

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
BUSINESS COMMITTEE MEETING
AGENDA

Wednesday, March 8, 2023, 6:00 PM
ONLINE MICROSOFT TEAMS MEETING

Please note that the proceedings of this meeting are being recorded to assist in the preparation of the minutes of the meeting. The recording of this meeting are records of the School District, as defined in the Freedom of Information and Protection of Privacy Act, and as such may be the subject of access requests under the Act.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. APPROVAL OF THE MINUTES

4

That the minutes of the Business Committee meeting held on February 8, 2023, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

8.1	Shawn Johnston, Executive Director of Human Resources and Arlen Valade, Senior Manager Occupational Safety and Wellness	9
	Re: WSBC Asbestos Compliance Initiative	
8.2	Mark Walsh, Secretary-Treasurer and Brian Hackwood, Assistant Executive Director of Planning and Operations	13
	Re: Proposed Annual Facilities Grant	
8.3	Mark Walsh, Secretary-Treasurer and Dale Burgos, Executive Director of Communications, Privacy & Engagement	17
	Re: FOIPPA Privacy Management Programs Update	
	<i>The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy – Privacy and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.</i>	
8.4	Mark Walsh, Secretary-Treasurer	19
	Re: NDSS Consultation Update	
8.5	Scott Saywell, Superintendent	20
	Re: ESAC Update	
8.6	Mark Walsh, Secretary-Treasurer	30
	Re: Cedar Childcare	
	<i>That the Business Committee recommend that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply through the Childcare BC New Spaces Fund to add a childcare space at Cedar Elementary to accommodate future childcare space needs.</i>	
8.7	Mark Walsh, Secretary-Treasurer	32
	Re: Family Affordability Fund Update	
9.	CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING	
10.	UNFINISHED BUSINESS	
11.	NEW BUSINESS	

12. FOR INFORMATION

13. QUESTION PERIOD

Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Forms are available in the information rack near the entrance of the Board Room.

If the meeting is being held online, individuals wishing to ask questions of the Board shall type their question in the Q&A compose box on the right side of the screen and then select send. Your question will be read by the Board or Committee Chair.

Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

14. ADJOURNMENT

That the meeting be adjourned.



THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE BUSINESS COMMITTEE MEETING

February 8, 2023

Trustees	G. Keller T. Brzovic, Chair N. Bailey L. Pellegrin L. Lee, Vice Chair M. Robinson C. Morvay T. Rokeby
Absent	C. McKay
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services L. Tait, Deputy Superintendent
Representatives	CUPE Representative: Jeff Virtanen DPAC Representative: Jessica Krog-Irving NDTA Representative: Jeremy Inscho NSAA Representative: Theresa Kraeker

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:06 pm.

2. **ADDITIONS TO THE AGENDA**

Trustee Robinson - Notice of Motion added as item 11.2

3. **DELETIONS TO THE AGENDA**

There were none.

4. **CHANGE IN ORDER**

There was no change in order.

5. APPROVAL OF THE AGENDA

B23/02/08-01

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Lee

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. APPROVAL OF THE MINUTES

B23/02/08-02

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Pellegrin

That the minutes of the Business Committee meeting held on January 11, 2023, be approved.

CARRIED UNANIMOUSLY

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

8.1 Mark Walsh, Secretary-Treasurer

Re: Child Care Update

Mark Walsh provided an update on issues associated with childcare, specifically, an update on the status of capital projects funded by the Ministry of Education and Child Care to build childcare spaces on school sites. An update on the provision of a before and after school care pilot for September 2023 was also provided. An Information Sheet is attached to the Agenda.

8.2 Mark Walsh, Secretary-Treasurer

Re: Vandalism Update

Senior staff presented the semi-annual vandalism report which is intended to provide an update on Facilities' activities related to AP427. The report discusses vandalism from July 1, 2022, to December 31, 2022. An Information Sheet, together with the report, is attached to the Agenda.

