groups.

Feedback included:

###### **Burnaby:**

- Kicked off their plan with a community event and invited students, staff and guests - a sustainably organized event vs. online resources would promote community engagement;
- Aesthetically pleasing plan with examples of what they are doing in schools, values, vision statements, and is easily read;
- Positive tone (not discouraging);
- Eye catching layout with their priorities laid out well;
- Focus on bringing awareness to community.

###### **Greater Victoria:**

- Not aesthetically pleasing;

- Includes a lot of advocacy, asking for funding to support it;
- Made us consider our water management goals;
- Looked at goals for 5 years, 10 years, 20 years;
- Goals came out of their strategic plan;
- High level document with no "meat and potatoes."

**Richmond:**

- Used icons to identify different pillars (including leadership, learning and engagement, and climate action);
- This plan also made us consider water conservation.

**Royal Roads:**

- A lot of great nuggets but they get lost as it's so dense;
- Thoughtfully put together, visually has nice pictures and quotes which provided some interesting background on climate change;
- Quotes gave it a hopeful tone;
- Lays out different areas of BC and ways climate change will impact those areas;
- Gave a timeline (what's underway now, what are long-term projects);
- Distributed leadership model (students, teachers, administrators come and go - how do we model collective responsibility);
- One main goal is collaboration with Indigenous rights holders.

Further discussion included creating a local collection of materials about sustainability in the Cowichan area to support climate education in the classroom. Empowering children with actions they can take locally could reduce climate change anxiety.

Trustee Schmidt left the meeting at 1:30 p.m.

4.6 Federal Grant

The Ministry of Education and Child Care informed staff of a federal grant to support climate literacy and education. The Superintendent, Secretary-Treasurer, Director of Inclusive Learning and District Vice-Principal of Inclusive Learning worked together to submit an application prior to the September deadline. If successful, the District would receive \$200K in matched funds, for a total of \$400K to support climate education. The District should know in January whether the application was successful. Management is also looking to appoint a leader for climate education in the District.

5. Adjournment

The meeting adjourned at 1:40 p.m.

Moved by Trustee Croft

Seconded by Trustee Lise

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

CARRIED

# HIGHLIGHTS

from the Minutes of the

**December 14, 2023**

**District Student Advisory Committee**  
**(DSAC) Meeting**



- DSAC met in person at Chemainus Secondary School. The meeting was opened by our District Elder, Dolly Sylvester and the meeting was chaired by Jeff Rowan, Director of Inclusive Learning. The meeting began with a review of the Hul'q'umi'num' words of the day lead by District Elder Dolly Sylvester.
- Chemainus Secondary led the group in a get to know activity.
- Jeff Rowan, Director of Inclusive Learning, shared the results of the McCreary Health Survey. He also shared the Climate Action Grant projects where each school received upwards of \$1,500.
- Jason Sandquist, Secretary-Treasurer, shared that the Board is currently collecting data on what to do with the old Cowichan Secondary site and building. They are seeking community input on whether to close it or keep it, and what to do with it if it is kept. The students gave valuable feedback and asked meaningful questions regarding the discussion.
- Students reported on recent and upcoming activities at their school. Highlights included: "Journey of our Generation" First Nations session, installation of an orange First Nations crosswalk, playground received wheelchair access upgrades, food donations/volunteering at the food bank, upcoming school plays, elf store for students that need gifts for their families, holiday festivities, grad fundraising and photos, art show, field trips, an elder that has been doing clapper workshops and sharing stories, and several sports events.
- The Superintendent's report was shared by Jeff Rowan, Director of Inclusive Learning. He reported that the Board and the District team are currently working on the strategic plan, planning a leadership event for DSAC members, and that the board office is supporting three families for Christmas. The Board and District staff are hosting a winter breakfast for employees at the board office, the Board had a tour of CVOLC, Nourish Cowichan, and Quw'utsun Secondary on December 7<sup>th</sup>, and the Board is in consultation about what to do with the old Cowichan Secondary building as well as budget consultations.

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

**Tuesday, December 5, 2023, 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  
Trustee Jennifer Strachan  
Trustee Joe Thorne  
Jason Sandquist, Secretary-Treasurer  
Robyn Gray, Superintendent  
Sheryl Koers, Associate Superintendent  
Margaret Olsen, Director of Human Resources  
Mike Russell, Director of Communications  
Jeff Rowan, Director of Inclusive Learning  
Darlene Reynolds, Director of Inclusive Learning  
Claudia McMahan, Associate Secretary-Treasurer  
Claire Spencer, Recording Secretary**

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**1. CALL TO ORDER**

Trustee Schmidt called the meeting to order at 4:30 p.m. and respectfully acknowledged that the meeting was taking place on the traditional and ancestral lands of the Hul'q'umi'num' speaking people where we live, learn and play.

**2. ADOPTION OF AGENDA**

**2.1 Motion to Adopt Agenda**

Moved by Trustee Thorne  
Seconded by Trustee Doman

*"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the agenda of the December 5, 2023 Open Board Meeting."*

CARRIED

**3. APPROVAL OF THE CONSENT AGENDA**

**3.1 Motion to Approve the Consent Agenda**

Moved by Trustee Lise  
Seconded by Trustee Sousa

*"That the Board of Education of School District No. 79 (Cowichan Valley) approves the consent agenda items of the Open Board Meeting of December 5, 2023, as presented."*

CARRIED

**4. MINUTES**

**4.1 Minutes of the November 7, 2023 Open Board Meeting**

Moved by Trustee Croft  
Seconded by Trustee Thorne



*"That the Board of Education of School District No. 79 (Cowichan Valley) adopts the minutes of the November 7, 2023 Open Board Meeting."*

CARRIED

**5. RECOGNITION AND DELEGATIONS**

**6. REPORT OF CLOSED MEETING**

6.1 Report of Closed Meeting

Prior to the Open meeting the Board met in Closed session where it received a delegation, reviewed personnel updates and property items, and approved a tender award.

**7. OLD BUSINESS**

7.1 Action List

The Action List was reviewed.

**8. SUPERINTENDENT OF SCHOOLS**

8.1 Personnel

8.1.1 Personnel Updates

Associate Superintendent Sheryl Koers has announced her retirement after 36 years with the District. Sheryl's last day of work will be February 2. An event to honour her will be held on January 11.

Jeff Robinson has been hired as the Director of Operations effective December 11. Jeff brings a wealth of experience in operations, providing direct and operational support to the Ministry of Education and Child Care.

Darlene Reynolds will assume her new position as Assistant Superintendent on January 15. Darlene, who is currently Director of Inclusive Education, has a depth of experience in early learning through post-secondary settings. Her roles include classroom teacher, inclusive learning educator, elementary and secondary school administrator and several district-level positions.

8.1.2 Principal/Vice-Principal Updates

The Superintendent announced the following recent changes in assignments:

- Ryan Gough has been appointed District Principal of Careers and Trades effective December 1;
- Brenda Lee has been appointed Temporary Principal at Chemainus Elementary effective November 20;
- Brent Ranger has returned to his Principalship at Tansor Elementary;
- Jennifer Merrett returned to her Vice-Principal role at Cowichan Secondary;
- Kim Darbyshire has moved back to District Vice-Principal of Inclusive Learning.

The two-year term of the initial Principal and Vice-Principal pools will end next week. Today an expression of interest for the elementary and secondary principal and vice-principal pools went out internally and externally and will close December 22. Interviews will be held after the winter break.

8.2 For Board Information

8.2.1 Revised AP 177 - Safe Disclosure of Complaints Related to Staff Including Management

Administrative Procedure 177 - Safe Disclosure of Complaints Related to Staff Including Management, which was brought to the Board at BEBC last week, has been revised to

comply with a requirement that Trustees be removed from being classified as employees.

#### 8.2.2 Schedule of Winter Events

The list of winter events was reviewed. Trustees were asked to check in with Principals before attending any events.

#### 8.2.3 Superintendent's Update

##### Acknowledgements/Appreciation:

- The Superintendent acknowledged the Non-Instructional Day organizers who put on an excellent learning opportunity for staff. They worked hard to organize a great day, with sessions led by District staff, Principals and Vice-Principals.
- The Superintendent thanked the Principals and Vice-Principals who signed up to mark the Foundation Skills Assessments on November 20. They had a busy afternoon and evening due to the 91% participation rate.

Remembrance Day Assemblies: The Superintendent had the opportunity to attend two student-led Remembrance Day assemblies with District Elder and Knowledge Holder Dolly Sylvester. On November 8, Indigenous Veterans' Day, they attended an event at Khowhemun Elementary, and on November 10 attended Discovery Elementary.

Cowichan Valley Principal/Vice-Principal Association/District Learning Team Leadership Opportunity: In collaboration with the CVPVPA a group of Principals and Vice-Principals were invited to join a few members of the DLT to attend workshops with the focus "A Time for a Change" in October and November. They are making plans to share what they learned at these events with all Principals and Vice-Principals at an upcoming dinner series of professional learning.

Non-Instructional Day: The focus of our November 24 school-based Non-Instructional Day was Identity, Belonging and Mental Health. The three main topics for the day were Social Emotional Learning, Mental Health Literacy, and Trauma-Informed Practice. This was a great opportunity for schools to spend the morning working on CALM, EASE or Ukeru training, and the afternoon working on their school's mental health plan. The next NID is April 15 and will focus on Literacy and Numeracy.

Deputy Minister Calls: The Deputy Minister held two calls with Superintendents across the Province to deal with the roll out of Bill 40. The call on November 20 was on First Nations school of choice and Local Education Agreements. On the November 28 call they discussed Indigenous Education Councils. More information will be coming on these topics in January and February.

BCSSA Fall Conference: On November 16 and 17 the Superintendent attended the Fall Conference of the BC School Superintendents' Association in Vancouver. The theme of the conference was intersectionality and leading for the future.