8.3 Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance

Re: Amended Annual Budget (Quarter 2 Report)

Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance provided the second quarter financial results together with the 2022/2023 Amended Annual Budget. An Information Sheet is attached to the Agenda.

B23/02/08-03

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Lee

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the 2022/2023 Amended Annual Budget Bylaw during the February 22, 2023, Regular Board Meeting.

CARRIED UNANIMOUSLY

B23/02/08-04

IT WAS MOVED BY Trustee Keller

IT WAS SECONDED BY Trustee Lee

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the 2022/2023 Amended Annual Budget Bylaw during the February 22, 2023, Regular Board Meeting.

CARRIED UNANIMOUSLY

8.4 Mark Walsh, Secretary-Treasurer

Re: Enrolment Projections

Mark Walsh, Secretary-Treasurer and Taunia Sutton, Director of Finance presented the 2023/24 Enrolment Projection. An Information Sheet is attached to the Agenda.

8.5 Mark Walsh, Secretary-Treasurer

Re: New Policy - Financial Planning and Reporting

Mark Walsh presented a draft Financial Planning and Reporting Policy as required by the Ministry of Education and Childcare and as discussed at the Policy Committee, with recommendation to circulate as a Notice of Motion for 30 days.

B23/02/08-05

IT WAS MOVED BY Trustee Lee

IT WAS SECONDED BY Trustee Robinson

That the Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Financial Planning and Reporting Policy and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

CARRIED UNANIMOUSLY

8.6 Mark Walsh, Secretary-Treasurer & Tracy Mowat, Transportation Manager

Re: Transportation Route Review

Mark Walsh, Tracy Mowat and Pete Sabo presented the 2022/23 Annual Bus Route Review and recommendations. An Information Sheet is attached to the Agenda.

9. **CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING**

9.1 Mark Walsh, Secretary-Treasurer

Re: K. Kurucz - Traffic Control

Mark Walsh provided some information on the crossing guard program in the District.

B23/02/08-06

IT WAS MOVED BY Trustee Bailey

IT WAS SECONDED BY Trustee Morvay

The Business Committee recommends that the correspondence from K. Kurucz be referred to the Board Chair for response.

CARRIED UNANIMOUSLY

10. **UNFINISHED BUSINESS**

11. **NEW BUSINESS**

11.1 Trustee Pellegrin

Re: Environmental Sustainability Action Plan

Trustee Pellegrin presented a motion to advocate for Ministry funding to assist the District in achieving our environmental goals.

B23/02/08-07

IT WAS MOVED BY Trustee Pellegrin

IT WAS SECONDED BY Trustee Robinson

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct the Chair to write to relevant Ministries with respect to its relevant environmental targets, including GHG reduction goals, highlighting our efforts and recognizing Ministry support and requesting funding or other actions to assist the Board in overcoming barriers to meet its targets.

CARRIED UNANIMOUSLY

11.2 Trustee Robinson

Re: Notice of Motion

Trustee Robinson withdrew his notice of motion.

12. FOR INFORMATION

13. QUESTION PERIOD

There was one question this evening from: L.McKinnon

Did I hear correctly that an additional stop is being considered in the Mount Benson area or not being considered? If yes, where would that stop be? What about offering an after school only option for an additional stop? If there are three buses, how this not be considered?

Staff Answer: Yes, an additional stop is being considered (would drive up Meadow Drive and loop back down), would probably put in two stops. An after school option could be considered.

14. ADJOURNMENT

The meeting adjourned at 8:18 pm.

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Lee

That the meeting be adjourned.

CARRIED UNANIMOUSLY

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: March 8, 2023
TO: Business Committee
FROM: Shawn Johnston, Executive Director of Human Resources and
Arlen Valade, Senior Manager Occupational Safety & Wellness
SUBJECT: WSBC Asbestos Compliance Initiative

Background

In January 2023, WorkSafeBC (WSBC) commenced a sustained compliance initiative in the K-12 sector with respect to asbestos containing material management. The purpose of this initiative was to ensure all public school employers understand the hazards of asbestos in the workplace. This Information Sheet will provide an update on the District's progress towards this initiative.

Discussion

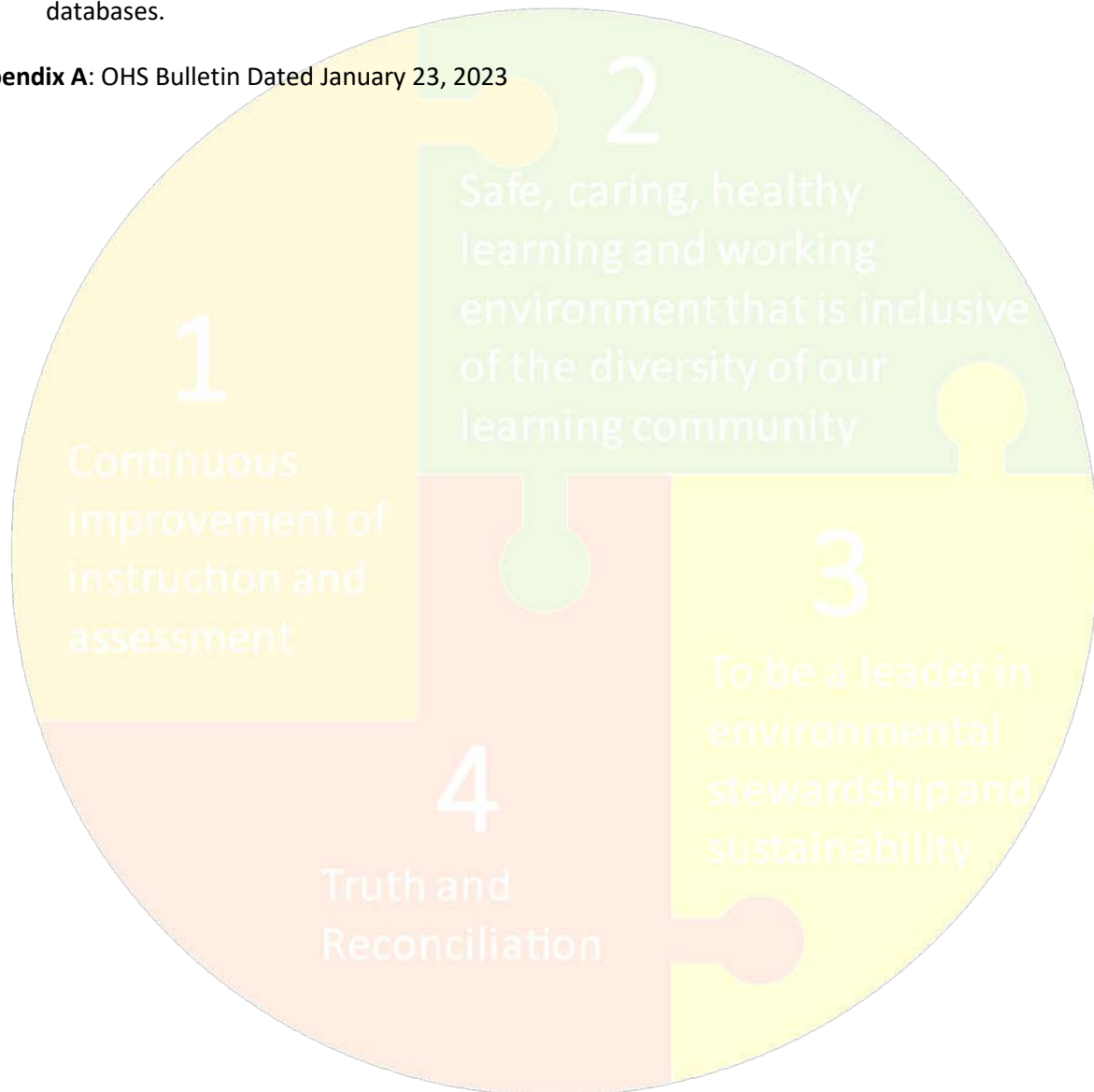
Below are the actions that the District has completed to date:

- NLPS has an updated asbestos exposure control program for all sites,
- Since 2016, NLPS has maintained a paper copy and online asbestos exposure control program.
- Each site in the district has door frame labels in all areas where ACM (asbestos containing materials) are present.
- Each site has a grey binder labeled *NLPS Asbestos Program* which contains:
 - A Coded List of Materials to explain the abbreviations on our door frame labels,
 - A colour floor plan showing the dates of original building construction and additions,
 - WorkSafeBC Tool box meeting guide on the health hazards of asbestos,
 - NLPS Asbestos Safe work procedures,
 - NLPS Asbestos exposure control plan, and
 - Site based asbestos assessment / reassessment report
- The binders are available to all staff on site and facilities staff have the ability to access present and historic reports on any site from our online database.
- Employees are made aware of the hazards of asbestos during our new workers training and administration are provided [a video](#) to show at the September staff meeting for all workers.

Items to complete this year:

- Ensure all schools have the most recent ACM assessment reports on site.
- Ensure the contents of the *NLPS Asbestos Program* binders are complete and accessible to all staff.
- Remind admin to show the asbestos awareness training video at the September staff meeting.
- Connect with facilities in the event of a major remediation projects to update online and paper databases.

Appendix A: OHS Bulletin Dated January 23, 2023





January 23, 2023 | By email: 2 pages

WorkSafeBC asbestos containing material Sustained Compliance Initiative – begins in January

This month, WorkSafeBC (WSBC) is beginning a sustained compliance initiative in the K-12 sector with respect to asbestos containing material management. WSBC Officers will visit school district sites and ask about asbestos management practices in compliance with the Workers Compensation Act and the Occupational Health and Safety Regulation.

Recommended Action

School districts should ensure they have implemented and maintained asbestos exposure control programs, including up to date inventories for all sites. Site supervisors should be able to access any necessary information through district procedures. Employees should be aware of asbestos as a workplace hazard.

Background

In 2016, WSBC launched the first targeted compliance campaign for asbestos management in the K-12 sector. During a five-month period, WSBC Officers visited 56 sites in 27 school districts. At that time, the inspections were to “verify that effective and sustainable asbestos management programs have been developed and maintained.”

A total of 58 orders were issued to improve existing programs. Key items of note were:

- Annual review of exposure control plans
- Maintaining the inventory of asbestos containing material
- Education and training workers

For more information on the 2016 initiative, review the attached copies of the initial notification letter and the follow up letter.

Contact

Hans Loeffelholz, Senior Manager, Occupational Health and Safety, hansl@bcpsea.bc.ca

Resources

Sustained Compliance: <https://www.worksafebc.com/en/about-us/what-we-do/industry-initiatives/sustained-compliance>

WSBC Asbestos Information: <https://www.worksafebc.com/en/health-safety/hazards-exposures/asbestos>

WSBC Asbestos Guidelines: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-06#SectionNumber:G6.1-1>

WSBC Asbestos Regulation: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements#SectionNumber:6.1>

WSBC Asbestos Safe Work Practices: <https://www.worksafebc.com/en/resources/health-safety/books-guides/safe-work-practices-for-handling-asbestos>

Sample Asbestos Management Program: <https://bcpsea.bc.ca/wp-content/uploads/2019/07/Asbestos-Abbotsford-School-District-AMP-2015.pdf>

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: March 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary – Treasurer
Pete Sabo, Executive Director Planning & Operations
Brian Hackwood, Assistant Director of Planning & Operations
SUBJECT: 2023/24 Annual Facility Grant (AFG)

Background:

Each year the Ministry of Education announces the amount of the AFG, to be used by the District for projects that meet the Ministry of Education Policy 3.115.1.