BCSTA: The Superintendent and Secretary-Treasurer joined Trustees at the BCSTA Trustee Academy in Vancouver on November 23-24. The Superintendent led a fishbowl activity on Indigenous Education.

Learning Alternative Appreciative Review: On November 28 we began our learning alternative appreciative review. Three Principals (from North Vancouver, Sooke and Nanaimo/Ladysmith School Districts), who are all well-versed in alternative education, and Superintendent Brad Baker from Indigenous Education at the Ministry of Education and Child Care, attended CVOLC, its satellite sites and Cowichan Valley Alternate School and had conversations with a number of students and staff to receive input on their experiences.

Kindergarten Registration: As per Administrative Procedure 301, Kindergarten registration for District programs (French Immersion and Mill Bay Nature School) will take place January 15-19, with registration for catchment schools taking place January 22-26. If needed, a lottery for seats in the District programs will take place on January 19.

School Calendar: We are in the final year of the three-year calendar. More information will be coming out in January as we work through the consultation process for the next three-year calendar.

Board Bus Tour: On December 7 the Board will meet at the Quw'utsun Secondary School site to board a bus which will take them to Nourish Cowichan for a tour before driving past CVOLC and Charles Hoey before returning to QSS for a tour.

Master's Research Project: Suvreet Johal, teacher at Quamichan School, received approval to conduct research entitled "Morphology as a Literacy Intervention for Secondary Students: Case Study Research to Explore Improving Supports on Morphology Instructions to Secondary Education". The primary aim of the research is to investigate the effectiveness of morphology instructions as a literacy intervention for secondary educators.

School Visits: This past month the Superintendent has visited Drinkwater Elementary, CVOLC, Careers, the Grove, Mill Bay Nature School, Frances Kelsey Secondary, Maple Bay Elementary and Bench Elementary

### 8.3 For Board Action

#### 8.3.1 Student Travel - Request for Final Approval

Moved by Trustee Doman  
Seconded by Trustee Croft

*"That the Board of Education of School District No. 79 (Cowichan Valley) grants final approval to the following student travel request:*

- *Cowichan Secondary School Educational Trip to Spain and France from March 10 to 21, 2024."*

CARRIED

## 9. SECRETARY-TREASURER

### 9.1 For Board Information

#### 9.1.1 Cowichan Secondary School Closure and Disposal Consultation Update

A public consultation meeting was held on November 14 at Cowichan Secondary which was attended by approximately 30 members of the public. The Board received diverse feedback on potential closure, disposal and future use of the school. Feedback can also be provided through an online survey at: <https://sd79.bc.ca/online-feedback-on-the-future-of-cowichan-secondary-school/>. All feedback will be compiled and brought to the Board in January before being posted publicly on our website.

#### 9.1.2 Board Office Winter Break Hours

The Board Office's winter schedule, which was provided for the public's benefit, was reviewed.

9.1.3 Year-End Financial Forecast

Revenue is about \$150K above budget but interest revenue will decrease as the Board makes payments on the build of Quw'utsun Secondary. Salaries are under budget after the first two months but could change as flu season ramps up. The budget for statutory benefits is being impacted by increases in WorkSafe rates (based on our WorkSafe claims for the past three years) and an additional CPP premium for higher-income earners which is matched by the Board. These increases have resulted in an additional \$150-200K in expenditures. There may need to be adjustments to the per-pupil school-based supply allocation as a result of inflation. The Board is currently projected to have a total surplus of \$3.8M at the end of the school year.

9.1.4 Board Contacts and Liaisons

The Board Contacts and Liaisons for 2024 were reviewed.

**10. COMMITTEES AND OUTSIDE ORGANIZATIONS**

10.1 BCSTA Trustee Academy

Trustees discussed the wonderful learning opportunities they enjoyed at the BCSTA Trustee Academy which took place in Vancouver from November 23-25.

**11. UPCOMING MEETINGS AND EVENTS**

11.1 Schedule of Upcoming Meetings and Events

11.2 Board Office Complex Winter Holiday Events

The Maintenance Department winter luncheon date has not yet been determined.

**12. CORRESPONDENCE**

**13. NEW BUSINESS**

**14. QUESTION PERIOD**

**15. ADJOURNMENT**

15.1 Motion to Adjourn

The meeting adjourned at 5:11 p.m.

Moved by Trustee Sousa  
Seconded by Trustee Doman

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

CARRIED

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Cathy Schmidt, Chair

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Jason Sandquist, Secretary-Treasurer

**ACTION LIST FOR OPEN MEETINGS**

Description	Assigned To	Action	Disposition / Completion
<b>JUNE 6, 2023</b>			
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Give notice of intent to close Cowichan Secondary School following the opening of Quw'utsun Secondary School and immediately commence the consultation process required under Policy 14 – Consolidation and Closure of Schools.	In progress
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Concurrently with the Consolidation and Closure of Schools process, consult on future uses of Cowichan Secondary School following the process required under Administrative Procedure 519 Disposal of Land and Improvements.	In progress
Cowichan Secondary School Closure and Disposal	Jason Sandquist	Consult with the public before making decisions about: 1. The advisability of keeping Cowichan Secondary School in reserve for future educational purposes; 2. Alternate public use of Cowichan Secondary School by a local government or a community organization; 3. Use of Cowichan Secondary School by an Independent School; 4. Use of Cowichan Secondary School by Conseil Scolaire Francophone; 5. The advisability of entering into a long-term lease of the property to a private interest; and 6. The advisability of selling the property for fair market value to any other person.	In progress

Principal & Vice-Principal Assignments  
2023-2024  
Updated for Jan 8, 2024



**South Zone:**

School	Principal & Vice-Principal
Bench Elementary	Principal - Scott Jackson Vice-Principal - Kyla Bridge
Ecole Cobble Hill Elementary	Principal - Ian Zibin Vice-Principal - Grant Mellemstrand
George Bonner Elementary	Principal - Updesh Cheema Vice-Principal - Delyth Morgan
Discovery Elementary	Principal - Dani Morrow Vice-Principal - Emily Nickason (Temporary)
Mill Bay Nature School	Principal - Alison Leslie
Frances Kelsey Secondary	Principal - Nicole Boucher Vice-Principals - Camila Bhandari-Arscott & Tim Ylagan

**North Zone:**

School	Principal & Vice-Principal
Crofton Elementary	Principal - Craig McLeod
Chemainus/Thetis Elementary	Principal - Brenda Lee (Temporary) Vice-Principal -
Chemainus Secondary	Principal - Jaime Doyle Vice-Principal - <b>Ashley Bell</b>

**West Zone:**

School	Principal & Vice-Principal
Palsson Elementary	Principals - Fiona Somerville
Lake Cowichan School	Principal - Jennie Hittinger Vice-Principal - Mike Greenslade (Temporary)

**Central Zone:**

School	Principal & Vice-Principal
Alex Aitken Elementary	Principal - Mike Martin
Alexander Elementary	Principal - Ann Kissinger Vice-Principal - Kelly Girvan (Temporary)
Drinkwater Elementary	Principal - Brenda Stevenson Vice-Principal - Rhonda Rose
Ecole Mount Prevost Elementary	Principal - Rhonda Cizeron Vice-Principal - Sandra Buckland
Khowhemun Elementary	Principal - Jennifer Calverley Vice-Principal - Madelin Rocheleau
Maple Bay Elementary	Principal - Venessa MacDowell
Tansor Elementary	Principal - Brent Ranger
Cowichan Secondary	Principal - Darcy Hoff Vice-Principals - Jennifer Merrett & Penny Butler (Temporary)
Quamichan School	Principal - Claire Whitney Vice-Principal - Darren Hart

**District/Learning Services:**

Careers and Trades	District Principal - Ryan Gough
Indigenous Education	District Principal - Mary Peter
Open Learning (CVOLC)	Principal - Kevin van der Linden
Distributed Learning/The Grove	Principal - Colleen Mullin (Temporary)
International Programs	District Principal - Alison Keple Vice-Principal - Kevin O'Donnell
Instruction & Innovation K-12	District Principal - Glen Posey
Inclusive Learning	District Principal - Tammy Renyard District Vice-Principal - Kim Darbyshire

**COWICHAN VALLEY SCHOOL DISTRICT**  
**2023-24 Graduation and District Year-End Events**

**Graduation/Award Ceremonies**

Lake Cowichan School:

- District Scholarship Judging - during May (dates to be determined) at LCS
- Scholarship night - June 6 (6:30 p.m.)
- Grad Walk-up/Graduation Ceremony - June 22 (12:30 p.m.) in school gym - doors open at 11:30 a.m.

Chemainus Secondary:

- District Scholarship Judging - during May (dates to be determined) at CHSS
- Awards - June 13
- Walk-up/Graduation Ceremony, Scholarship/Bursaries - June 14 (7:00 p.m.) in school gym

Cowichan Secondary:

- District Scholarship Judging - during May (dates to be determined) at CSS
- Scholarship and Bursary Presentations - June 4 (6:00 p.m.)
- Walk-up/Graduation Ceremony - June 27 (6:00 p.m.)

Frances Kelsey Secondary:

- District Scholarship Judging - during May (dates to be determined) at FKSS
- Scholarship and Bursary Evening - June 12 (7:00 p.m.)
- Graduation Ceremony - June 20 (6:30 p.m.) in school gym

Open Learning:

- District Scholarship Judging - during May (dates to be determined) at CVOLC
- Open Learning Grad Walk-up - June 20 (4:00 p.m. for Satellite Sites & Grove 10-12 grads and 6:30 p.m. for CVOLC grads) in school gym

Indigenous Education:

- Indigenous Grad Ceremony - June 13 (5:00-8:00 p.m.) at Tl'upalus (Cowichan Bay, Canoe Shed and Beach)

International Program

- International Program Year-End Celebration - June 14 (10:00 a.m.-4:00 p.m.) at Camp Imadene

**School District Retirement Event**

- School District Retirement Reception - June 10 (4:30-7:30 p.m.) at Arbutus Ridge (by invitation)



December 7, 2023

To: Superintendent School District  
Secretary Treasurer School District

CC: First Nation Chief and Council  
Education Staff

Re: Joint First Nation Student Transportation Plan Approval for

**SD79 –Cowichan Valley**

**First Nation(s): COWICHAN (642), MALAHAT (647), PENELAKUT (650)**

Dear Colleagues and First Nations Education Coordinators and Staff,

Funding has now been approved for the 2023/24 Joint First Nation Student Transportation Plans (Joint Plans) submitted by First Nations and school districts. Please refer to the table below for approved amounts. For further details on what comprises each type of funding, please refer to Appendix A.