Discussion:

The District is planning for 'status quo' AFG funding for 2023/24 in the value of \$2,849,677. The grant is typically reduced by a contribution of \$47,298 toward the continuing implementation of *Capital Asset Management Services*, leaving an allocatable balance of \$2,802,379. CAMS is the process by which FCI scores are determined and maintained. The net amount of the grant is expected to remain equal to the funding received in 2022/23.

Plans for the expenditure of the AFG funding were developed considering the following:

- AFG criteria
- Facilities condition reports
- Reported facilities issues and building element planning
- 5-year School/Department Project Planning submitted June 30, 2022
- Alignment to support Energy Management activities
- Alignment with the NLPS Operational Plan
- Alignment with Learning Services priorities
- Alignment with Ministry Capital Submissions and planning
- Alignment with the *Long Range Facilities Plan Update*
- Alignment with the *Environmental Stewardship Policy*

Generally, AFG projects are completed using NLPS staff (Plan A) but resourcing and/or scheduling issues may result in Public Tenders being issued (Plan B).

You will note that an overall program contingency is not apparent in the summary listed below. In accordance with Ministry reporting procedures, the contingency shown on the detailed project plan is apportioned to the projects listed on the sheet. This also applies to the administration item.

The incorporation of an overall contingency allows staff to be flexible with project budgets and allows room for further alignment with other programs as well as room for the addition of emergent projects as they arise. One such example is an asbestos removal project that is in the evaluation stage currently. Once final funding numbers are determined, an emergent project can be created for 2023/24.

Long Range Facilities Plan Recommendation #29 states: *When applicable, review contemplated legislated changes with respect to accessibility and pursue an accessibility audit that reflect current legislation.*

- The BC Government passed a new provincial law in June 2021, the Accessible B.C. Act. and is now in effect.
- AFG planning funding has been set aside to allow staff to prepare data to support the work of the District Accessibility Committee.

Projects in this year's plan that contribute to GHG reduction and resource conservation include:

- 3 Portable HVAC electrification upgrades – low carbon electrification project
- 1 DDC controls upgrade – HVAC efficiency project
- Roof replacements consider upgrading roofing insulation – GHG reduction
- NLPS Strategic Energy Management Plan (SEMP) – recommissioning program will reduce GHG

Many of the projects include some design and construction and that the budgets, in some cases are notional. This would see the project estimate include expected soft costs, design contingency and construction contingency and may not be reflective of the final 'construction only' cost.

No AFG funding has been directed to Minor Technology Infrastructure Upgrades as in previous years. NLPS is undertaking a significant IT infrastructure upgrade and has captured the costs which would typically be funded from AFG.

IMPLICATIONS:

The table below summarizes planned spending by Ministry AFG category:

Category #	AFG Eligible Category	Budget	% of Budget
1	Roof Replacements	\$ 778,504	27.8%
2	Mechanical System Upgrade	\$ 652,558	23.3%
3	Electrical System Upgrade	\$ -	0.0%
4	Facility Upgrades	\$ 466,563	16.6%
5	Loss Prevention	\$ 75,659	2.7%
6	Functional Improvements	\$ 135,556	4.8%
7	Technology Infrastructure Upgrade	\$ -	0.0%
8	Site Upgrade	\$ 18,915	0.7%
9	Accessibility Upgrades	\$ 182,842	6.5%
10	Asbestos Abatement	\$ -	0.0%
11	Health & Safety Upgrades	\$ 113,488	4.0%
12	Site Servicing	\$ 378,294	13.5%
	Total 2022-23 AFG Budget	\$ 2,802,379	100.0%
	CAMS (VFA)	\$ 47,298	
	Total 2022-23 AFG Funding	\$ 2,849,677	

*Please note that soft costs (contingency and administration) have been apportioned to each category.

RECOMMENDATION

To be received for information only.