**Approved Funding**

Type of Funding	Description	Amount Approved
1. To/From School	Total To/From School transportation funding approved, based on Joint Plans received, less carryover noted below (if applicable).  *Amount to be received under the To/From School category: \$139,152	\$346,524
2. Special Supports	Total Special Supports funding approved, based on Joint Plans received, less above-noted carryover (if applicable).  *Amount to be received under Special Supports category: \$3,200	\$3,200
3. Extracurricular Transportation	This amount was automatically allocated based on the number of students ordinarily living on reserve as noted in a data match between the Provincial 1701 calculation and the Indigenous Services Canada Nominal Roll for 2022/23.  Amount to be received under the Extracurricular Transportation category: \$79,784  Total Extracurricular Transportation funding available for the 2023/24 school year: \$255,856.	\$79,784

\*Refer to the bullet points below the table if this value does not match the amount approved. If this value is zero, your carryover was more than the approved value of the Joint Plan.



Appendix B outlines the approved funding per Joint Plan between your school district and each First Nation. Funding will be noted as the full approved amount without carryover applied.

### **Transfer(s) of Funds**

For the first time, and for various reasons such as inflation, the 2023/24 approved Joint Plans exceeded the available BCTEA \$2.8M funding for To/From School transportation. Funding cash flow will be as follows:

- **Deduction of To/From School carryover balance**

As in previous years, the To/From School carryover amount (if applicable) will be deducted from the To/From School approved portion of the 2023/24 Joint Plan. Based on the school district's submitted *2022/23 BCTEA Transportation Report*, the school district's BCTEA To/From School carryover balance is: **\$127,944<sup>1</sup>**.

- **Repurposing Extracurricular and Shelter carryover**

As communicated in previous funding letters, Extracurricular Transportation carryover may be subject to recovery. This year, some school districts' Extracurricular Transportation carryover will be repurposed to off-set To/From School transportation costs<sup>2</sup>.

This school district's total accumulated extracurricular carryover reported by this school district as of June 30, 2023 is **\$255,500**.

The amount of Extracurricular Transportation carryover funds from this school district to be repurposed for To/From School is **\$79,428**.

The allocation process for transportation to extracurricular activities is separate from Joint Plans. As in previous years, the Extracurricular Transportation funding was automatically allocated based on the number of students ordinarily living on reserve as noted in a data match between the Provincial 1701 calculation and the Indigenous Services Canada Nominal Roll for 2022/23.

If needed, funds issued in 2023/24 may be carried forward for use in the 2024/25 school year. Funds issued in previous years under all eligible categories that have not been spent by the end of the 2023/24 school year may be subject to recovery.

Thank you for your patience and collaboration as we navigate the complex process associated with implementing this important initiative. If you have any questions, please contact Kristine Heaney, A/Project Director, Ministry of Education and Child Care, at [bctea@gov.bc.ca](mailto:bctea@gov.bc.ca).

Enclosures:

Appendix A – Type of Funding Details

Appendix B – Specific Funding Allocation for School District 79 – Cowichan Valley

Appendix C – Frequently Asked Questions

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<sup>1</sup> The amount of funds transferred for To/From School transportation is calculated based on what was approved from the First Nation and school district Joint Plans less the cumulative carryover funding for To/From School and Special Supports.

<sup>2</sup> Repurposed Extracurricular Transportation and Shelter carryover amounts may be applied within the district or transferred to another district.

## Appendix A - Type of Funding Details

### 1. To / From School

Funding transfers to school districts for To/From School transportation are calculated based on what was approved from the Joint Plans ***less the cumulative carryover funding for To/From School and Special Supports***. The purpose of this funding is **not** to replace operating funding that was previously in place for providing transportation for First Nations students prior to the Joint Plans being introduced. The transportation that was previously in place should, in the interests of First Nations students, continue to be managed from existing operating funding (refer to FAQ below), including the Ministry Student Transportation Fund introduced in 2016.

If transportation services are contracted to First Nations, the school district is encouraged to transfer funding and not wait for the BCTEA special grant payment from the Ministry. This will ensure that there is no hardship to First Nations.

#### Parental Transportation Assistance

Parental Transportation Assistance is funding provided to parents and/or guardians in extraordinary circumstances. The BCTEA Tripartite Committee conducted a thorough review of parental transportation funding and it is the expectation that students on reserve will be bused to school. Parental transportation assistance may be considered on a case-by-case basis only under extraordinary/unique situations where no other forms of transportation are available. School of choice is not an extraordinary circumstance to be considered for parental assistance funding. Parental assistance may also be funded from pre-existing school district funding sources and if paid for from the school district funding for non-Indigenous students, it may not be eligible for consideration under a Joint Plan.

### 2. Special Supports

Special Supports consist of additional support on buses e.g., for students with disabilities. Focusing on these issues is critical to the safety and well-being of students.

### 3. Capital

#### Buses

The Ministry of Education and Child Care committed one-time capital funding to school districts for bus acquisitions in the 2019/20 school year. Beyond 2019/20 bus acquisition must follow the [Ministry of Education and Child Care bus acquisition program](#) processes for Provincial assets. Passenger vans are capital purchases and not covered by the bus acquisition program. Vans are not intended to be acquired using BCTEA approved funding.

#### Bus shelters

Funding for bus shelters was allocated through BCTEA in 2019. The BCTEA transportation fund no longer provides funding for shelters through Joint Plans. Funding options include the use of capital funding provided to school districts to maintain school facilities through the Annual Facility Grant (AFG), or a school district can decide to fund a shelter through the use of other funds.

In Spring 2022, eligible BC First Nations were able to apply for funding for bus shelters to support their students living on reserve and attending BC public schools through FNESC's one-time First Nations Student Bus Shelter Program (BSP). For more information contact Christian González, Manager, Local Education Agreements, FNESC, at [christiang@fnesc.ca](mailto:christiang@fnesc.ca).

#### 4. Extracurricular Transportation

Similar to previous years, \$1 million in Extracurricular Transportation funding for the 2023/24 school year will be automatically allocated to all school districts to enhance the ability for all First Nations Students on reserve attending public schools to participate in extracurricular activities. Proportionate funding for each school district is calculated on the number of students ordinarily living on reserve as noted in a data match between the Provincial 1701 calculation and the Indigenous Services Canada Nominal Roll for 2022/23.

The intention is that the school district will utilize this funding within the 2023/24 school year to defray the cost of transportation associated with First Nations Students attending school-organized extracurricular activities. It is acknowledged that due to the pandemic, this funding for the 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 school year may not have been fully utilized. Any unspent funding can be utilized in the 2024/25 school year. First Nations and school districts should work together to maximize the benefits associated with this funding. As noted above, funds issued in 2019/20, 2020/21, 2021/22 and 2022/23 not spent by the end of the 2023/24 school year may be subject to recovery. For more information, please see the attached *Appendix C - Frequently Asked Questions*.

#### 5. Special Grant

The Ministry of Education and Child Care will transfer all transportation funds to school districts by way of a special grant pursuant to section 115 of the *School Act* as per the intended purpose outlined in Schedule G of the BCTEA. These funds must be used for the purpose outlined in the 2023/24 Joint Plans and must be reported as a Special Grant on Schedule 3A of School District's budgets and financial statements. As per standard accounting principles, funds not spent on June 30, 2024, may be subject to recovery<sup>3</sup>.

#### 6. Reporting

##### ***To / From School Reporting***

A new BCTEA Transportation Reporting Template was introduced for the 2021/22 school year. The information collected includes:

- Revenue and Spending (with funding assumptions),
- BCTEA Transportation Fund spending and carryover,
- Anecdotal benefits of BCTEA transportation funding, and
- First Nation Student participation in extracurricular activities (if applicable).

##### ***Extracurricular Transportation Reporting***

Reporting associated with utilization of Extracurricular Transportation funding is critical to establish participation rates and associated transportation costs so that funding needs for future years can be assessed through the BCTEA. As such, each school district that receives this funding will be asked to report on the following information:

- Number of First Nation Student(s) living on reserve being transported to the extracurricular activity, by gender;
- The type of extracurricular activity e.g., volleyball, drama, drumming, cultural activities, etc.;
- How often the student participated (e.g., twice a week for 2 months); and,
- Transportation cost associated with attending the extracurricular activity.

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<sup>3</sup> This 'subject to' clause is what provides the accounting direction to uniquely identify this grant, and related spending, on the financial statements.

**7. Assessment**

The BCTEA (BC, Canada, First Nations Education Steering Committee) Parties continue to assess the effectiveness of the strategy in addressing and resolving transportation issues for First Nation Students attending BC public schools.

### Appendix B– Specific Funding Allocation for School District SD79– Cowichan Valley

The following table outlines the approved funding per Joint Plan per First Nation. Funding will be noted as the full approved amount without carryover applied.

<b>Band Name (Number)</b>	<b>To / From School</b>	<b>Special Supports</b>
COWICHAN (642)	\$94,489 PA \$0	\$0
MALAHAT (647)	\$71,535 PA \$0	\$3,200
PENELAKUT (650)	\$180,500 PA \$0	\$0

## Appendix C – Frequently Asked Questions (FAQ)

The following FAQs are answered from the perspective of what is eligible under the BC Tripartite Education Agreement (BCTEA) in relation to transportation of First Nation on reserve students to and from BC Public Schools.