Reference:

- 2023-24 AFG Plan (attached)

Facility	Project Description	Project Type	Notional Budget
Bayview	Master Planning Adjacent Lot	Site Upgrade	\$ 6,305
Cedar Elementary	Pave walkways to portables from main school/annex/band. Needed to move technology carts from room to room, control dust and gravel that is tracked into the portables.	Accessibility	\$ 18,915
Cedar Secondary	Evaluate old Softball Diamond - PLANNING	Site Upgrade	\$ 3,152
Cilaire	PA - Dukane MCS 250 - CONSTRUCTION	Health and Safety Upgrade	\$ 69,354
DAC	Accessibility to Second Floor - CONSTRUCTION	Accessibility	\$ 157,623
Facilities	PLANNING - Rebuild Electronics' Portable(Swap out with LS #5) Create Office space in main building relocate grounds to LS # 5	Facility Upgrade	\$ 3,152
Forest Park	D Block building. Remove central sink area and turn middle area into a learning commons area for those 4 classrooms and the indigenous staff member to teach and learn in.	Functional Improvement	\$ 37,829
Georgia Ave.	Front walkway renewal - PLANNING	Accessibility	\$ 6,305
Georgia Ave.	Replace window awnings (inc. inner garden area)	Facility Upgrade	\$ 37,829
Hammond Bay	Renovate 1 empty classroom in old building	Facility Upgrade	\$ 37,829
Ladysmith Secondary	Move New compressor out of room 606 to other location - CONSTRUCTION	Functional Improvement	\$ 12,610
McGirr	PLANNING - Remove trees and repair landscaping/fencing/jump pit on southernly side of school	Site Upgrade	\$ 6,305
NLPS	Exterior Paint Program	Facility Upgrade	\$ 189,147
NLPS	Flooring Replacement	Facility Upgrade	\$ 126,098
NLPS	Portable Structure/condition evaluation -PLANNING	Facility Upgrade	\$ 3,152
NLPS	Pre Paint Repairs	Facility Upgrade	\$ 69,354
NLPS	Dust Extractor refit - PLANNING	Health and Safety Enhancements	\$ 37,829
NLPS	Perimeter Drain and Rain Leader - PLANNING	Health and Safety Upgrade	\$ 6,305
NLPS	Fire Alarm Replacements (1) - CONSTRUCTION	Loss Prevention	\$ 63,049
NLPS	Intrusion Alarm Replacements (1) - CONSTRUCTION	Loss Prevention	\$ 12,610
NLPS	DDC/Intrusion Alarm upgrade - CONSTRUCTION	Mechanical System Upgrade	\$ 100,879
NLPS	Hot water in Classrooms Ph2 - CONSTRUCTION	Mechanical System Upgrade	\$ 63,049
NLPS	Hot water in Classrooms Ph3 - PLANNING	Mechanical System Upgrade	\$ 6,305
NLPS	Portable HVAC Upgrade - PLANNING	Mechanical System Upgrade	\$ 6,305
NLPS	Portable HVAC Upgrades (3) - CONSTRUCTION	Mechanical System Upgrade	\$ 94,574
NLPS	SEMP (Strategic Energy Management Plan) - BCH RcX program	Mechanical System Upgrade	\$ 315,245
NLPS	Septic Digester Parts Replacement - PLANNING	Mechanical System Upgrade	\$ 3,152
NLPS	Septic Digester Parts Replacement- CONSTRUCTION	Mechanical System Upgrade	\$ 63,049
NLPS	Roofing Replacement Program	Roof Replacement	\$ 778,504
NLPS	Irrigation renewal - PLANNING	Site Upgrade	\$ 3,152
North Oyster	CONSTRUCTION - Conversion of computer lab to SPED/Flexible Learning Environment - Construction	Functional Improvement	\$ 44,134
Randerson Ridge	Take out old inserts and replace with new inserts in gym floor for new volleyball post system	Functional Improvement	\$ 6,305
Randerson Ridge	Field Drainage upgrade - CONSTRUCTION	Site Upgrade	\$ 378,294
Rock City	Complete library remodel/design - PLANNING	Functional Improvement	\$ 3,152
Wellington Secondary	Relocate ICE embedded classroom from B114 to B102A	Functional Improvement	\$ 25,220
Woodlands	We need to set up a classroom including; instructor and student furniture, projection screen, internet, white board, cupboards. Depending on the location of the classroom we may need a man gate installed in the fence to the construction compound	Functional Improvement	\$ 6,305
Available AFG			\$ 2,802,379
		CAMS	\$ 47,298
		Total AFG	\$ 2,849,677