### To / From Funding

1. **Question:** What sources of funding can school districts use to transport on reserve students to BC public schools?

**Answer:** There are several government funding sources allocated to school districts that can be used to cover the cost of education, including transportation costs:

- Provincial general operating grant funding including the Student Location Factor (SLF) and Supplemental Student Location Factor (SSLF).
- Provincial Student Transportation Fund (STF) of \$15.4M (BC total).
- Funding included in the First Nation Student Rate (approx. \$1.76M (BC total); SLF, SSLF and STF).
- Funding from BCTEA First Nation Student Transportation Fund by Canada allocated through the approval of Transportation Plans (\$3.8M).

2. **Question:** Why was our parental transportation assistance request not approved this year, even though it was approved in previous years?

**Answer:** Parental transportation assistance may be considered on a case-by-case basis only under extraordinary/unique situations where no other forms of transportation are available. Parental assistance may be funded using school district funding sources.

3. **Question:** We have First Nations students from within our school district boundaries who board at homes within the school district, usually in town, during the school week so that they are closer to school. Should we include those students in the bus service even if they are within the school catchment (walk limits)?

**Answer:** As per the *Guiding Principles for Developing Joint First Nation Student Transportation Plans*, there are no walk limits for students living on reserve and attending BC public schools. Safety concerns need to be addressed during discussions between Boards and First Nations and in the development of the Joint Plan. Walking school bus and bus services are options that could be explored, among others. Shared services should also be considered.

### Bus Shelters

1. **Question:** The funding we received in 2019/20 was insufficient to build a safe shelter so we applied for additional funding, which has not been granted. What do we do now?

**Answer:** At this time, no additional BCTEA funding for bus shelters will be processed or considered for completing a previously approved shelter through Joint Plan requests. Bus shelters are not an eligible expense under the Provincial Student Transportation Fund. School districts may use [Annual Facility Grant funding](#) for shelters (site updates category), and are not restricted to the use of AFG funding. It can be a board decision on how to fund a shelter.

## Extracurricular Transportation

- 1. Question:** How will First Nations receive transportation (parental) assistance reimbursement from the school district when a parent / guardian drives student(s) to an extracurricular activity?  
**Answer:** First Nations and school districts need to work together to determine a process that works for all parties concerned including following the policies on allowance for mileage.
- 2. Question:** How will activities be prioritized for funding when funds are limited within the school district / First Nation allocation?  
**Answer:** As this funding is targeted towards extracurricular activities, it is up to the First Nation and school district to allocate the funding to best support students' needs.
- 3. Question:** What happens when funding runs out and the activity has not completed?  
**Answer:** Funding is limited to the proportionate allocation on the 1701 Nominal Roll for 2022/23. Therefore, if the targeted Extracurricular Transportation funding runs out then the First Nation and school district will need to consider alternative funding or transportation options to continue to support student extracurricular activities. Reporting on transportation to extracurricular activities should continue in order to support subsequent funding allocations.
- 4. Question:** What activities qualify for the Extracurricular Transportation funding?  
**Answer:** Extracurricular activities are school-organized activities not falling within the scope of a regular curriculum and carrying no academic credit. They improve student engagement and benefit the social, cultural, and physical health and well-being of students. Some examples include cultural events, athletics, homework, writing, drama, and music clubs, etc.
- 5. Question:** Are dual credit courses covered under Extracurricular Transportation funding?  
**Answer:** No, transportation to dual credit courses/ programs are part of a regular school day, which are administered by school districts.
- 6. Question:** Will treaty First Nations be allocated Extracurricular Transportation funding?  
**Answer:** Currently, funding for Extracurricular Transportation does not extend to Self-Governing and Treaty First Nations.
- 7. Question:** Are First Nation Students who are required to leave home to attend school and are boarded and billeted eligible for Extracurricular Transportation funding?  
**Answer:** Boarding students may be eligible for transportation funding from the location they are boarded / billeted to the extracurricular activity. This would be reviewed on a case-by-case basis.

**Interim Operating Grants Overview - 2023/24 School Year**  
(Following the September 2023 Enrolment Count)

**School District 79 (Cowichan Valley)**

September 2023 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	8,070.7271	\$8,625	\$69,610,021	
Continuing Education	1.2500	\$8,625	\$10,781	
Alternate Schools	330.0000	\$8,625	\$2,846,250	
Online Learning	159.8750	\$6,960	\$1,112,730	
Home Schooling	18	\$250	\$4,500	
Course Challenges	0	\$270	\$0	
<b>Total Enrolment-Based Funding (September)</b>	<b>8,561.8521</b>			<b>\$73,584,282</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	127.5990	\$4,313	\$0	
4%+ Enrolment Decline		\$6,469	\$0	
Significant Cumulative Decline (7%+)	323.0240	\$4,313	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	7	\$49,070	\$343,490	
Level 2 Special Needs	529	\$23,280	\$12,315,120	
Level 3 Special Needs	108	\$11,760	\$1,270,080	
English Language Learning	270	\$1,735	\$468,450	
Indigenous Education	1,754	\$1,710	\$2,999,340	
Adult Education	0.1250	\$5,505	\$688	
Equity of Opportunity Supplement			\$521,745	
<b>Supplement for Unique Student Needs</b>				<b>\$17,918,913</b>
		Funding		Total Supplement
Variance from Provincial Average		-\$165		
Estimated Number of Educators	475.665		-\$78,485	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	8,561.9771	\$180.33	\$1,543,981	
<b>Supplement for Salary Differential</b>				<b>\$1,465,496</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$5,735,131</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Curriculum and Learning Support Fund</b>				<b>\$75,908</b>
<b>September 2023 Enrolment Count, Total</b>				<b>\$98,779,730</b>

\*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

July 2023 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$245	\$0	
Summer Learning Grade 8-9	0	\$245	\$0	
Summer Learning Grade 10-12	0	\$490	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$490	\$0	
<b>Summer Learning, Total</b>				<b>\$0</b>
February 2024 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	18.0000	\$8,625	\$155,250	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	3.0000	\$3,480	\$10,440	
Gr 10-12 School-Age FTE - Online Learning	9.0000	\$6,960	\$62,640	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
Level 1 Special Needs Enrolment Growth	0	\$24,535	\$0	
Level 2 Special Needs Enrolment Growth	5	\$11,640	\$58,200	
Level 3 Special Needs Enrolment Growth	0	\$5,880	\$0	
Newcomer Refugees	0.0000	\$4,313	\$0	
ELL Supplement - Newcomer Refugees	0	\$868	\$0	
<b>February 2024 Enrolment Count, Total*</b>				<b>\$286,530</b>
May 2024 Enrolment Count*				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	15.0000	\$8,625	\$129,375	
Adult FTE - Continuing Education	0.0000	\$5,505	\$0	
K-Gr 9 School-Age FTE - Online Learning	0.0000	\$2,320	\$0	
Gr 10-12 School-Age FTE - Online Learning	8.0000	\$6,960	\$55,680	
Adult FTE - Online Learning	0.0000	\$5,505	\$0	
<b>May 2024 Enrolment Count, Total*</b>				<b>\$185,055</b>
<b>2023/24 Full-Year Estimated Total*</b>				<b>\$99,251,315</b>
Estimated 2023/24 Operating Grant from Indigenous Services Canada				\$7,062,740
Estimated 2023/24 Operating Grant from Ministry of Education and Child Care				\$92,188,575



**TABLE A**  
**SUMMARY OF GRANTS TO DATE, 2023/24**  
Updated December 2023

School District	2023/24 Interim Operating Grant Block	Estimated Classroom Enhancement Fund Allocation	Learning Improvement Fund - Support Staff	Community-LINK	Annual Facility Grant (Total Oper. Portion)*	Pay Equity	Student Transportation Fund	Feeding Futures Fund	Labour Settlement Funding
5 Southeast Kootenay	78,033,302	9,819,935	293,563	412,537	287,051	457,171	361,459	808,815	1,308,275
6 Rocky Mountain	45,795,433	3,902,210	171,984	434,293	195,843	207,823	369,399	475,770	748,359
8 Kootenay Lake	61,825,875	10,658,832	233,351	733,454	279,640	300,996	419,602	644,263	1,018,885
10 Arrow Lakes	10,686,619	256,580	39,845	106,983	62,466	40,560	42,675	350,000	159,525
19 Revelstoke	14,569,702	615,849	54,596	114,325	65,380	101,498	49,847	350,000	238,896
20 Kootenay-Columbia	50,614,997	6,341,607	184,978	753,206	193,904	248,239	242,977	513,092	832,785
22 Vernon	103,735,986	8,207,918	391,840	648,431	356,577	85,865	361,094	1,079,115	1,784,608
23 Central Okanagan	274,843,879	29,081,107	1,019,317	1,287,249	785,498	1,238,323	600,000	2,808,793	4,696,489
27 Cariboo-Chilcotin	60,224,238	4,377,066	230,585	724,660	311,807	665,837	739,024	637,232	1,010,425
28 Quesnel	40,668,868	2,341,093	152,064	552,327	179,130	379,632	274,209	420,850	676,692
33 Chilliwack	174,468,588	20,334,886	638,668	764,105	456,617	864,624	329,456	1,769,556	2,953,803
34 Abbotsford	218,286,679	19,126,457	815,094	1,308,251	692,103	118,014	313,969	2,241,078	3,770,469
35 Langley	262,860,043	51,370,099	972,320	2,305,165	680,306	551,875	260,000	2,671,352	4,524,105
36 Surrey	860,619,424	70,673,059	3,177,154	4,311,707	2,362,474	6,861,224	72,999	8,711,614	14,751,198
37 Delta	171,073,583	15,176,824	642,504	653,419	615,060	2,171,545	41,933	1,765,282	2,977,591
38 Richmond	234,586,866	48,725,860	865,171	849,718	829,289	2,215,706	21,608	2,372,391	4,024,349
39 Vancouver	549,018,493	38,181,978	2,030,415	10,395,657	2,238,404	7,294,124	53,423	5,566,910	9,375,668
40 New Westminster	81,585,615	7,556,621	302,183	1,700,863	235,916	521,853	6,073	826,518	1,395,723
41 Burnaby	283,301,011	18,293,918	1,069,373	2,652,174	931,106	1,441,995	24,841	2,925,795	4,961,375
42 Maple Ridge-Pitt Meadows	182,462,027	24,601,644	690,930	622,813	517,597	1,874,965	185,990	1,900,067	3,198,215
43 Coquitlam	351,623,782	50,439,044	1,294,502	1,691,824	1,139,837	706,353	81,641	3,533,596	5,993,872
44 North Vancouver	169,949,327	20,447,800	629,145	1,270,786	626,391	2,966,047	40,566	1,734,379	2,910,866
45 West Vancouver	75,581,773	3,249,969	280,198	314,312	267,433	678,422	84,722	771,793	1,289,482
46 Sunshine Coast	48,858,895	3,542,945	180,807	548,446	196,625	510,381	380,465	499,932	802,083
47 Powell River	40,300,516	2,545,871	153,294	225,426	122,953	243,304	91,754	417,806	694,416
48 Sea to Sky	62,168,918	7,172,571	226,281	335,242	191,174	371,793	265,534	625,279	1,019,357
49 Central Coast	7,307,171	621,226	27,136	274,774	60,303	42,403	80,277	350,000	100,933
50 Haida Gwaii	11,573,063	918,557	42,707	121,149	110,411	139,874	149,851	350,000	167,037
51 Boundary	20,326,253	1,505,085	74,976	167,462	113,371	105,245	153,588	350,000	317,772
52 Prince Rupert	26,193,774	3,075,196	99,002	570,165	135,659	706,027	117,597	350,000	432,493
53 Okanagan Similkameen	34,014,390	2,873,298	126,011	250,329	125,870	233,703	209,099	350,000	553,472
54 Bulkley Valley	25,397,233	1,390,404	96,108	257,810	141,686	225,459	163,737	350,000	419,912
57 Prince George	163,227,347	10,633,231	608,416	2,379,665	667,343	2,271,692	687,663	1,682,425	2,764,452
58 Nicola-Similkameen	26,967,695	4,597,832	100,943	317,363	125,854	120,216	170,292	350,000	448,253
59 Peace River South	50,673,962	4,159,782	189,511	408,136	285,789	944,395	441,458	521,677	829,447
60 Peace River North	76,226,662	5,780,342	294,126	632,321	299,020	241,350	425,785	806,483	1,311,243
61 Greater Victoria	221,802,056	22,810,959	813,644	4,211,863	810,431	2,896,617	20,027	2,253,290	3,758,577
62 Sooke	149,697,605	25,171,345	570,089	792,774	336,877	931,052	358,365	1,565,710	2,625,334
63 Saanich	85,423,304	12,005,932	318,817	471,760	305,872	377,315	280,000	862,717	1,460,706
64 Gulf Islands	22,324,723	2,356,420	84,323	163,748	103,649	102,398	328,264	350,000	351,705
67 Okanagan Skaha	68,448,042	5,384,873	255,408	399,915	268,518	441,194	167,035	705,022	1,163,709
68 Nanaimo-Ladysmith	163,276,728	14,806,571	604,136	2,567,164	555,746	160,000	244,630	1,663,981	2,783,091
69 Qualicum	50,999,401	4,648,898	189,129	430,461	199,383	936,176	426,341	519,738	851,904
70 Pacific Rim	46,586,625	4,986,398	175,927	1,002,799	211,812	595,220	71,717	483,245	793,217
71 Comox Valley	114,400,601	13,026,472	424,472	624,031	350,494	451,831	421,375	1,141,262	1,931,944
72 Campbell River	69,096,327	4,269,881	256,837	590,612	263,177	75,322	316,860	709,927	1,162,737
73 Kamloops-Thompson	188,835,995	15,526,675	701,026	1,678,997	701,984	575,959	666,817	1,926,080	3,170,346
74 Gold Trail	20,963,933	651,938	79,316	417,262	139,683	376,093	366,932	350,000	318,468
75 Mission	77,813,135	9,402,801	291,080	448,905	249,559	725,901	188,900	800,105	1,333,708
78 Fraser-Cascade	26,005,209	3,454,103	99,441	385,353	107,288	229,516	184,576	350,000	432,735
79 Cowichan Valley	99,251,315	11,151,389	368,897	747,905	384,142	363,682	283,524	1,018,779	1,683,374
81 Fort Nelson	10,622,313	1,132,492	39,738	151,276	64,624	79,311	32,744	350,000	164,373
82 Coast Mountains	56,210,969	7,155,737	210,447	647,954	308,323	1,160,795	557,786	582,554	928,103
83 North Okanagan-Shuswap	85,810,361	8,800,769	327,247	360,765	342,495	641,286	561,925	902,357	1,468,736
84 Vancouver Island West	10,086,985	1,182,755	38,240	144,969	79,225	55,087	57,593	350,000	143,284
85 Vancouver Island North	20,441,274	1,564,483	78,307	361,670	148,405	115,216	118,179	350,000	333,913
87 Stikine	6,534,487	463,825	24,109	598,083	60,762	124,935	51,181	350,000	88,436
91 Nechako Lakes	59,265,725	3,284,566	221,120	569,400	289,483	1,096,373	503,247	589,780	960,046
92 Nisga'a	9,046,500	926,830	34,676	154,173	54,315	116,874	130,091	350,000	136,478
93 Conseil scolaire francophone	105,252,656	10,427,180	394,475	138,578	277,866	100,251	750,415	1,093,590	1,611,512
<b>Provincial Total</b>	<b>6,717,848,258</b>	<b>697,189,988</b>	<b>25,000,000</b>	<b>59,156,964</b>	<b>23,500,000</b>	<b>50,876,937</b>	<b>15,403,131</b>	<b>71,500,000</b>	<b>114,118,961</b>

\*Includes total operating portion only; see Table D for capital portion

**TABLE B**  
**CLASSROOM ENHANCEMENT FUND ALLOCATION, 2023/24 ESTIMATED**  
Updated December 2023

School District	FTE	Staffing Cost	Overhead Cost	Annual Remedies	Total 2023/24 Estimated Classroom Enhancement Fund Allocation
5 Southeast Kootenay	71.0	9,533,498	162,905	123,532	9,819,935
6 Rocky Mountain	31.0	3,690,465	211,745	0	3,902,210
8 Kootenay Lake	84.0	10,209,705	226,647	222,480	10,658,832
10 Arrow Lakes	1.7	196,164	60,416	0	256,580
19 Revelstoke	4.6	537,275	73,039	5,535	615,849
20 Kootenay-Columbia	44.2	5,940,288	363,510	37,809	6,341,607
22 Vernon	61.2	7,284,538	762,406	160,974	8,207,918
23 Central Okanagan	249.6	28,451,785	601,116	28,206	29,081,107
27 Cariboo-Chilcotin	29.7	3,726,327	621,939	28,800	4,377,066
28 Quesnel	17.1	2,106,392	234,701	0	2,341,093
33 Chilliwack	169.9	19,601,035	427,537	306,314	20,334,886
34 Abbotsford	147.0	17,579,136	475,908	1,071,413	19,126,457
35 Langley	409.7	45,926,107	991,667	4,452,325	51,370,099
36 Surrey	646.6	65,899,097	1,454,302	3,319,660	70,673,059
37 Delta	111.7	13,127,633	840,183	1,209,008	15,176,824
38 Richmond	353.0	43,024,547	5,298,621	402,692	48,725,860
39 Vancouver	258.3	32,432,766	4,418,408	1,330,804	38,181,978
40 New Westminster	55.5	6,773,816	408,298	374,507	7,556,621
41 Burnaby	142.0	15,435,801	2,658,006	200,111	18,293,918
42 Maple Ridge-Pitt Meadows	182.3	21,386,226	795,462	2,419,956	24,601,644
43 Coquitlam	339.5	44,295,139	2,401,690	3,742,215	50,439,044
44 North Vancouver	101.1	12,442,387	6,677,376	1,328,037	20,447,800
45 West Vancouver	25.6	3,042,493	200,866	6,610	3,249,969
46 Sunshine Coast	27.0	3,196,191	211,445	135,309	3,542,945
47 Powell River	18.4	1,996,181	131,811	417,879	2,545,871
48 Sea to Sky	57.8	6,808,826	363,745	0	7,172,571
49 Central Coast	4.3	562,476	58,750	0	621,226
50 Haida Gwaii	6.5	840,530	78,027	0	918,557
51 Boundary	11.9	1,422,980	27,469	54,636	1,505,085
52 Prince Rupert	21.7	2,517,212	211,631	346,353	3,075,196
53 Okanagan Similkameen	24.4	2,663,556	72,357	137,385	2,873,298
54 Bulkley Valley	10.3	1,192,716	89,373	108,315	1,390,404
57 Prince George	89.3	10,200,471	432,760	0	10,633,231
58 Nicola-Similkameen	32.3	4,227,123	330,403	40,306	4,597,832
59 Peace River South	30.1	3,636,673	320,690	202,419	4,159,782
60 Peace River North	38.7	4,439,753	399,801	940,788	5,780,342
61 Greater Victoria	202.4	20,286,493	768,811	1,755,655	22,810,959
62 Sooke	194.0	23,606,411	1,564,934	0	25,171,345
63 Saanich	79.7	9,288,171	928,795	1,788,966	12,005,932
64 Gulf Islands	18.8	1,817,024	355,130	184,266	2,356,420
67 Okanagan Skaha	34.4	4,114,533	233,000	1,037,340	5,384,873
68 Nanaimo-Ladysmith	105.9	12,719,608	1,534,626	552,337	14,806,571
69 Qualicum	35.0	4,100,744	437,804	110,350	4,648,898
70 Pacific Rim	34.6	4,381,900	131,154	473,344	4,986,398
71 Comox Valley	94.2	11,160,833	1,610,723	254,916	13,026,472
72 Campbell River	35.6	3,860,816	319,209	89,856	4,269,881
73 Kamloops-Thompson	128.2	14,876,383	507,486	142,806	15,526,675
74 Gold Trail	5.3	642,159	9,779	0	651,938
75 Mission	66.0	7,905,372	283,686	1,213,743	9,402,801
78 Fraser-Cascade	27.6	3,199,858	112,740	141,505	3,454,103
79 Cowichan Valley	78.1	9,219,249	959,916	972,224	11,151,389
81 Fort Nelson	7.4	910,154	193,180	29,158	1,132,492
82 Coast Mountains	59.5	6,693,649	336,538	125,550	7,155,737
83 North Okanagan-Shuswap	58.4	6,717,722	348,756	1,734,291	8,800,769
84 Vancouver Island West	7.6	907,261	232,106	43,388	1,182,755
85 Vancouver Island North	12.4	1,328,282	134,585	101,616	1,564,483
87 Stikine	3.9	456,946	6,879	0	463,825
91 Nechako Lakes	25.5	2,989,219	280,011	15,336	3,284,566
92 Nisga'a	6.0	805,727	121,103	0	926,830
93 Conseil scolaire francophone	86.2	9,978,917	366,783	81,480	10,427,180
<b>Provincial Total</b>	<b>5,316.0</b>	<b>618,314,739</b>	<b>44,872,744</b>	<b>34,002,505</b>	<b>697,189,988</b>

**TABLE C**  
**LEARNING IMPROVEMENT FUND - SUPPORT STAFF, 2023/24**

Updated March 2023

School District	2023/24 Estimated Operating Grant Block	% of Total Operating Grants	2023/24 Learning Improvement Fund - Support Staff
5 Southeast Kootenay	77,556,846	1.2%	293,563
6 Rocky Mountain	45,436,597	0.7%	171,984
8 Kootenay Lake	61,649,241	0.9%	233,351
10 Arrow Lakes	10,526,626	0.2%	39,845
19 Revelstoke	14,423,670	0.2%	54,596
20 Kootenay-Columbia	48,869,590	0.7%	184,978
22 Vernon	103,520,613	1.6%	391,840
23 Central Okanagan	269,294,503	4.1%	1,019,317
27 Cariboo-Chilcotin	60,918,421	0.9%	230,585
28 Quesnel	40,173,865	0.6%	152,064
33 Chilliwack	168,730,453	2.6%	638,668
34 Abbotsford	215,340,708	3.3%	815,094
35 Langley	256,878,234	3.9%	972,320
36 Surrey	839,376,008	12.7%	3,177,154
37 Delta	169,743,905	2.6%	642,504
38 Richmond	228,570,622	3.5%	865,171
39 Vancouver	536,417,548	8.1%	2,030,415
40 New Westminster	79,834,006	1.2%	302,183
41 Burnaby	282,518,753	4.3%	1,069,373
42 Maple Ridge-Pitt Meadows	182,537,530	2.8%	690,930
43 Coquitlam	341,995,951	5.2%	1,294,502
44 North Vancouver	166,214,604	2.5%	629,145
45 West Vancouver	74,025,787	1.1%	280,198
46 Sunshine Coast	47,767,483	0.7%	180,807
47 Powell River	40,498,818	0.6%	153,294
48 Sea to Sky	59,781,404	0.9%	226,281
49 Central Coast	7,169,220	0.1%	27,136
50 Haida Gwaii	11,282,748	0.2%	42,707
51 Boundary	19,807,966	0.3%	74,976
52 Prince Rupert	26,155,457	0.4%	99,002
53 Okanagan Similkameen	33,291,120	0.5%	126,011
54 Bulkley Valley	25,390,952	0.4%	96,108
57 Prince George	160,738,162	2.4%	608,416
58 Nicola-Similkameen	26,668,220	0.4%	100,943
59 Peace River South	50,067,243	0.8%	189,511
60 Peace River North	77,705,448	1.2%	294,126
61 Greater Victoria	214,957,633	3.3%	813,644
62 Sooke	150,612,444	2.3%	570,089
63 Saanich	84,228,518	1.3%	318,817
64 Gulf Islands	22,277,442	0.3%	84,323
67 Okanagan Skaha	67,476,636	1.0%	255,408
68 Nanaimo-Ladysmith	159,607,369	2.4%	604,136
69 Qualicum	49,966,184	0.8%	189,129
70 Pacific Rim	46,478,443	0.7%	175,927
71 Comox Valley	112,141,798	1.7%	424,472
72 Campbell River	67,853,988	1.0%	256,837
73 Kamloops-Thompson	185,204,763	2.8%	701,026
74 Gold Trail	20,954,707	0.3%	79,316
75 Mission	76,900,695	1.2%	291,080
78 Fraser-Cascade	26,271,479	0.4%	99,441
79 Cowichan Valley	97,459,221	1.5%	368,897
81 Fort Nelson	10,498,461	0.2%	39,738
82 Coast Mountains	55,598,232	0.8%	210,447
83 North Okanagan-Shuswap	86,455,815	1.3%	327,247
84 Vancouver Island West	10,102,713	0.2%	38,240
85 Vancouver Island North	20,688,128	0.3%	78,307
87 Stikine	6,369,371	0.1%	24,109
91 Nechako Lakes	58,418,034	0.9%	221,120
92 Nisga'a	9,161,070	0.1%	34,676
93 Conseil scolaire francophone	104,216,674	1.6%	394,475
Provincial Total	6,604,778,140	100.0%	25,000,000

**TABLE D**  
**ANNUAL FACILITY GRANT, 2023/24**

Updated March 2023

School District	Total Operating Portion	Capital Portion	Total 2023/24 Annual Facility Grant	Operating Portion			Total Allocation to Districts
				Gross	Withheld	Net	
					Capital Asset Mgmt System		
5 Southeast Kootenay	287,051	1,509,767	1,796,818	287,051	24,430	262,621	1,772,388
6 Rocky Mountain	195,843	1,030,051	1,225,894	195,843	16,667	179,176	1,209,227
8 Kootenay Lake	279,640	1,470,789	1,750,429	279,640	23,799	255,841	1,726,630
10 Arrow Lakes	62,466	328,544	391,010	62,466	5,316	57,150	385,693
19 Revelstoke	65,380	343,873	409,253	65,380	5,564	59,816	403,689
20 Kootenay-Columbia	193,904	1,019,854	1,213,758	193,904	16,502	177,402	1,197,255
22 Vernon	356,577	1,875,445	2,232,022	356,577	30,347	326,230	2,201,676
23 Central Okanagan	785,498	4,131,388	4,916,886	785,498	66,851	718,648	4,850,035
27 Cariboo-Chilcotin	311,807	1,639,973	1,951,780	311,807	26,537	285,270	1,925,243
28 Quesnel	179,130	942,147	1,121,277	179,130	15,245	163,885	1,106,032
33 Chilliwack	456,617	2,401,612	2,858,229	456,617	38,861	417,756	2,819,368
34 Abbotsford	692,103	3,640,169	4,332,272	692,103	58,902	633,201	4,273,370
35 Langley	680,306	3,578,119	4,258,425	680,306	57,898	622,407	4,200,527
36 Surrey	2,362,474	12,425,601	14,788,075	2,362,474	201,064	2,161,413	14,587,009
37 Delta	615,060	3,234,953	3,850,013	615,060	52,346	562,714	3,797,667
38 Richmond	829,289	4,361,706	5,190,995	829,289	70,578	758,711	5,120,417
39 Vancouver	2,238,404	11,773,052	14,011,456	2,238,404	190,502	2,047,901	13,820,954
40 New Westminster	235,916	1,240,820	1,476,736	235,916	20,078	215,838	1,456,659
41 Burnaby	931,106	4,897,223	5,828,329	931,106	79,243	851,863	5,749,087
42 Maple Ridge-Pitt Meadows	517,597	2,722,339	3,239,936	517,597	44,051	473,546	3,195,885
43 Coquitlam	1,139,837	5,995,058	7,134,895	1,139,837	97,007	1,042,830	7,037,888
44 North Vancouver	626,391	3,294,550	3,920,941	626,391	53,310	573,081	3,867,631
45 West Vancouver	267,433	1,406,584	1,674,017	267,433	22,760	244,673	1,651,257
46 Sunshine Coast	196,625	1,034,164	1,230,789	196,625	16,734	179,891	1,214,055
47 Powell River	122,953	646,681	769,634	122,953	10,464	112,489	759,170
48 Sea to Sky	191,174	1,005,494	1,196,668	191,174	16,270	174,904	1,180,398
49 Central Coast	60,303	317,169	377,472	60,303	5,132	55,171	372,340
50 Haida Gwaii	110,411	580,715	691,126	110,411	9,397	101,014	681,730
51 Boundary	113,371	596,282	709,653	113,371	9,649	103,722	700,004
52 Prince Rupert	135,659	713,507	849,166	135,659	11,545	124,113	837,621
53 Okanagan Similkameen	125,870	662,025	787,895	125,870	10,712	115,158	777,183
54 Bulkley Valley	141,686	745,207	886,893	141,686	12,058	129,627	874,834
57 Prince George	667,343	3,509,939	4,177,282	667,343	56,795	610,548	4,120,486
58 Nicola-Similkameen	125,854	661,936	787,790	125,854	10,711	115,143	777,079
59 Peace River South	285,789	1,503,128	1,788,917	285,789	24,322	261,466	1,764,594
60 Peace River North	299,020	1,572,719	1,871,739	299,020	25,449	273,572	1,846,290
61 Greater Victoria	810,431	4,262,522	5,072,953	810,431	68,973	741,458	5,003,980
62 Sooke	336,877	1,771,831	2,108,708	336,877	28,670	308,207	2,080,038
63 Saanich	305,872	1,608,756	1,914,628	305,872	26,032	279,840	1,888,596
64 Gulf Islands	103,649	545,148	648,797	103,649	8,821	94,828	639,976
67 Okanagan Skaha	268,518	1,412,288	1,680,806	268,518	22,853	245,665	1,657,953
68 Nanaimo-Ladysmith	555,746	2,922,988	3,478,734	555,746	47,298	508,449	3,431,437
69 Qualicum	199,383	1,048,671	1,248,054	199,383	16,969	182,414	1,231,085
70 Pacific Rim	211,812	1,114,039	1,325,851	211,812	18,027	193,785	1,307,824
71 Comox Valley	350,494	1,843,448	2,193,942	350,494	29,829	320,665	2,164,113
72 Campbell River	263,177	1,384,199	1,647,376	263,177	22,398	240,779	1,624,979
73 Kamloops-Thompson	701,984	3,692,136	4,394,120	701,984	59,743	642,241	4,334,377
74 Gold Trail	139,683	734,674	874,357	139,683	11,888	127,795	862,470
75 Mission	249,559	1,312,576	1,562,135	249,559	21,239	228,320	1,540,897
78 Fraser-Cascade	107,288	564,288	671,576	107,288	9,131	98,157	662,445
79 Cowichan Valley	384,142	2,020,424	2,404,566	384,142	32,693	351,449	2,371,873
81 Fort Nelson	64,624	339,893	404,517	64,624	5,500	59,124	399,016
82 Coast Mountains	308,323	1,621,646	1,929,969	308,323	26,240	282,082	1,903,728
83 North Okanagan-Shuswap	342,495	1,801,377	2,143,872	342,495	29,148	313,346	2,114,723
84 Vancouver Island West	79,225	416,689	495,914	79,225	6,743	72,482	489,172
85 Vancouver Island North	148,405	780,549	928,954	148,405	12,630	135,775	916,324
87 Stikine	60,762	319,582	380,344	60,762	5,171	55,591	375,173
91 Nechako Lakes	289,483	1,522,559	1,812,042	289,483	24,637	264,846	1,787,405
92 Nisga'a	54,315	285,675	339,990	54,315	4,623	49,693	335,367
93 Conseil scolaire francophone	277,866	1,461,459	1,739,325	277,866	23,648	254,218	1,715,678
Provincial Total	23,500,000	123,600,000	147,100,000	23,500,000	2,000,000	21,500,000	145,100,000

**TABLE E**  
**LABOUR SETTLEMENT FUNDING, 2023/24**  
Updated December 2023

School District	Labour Settlement Funding – Operating				Labour Settlement Funding - Classroom Enhancement Fund				Grand Total, 2023/24 Labour Settlement Funding
	Cost of Living Adjustment	Teacher & Support Staff Benefit Enhancements	Management Salary Increases	2023/24 Total	Staffing Cost	Overhead Cost	Annual Remedies	2023/24 Total	
5 Southeast Kootenay	772,725	108,481	361,895	1,243,101	52,744	4,092	8,338	65,174	1,308,275
6 Rocky Mountain	437,942	60,331	193,923	692,196	50,844	5,319	0	56,163	748,359
8 Kootenay Lake	530,605	75,605	266,616	872,826	125,348	5,694	15,017	146,059	1,018,885
10 Arrow Lakes	110,326	15,366	31,075	156,767	1,240	1,518	0	2,758	159,525
19 Revelstoke	145,722	20,480	62,893	229,095	7,592	1,835	374	9,801	238,896
20 Kootenay-Columbia	437,958	63,484	236,459	737,901	83,200	9,132	2,552	94,884	832,785
22 Vernon	993,110	142,005	521,408	1,656,523	98,066	19,153	10,866	128,085	1,784,608
23 Central Okanagan	2,542,563	356,307	1,410,449	4,309,319	370,165	15,101	1,904	387,170	4,696,489
27 Cariboo-Chilcotin	588,131	83,182	267,074	938,387	54,470	15,624	1,944	72,038	1,010,425
28 Quesnel	398,496	55,928	186,474	640,898	29,898	5,896	0	35,794	676,692
33 Chilliwack	1,632,110	229,635	894,886	2,756,631	165,756	10,740	20,676	197,172	2,953,803
34 Abbotsford	2,043,486	294,832	1,142,795	3,481,113	205,081	11,955	72,320	289,356	3,770,469
35 Langley	1,958,242	323,357	1,389,573	3,671,172	527,489	24,912	300,532	852,933	4,524,105
36 Surrey	8,018,226	1,134,433	4,508,794	13,661,453	829,134	36,534	224,077	1,089,745	14,751,198
37 Delta	1,595,402	236,954	906,308	2,738,664	136,213	21,106	81,608	238,927	2,977,591
38 Richmond	1,774,966	280,442	1,235,238	3,290,646	573,413	133,108	27,182	733,703	4,024,349
39 Vancouver	5,134,262	742,906	2,830,085	8,707,253	467,590	110,996	89,829	668,415	9,375,668
40 New Westminster	735,684	107,673	421,556	1,264,913	95,274	10,257	25,279	130,810	1,395,723
41 Burnaby	2,780,654	396,293	1,513,968	4,690,915	190,181	66,772	13,507	270,460	4,961,375
42 Maple Ridge-Pitt Meadows	1,536,143	239,490	970,819	2,746,452	268,433	19,983	163,347	451,763	3,198,215
43 Coquitlam	2,827,105	449,068	1,820,700	5,096,873	584,066	60,333	252,600	896,999	5,993,872
44 North Vancouver	1,363,524	226,800	882,649	2,472,973	180,507	167,744	89,642	437,893	2,910,866
45 West Vancouver	753,925	105,339	386,189	1,245,453	38,537	5,046	446	44,029	1,289,482
46 Sunshine Coast	451,419	64,100	219,205	734,724	52,914	5,312	9,133	67,359	802,083
47 Powell River	377,725	55,516	200,233	633,474	29,424	3,311	28,207	60,942	694,416
48 Sea to Sky	543,424	76,937	289,880	910,241	99,978	9,138	0	109,116	1,019,357
49 Central Coast	68,351	9,488	13,452	91,291	8,166	1,476	0	9,642	100,933
50 Haida Gwaii	108,489	14,746	29,360	152,595	12,482	1,960	0	14,442	167,037
51 Boundary	195,582	27,360	76,067	299,009	14,385	690	3,688	18,763	317,772
52 Prince Rupert	220,732	34,318	113,334	368,384	35,414	5,316	23,379	64,109	432,493
53 Okanagan Similkameen	317,052	44,836	147,241	509,129	33,252	1,818	9,273	44,343	553,472
54 Bulkley Valley	247,570	35,148	110,081	392,799	17,557	2,245	7,311	27,113	419,912
57 Prince George	1,586,864	219,334	803,060	2,609,258	144,323	10,871	0	155,194	2,764,452
58 Nicola-Similkameen	223,672	33,164	122,837	379,673	57,559	8,300	2,721	68,580	448,253
59 Peace River South	471,154	67,483	218,506	757,143	50,585	8,056	13,663	72,304	829,447
60 Peace River North	707,030	106,748	363,050	1,176,828	60,869	10,043	63,503	134,415	1,311,243
61 Greater Victoria	1,926,218	284,113	1,135,578	3,345,909	274,848	19,313	118,507	412,668	3,758,577
62 Sooke	1,311,104	187,493	787,501	2,286,098	299,923	39,313	0	339,236	2,625,334
63 Saanich	642,771	109,905	432,916	1,185,592	131,027	23,332	120,755	275,114	1,460,706
64 Gulf Islands	196,017	28,433	79,867	304,317	26,029	8,921	12,438	47,388	351,705
67 Okanagan Skaha	599,460	93,551	340,332	1,033,343	54,493	5,853	70,020	130,366	1,163,709
68 Nanaimo-Ladysmith	1,497,575	218,441	835,497	2,551,513	155,743	38,552	37,283	231,578	2,783,091
69 Qualicum	467,459	67,165	242,196	776,820	56,637	10,998	7,449	75,084	851,904
70 Pacific Rim	418,304	63,221	226,068	707,593	50,378	3,295	31,951	85,624	793,217
71 Comox Valley	1,005,028	147,033	563,545	1,715,606	158,668	40,463	17,207	216,338	1,931,944
72 Campbell River	668,685	93,677	334,756	1,097,118	51,535	8,019	6,065	65,619	1,162,737
73 Kamloops-Thompson	1,796,761	250,680	910,403	2,957,844	190,114	12,749	9,639	212,502	3,170,346
74 Gold Trail	216,395	29,373	62,770	308,538	9,684	246	0	9,930	318,468
75 Mission	645,651	102,267	395,335	1,143,253	101,400	7,127	81,928	190,455	1,333,708
78 Fraser-Cascade	232,612	33,446	112,160	378,218	42,133	2,832	9,552	54,517	432,735
79 Cowichan Valley	837,540	129,116	494,137	1,460,793	132,842	24,114	65,625	222,581	1,683,374
81 Fort Nelson	98,233	14,286	36,267	148,786	8,766	4,853	1,968	15,587	164,373
82 Coast Mountains	504,601	71,854	249,671	826,126	85,048	8,454	8,475	101,977	928,103
83 North Okanagan-Shuswap	722,279	116,607	413,767	1,252,653	90,257	8,761	117,065	216,083	1,468,736
84 Vancouver Island West	88,325	12,137	20,006	120,468	14,056	5,831	2,929	22,816	143,284
85 Vancouver Island North	195,977	27,537	81,468	304,982	18,691	3,381	6,859	28,931	333,913
87 Stikine	62,690	8,132	10,714	81,536	6,727	173	0	6,900	88,436
91 Nechako Lakes	580,874	79,923	247,205	908,002	43,975	7,034	1,035	52,044	960,046
92 Nisga'a	85,086	11,106	24,691	120,883	12,553	3,042	0	15,595	136,478
93 Conseil scolaire francophone	1,004,074	138,300	339,818	1,482,192	114,606	9,214	5,500	129,320	1,611,512
<b>Provincial Total</b>	<b>60,434,090</b>	<b>8,855,365</b>	<b>33,524,800</b>	<b>102,814,255</b>	<b>7,882,282</b>	<b>1,127,256</b>	<b>2,295,168</b>	<b>11,304,706</b>	<b>114,118,961</b>



## 2024 – 2025 Budget Development Spring of 2024

When	Who	What
January 30, 2024	Regular Board Education & Business Committee	Establish 2024/2025 Budget Guiding Principles
February 6, 2024	Regular Board Meeting	Adoption of 2024/2025 Budget Guiding Principles
February 9, 2024	Senior Staff/ Trustees	Online survey in school newsletters and on website
February 12 – 16, 2024	Liaison Meetings with Partner Groups and Local Nations	Trustees to meet with Partner Groups and Local Nations
February 15, 2024	J Sandquist	2024-2025 Enrolment Projection
February 20, 2024	Advisory Committee Meeting	Seek feedback and perspectives on budget assumptions
February 20, 2024	Senior Staff/Trustees	Opportunity for public to provide input on the budget
February 23, 2024	Senior Staff/ Trustees	Online Survey deadline for input
February 27, 2024	Regular Board Education & Business Committee	Review 2024/2025 Budget Assumptions Review feedback received from online survey and public meeting
March 15, 2024	J Sandquist/ Province	Ministry Funding Announcement
March 26, 2024	Regular Board Education & Business Committee	Review Ministry formula and funding announcement and begin to develop options
April 2, 2024	Regular Board Meeting	Update the Board on Budget Progress
April 11, 2024	Special Board Education and Business Committee	Explore options for balancing the budget
April 18 – 19, 2024	Board	BCSTA AGM
April 23, 2024	Special Board Education and Business Committee	Develop budget drafting instructions
April 25, 2024	Regular Board Education & Business Committee	Recommend budget to the Board
May 2, 2024	Special Board Education and Business Committee (if required)	Hold date
May 7, 2024	Regular Board Meeting	Adoption of budget bylaw
May 8, 2024	Staff	Staffing assignments initiated.



**TRACKED CHANGES TO 2023/2024 OPERATING BUDGET**

	AMENDED BUDGET	ANNUAL BUDGET	CHANGES	DESCRIPTION
<b>REVENUE:</b>				
PROVINCIAL GRANTS	94,895,696	92,791,350	2,104,346	Modest enrolment and designations increase / Funding for Cost of Living Adjustment
INTERNATIONAL PROGRAM	2,000,000	2,000,000	-	International Program Tuition
LOCAL EDUCATION AGREEMENT	7,062,740	6,691,959	370,781	Increase in enrolment
MISCELLANEOUS REVENUE	80,000	80,000	-	International Program Reg Fees
TRANSPORTATION	55,000	55,000	-	International Program Transport Fees
BEFORE AND AFTER SCHOOL CARE PARENT FEES	451,575	451,575	-	New funding line for 2023/2024
RENTALS	150,000	150,000	-	Short-term and long-term rentals
INTEREST	750,000	750,000	-	Investment Interest
PRIOR YEAR SURPLUS	3,960,704	2,322,931	1,637,773	Addition of Y/E Surplus Restrictions
	<b>109,405,715</b>	<b>105,292,815</b>	<b>4,112,900</b>	
<b>EXPENDITURES:</b>				
SALARIES				
PRINCIPAL / VICE-PRINCIPAL SALARIES	7,022,022	6,336,600	685,422	Wage increases not budgeted in Annual Budget
TEACHER SALARIES	42,573,021	42,720,371	(147,350)	Slight reduction in average teacher salary
EDUCATION ASSISTANT SALARIES	9,592,409	9,082,878	509,531	Increased positions for new student designations / Cost of Living Adjustment
CLERICAL / NHS SALARIES	4,461,090	4,454,899	6,191	
USW SALARIES	6,191,912	6,103,869	88,043	Cost of Living Adjustment
EXCLUDED SALARIES	2,655,850	2,482,874	172,976	Wage increases not budgeted in Annual Budget
CASUAL REPLACEMENT (ILLNESS / VACATION)	4,408,574	4,408,574	-	
INSERVICE / EXTRA CURRICULAR / DEP'T HEAD	937,286	801,598	135,688	Y/E Surplus Restrictions added
	<b>77,842,164</b>	<b>76,391,663</b>	<b>1,450,501</b>	
EMPLOYEE BENEFITS				
STATUTORY BENEFITS	7,392,392	7,115,947	276,445	CPP and Worksafe BC Rate increases
PENSION BENEFITS	8,545,303	7,964,087	581,216	Corresponding increase for wage adjustments
HEALTH BENEFITS	3,634,252	3,546,224	88,028	Rate increases
	<b>19,571,947</b>	<b>18,626,258</b>	<b>945,689</b>	
SERVICES AND SUPPLIES				
SERVICES	3,698,135	3,280,436	417,699	Y/E Surplus Restrictions added / Dual Credit Tuition
STUDENT TRANSPORTATION	276,525	276,525	-	
PROFESSIONAL DEVELOPMENT AND TRAVEL	750,902	610,900	140,002	Y/E Surplus Restrictions added
RENTALS AND LEASES	67,100	67,100	-	
DUES AND FEES	114,310	114,310	-	
INSURANCE	287,534	250,534	37,000	
SUPPLIES	4,890,832	3,775,643	1,115,189	Y/E Surplus Restrictions added /Software costs
UTILITIES	1,610,580	1,610,580	-	
	<b>11,695,918</b>	<b>9,986,028</b>	<b>1,709,890</b>	
<b>TRANSFER TO CAPITAL</b>	<b>295,686</b>	<b>288,866</b>	<b>6,820</b>	Security cameras added
	<b>109,405,715</b>	<b>105,292,815</b>	<b>4,112,900</b>	
<b>BUDGET BALANCE</b>	-	-	-	



**COWICHAN VALLEY**  
School District

**2023/2024 Amended Annual Operating Budget  
Surplus Reconciliation**

	<b>2023/2024 Amended Budget</b>	<b>2022/2023 Financial Statements</b>	<b>Change</b>
Operating Surplus at at June 30, 2023	6,772,987	6,772,987	-
Internally Restricted :			
To Balance 2023/2024 Budget	2,753,756	2,322,931	430,825
Rollovers	1,206,948	1,206,948	-
Subtotal	3,960,704	3,529,879	430,825
<b>Unrestricted Surplus</b>	<b>2,812,283</b>	<b>3,243,108</b>	<b>(430,825)</b>
<b>% Of Operating Budget</b>	<b>2.57%</b>	<b>2.96%</b>	



**CAPITAL BYLAW NO. 2023/2024-CPSD79-02  
CAPITAL PLAN 2023/2024**

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 2023/2024 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 September 15, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 79 (Cowichan Valley) Capital Bylaw No. 2023/2024-CPSD79-02.

READ A FIRST TIME THE 9th DAY OF JANUARY, 2024;  
READ A SECOND TIME THE 9th DAY OF JANUARY, 2024;  
READ A THIRD TIME, PASSED THE 9th DAY OF JANUARY, 2024.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 79 (Cowichan Valley) Capital Bylaw No. 2023/2024-CPSD79-02 adopted by the Board the 9<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Secretary-Treasurer



September 15, 2023

Ref: 293335

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

**Capital Plan Bylaw No. 2023/24-CPSD79-02**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

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This letter is in response to your School District's 2023/24 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)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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.

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Ministry of  
Education and Child Care

Capital Management Branch  
Resource Management Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

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**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

**New Projects**

Project #	Project Name	Project Type	Comments
150154	Lake Cowichan Secondary (Old Stanley Gordon School)	Demolition	Project has been supported for planning. Your Regional Director will contact you regarding next steps

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), 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, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Lake Cowichan Secondary	SEP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Bench Elementary	CNCP - HVAC Upgrades	\$675,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Lake Cowichan Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
<b>Chemainus Elementary Community School, Chemainus Secondary, Discovery Elementary, Frances Kelsey Secondary,</b>	<b>FIP – Kitchen Equipment and Upgrade</b>	<b>\$170,000</b>	<b>Proceed to design, tender &amp; construction. To be completed by March 31, 2024.</b>

<b>George Bonner Elementary, Lake Cowichan Elementary, Maple Bay Elementary, Quamichan School, Tansor Elementary</b>			
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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 2023/24 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 2023/24 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 Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 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 1<sup>st</sup>, 2023.

NOTE: School districts’ Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

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. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

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, A/Executive Director  
Capital Management Branch

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

**SCHEDULE OF UPCOMING COMMITTEE / OTHER MEETINGS**

<b>MEETING</b>	<b>DATE/TIME</b>	<b>LOCATION</b>
Board Planning	January 16, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee Meeting	January 23, 4:30 p.m.	Inspire Room
BEBC Meeting	January 30, 4:00 p.m.	Yuxwule' Eagle Room
Closed/Open Board Meetings	February 6, 3:30/4:30 p.m.	Yuxwule' Eagle Room
Partner Liaison Meeting	February 9	Radisson Hotel Vancouver Airport
Budget Survey Open Online	February 9 - 23	SD79.bc.ca
Budget Meetings with Partner Groups	February 12 - 16	TBA
Board Planning	February 13, 4:00 p.m.	Yuxwule' Eagle Room
Advisory Committee Meeting	February 20, 4:30 p.m.	Inspire Room
Public Budget Consultation	February 20, 5:30 p.m.	Inspire Room
Provincial Council (Trustee Croft)	February 24	Virtual
BEBC Meeting	February 27, 4:00 p.m.	Yuxwule' Eagle Room
Long Service Tea	March 7, 3:45 p.m.	Oceanfront Suites