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
ACTION SHEET**

DATE: March 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer and Dale Burgos, Executive Director of Communications
SUBJECT: Privacy Management Program

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy – Privacy and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

Background

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FIPPA) requires each public body to develop a privacy management program (PMP). A PMP is an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle.

The head of a public body must develop a privacy management program for the public body and must do so in accordance with the directions of the minister responsible for this Act. In December 2022, the Province of B.C. released this [document](#) which provides guidance for all public bodies to follow.

Discussion

As of February 1, 2023, B.C.'s Freedom of Information and Protection of Privacy Act (FIPPA) requires all public bodies to develop a PMP in accordance with mandatory PMP directions issued by the Minister of Citizens' Services. The district's plan has been posted under the [Information and Privacy](#) webpage.

The components each public body is expected to include in their PMP are:

1. Designating a privacy contact person
2. Privacy Impact Assessments and Information Sharing Agreements
3. Privacy complaints and privacy breaches
4. Privacy awareness and education activities
5. Making privacy practices and policies available
6. Informing service providers of privacy obligations
7. Monitoring and updating

As such Nanaimo Ladysmith Public Schools has created the following DRAFT policy and administrative procedures as it relates to a PMP:

- [3.10 Privacy Policy](#)
- [AP 533 Personal Information Management Program](#)
- [AP 534 Privacy Impact Assessments](#)
- [AP 535 Critical Incident and Privacy Breach](#)

In addition to the draft policy and procedures above, the school district currently has the following established privacy related APs:

- [Administrative Procedure 208 – FIPPA Designation of Head](#)
- [Administrative Procedure 209 – FIPPA Fee Schedule](#)
- [Administrative Procedure 519 – Retention and Destruction of Records](#)
- [Administrative Procedure 334 – Student's Personal Records](#)
- [Administrative Procedure 335 – Student and Employee Personal Privacy on the Internet](#)
- [Administrative Procedure 418 – Employee Records](#)



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: March 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: NDSS Consultation Update

Background

This Information Sheet is intended to provide an update and next steps on the NDSS consultation process and to provide an update on potential changes for September 2023.

Discussion

As a reminder, the NDSS capacity and safety report can be found on the [district website](#).

To date the consultation included ThoughtExchange and email feedback that closed on February 28, 2023, a public meeting on Gabriola Island held on February 16, 2023 and an online public meeting held on February 21, 2023, which is available to watch on the [district website](#). Thank you to all participants who utilized every form of feedback the consultation had offered. In addition, staff and trustee reps attended sessions of both the Gabriola and NDSS PACs. Although the consultation period has now ended, staff and trustee reps will be attending one additional meeting with the Lacrosse Academy at NDSS on Thursday, March 9, 2023.

As the Action Sheet of January 25, 2023, stated:

“The goal of the consultation is for the Board to make a determination of the direction for NDSS prior to spring break as one of the options could be instituted as of September 2023. However, there is no specific requirement to be completed prior to spring break and if additional time is required to ensure a fulsome consultation and community awareness the timeline can be extended.”

At this time the feedback report is being drafted and is anticipated to be presented to the Board at the March 29, 2023, Board meeting. However, in advance of the report staff believe it is important to address one issue. Specifically, the report contemplated that if Gabriola Elementary were to feed Cedar rather than NDSS that a shift, at least for grade 8s could occur as early as September 2023. This concept was predicated on the community being supportive of the shift. The consultation has made it clear that support is not present for such a shift. Given this reality, whatever the outcome associated with the recommendations Gabriola Elementary School students currently in grade 7 will not be impacted for the 2023-24 school year. As there will be no specific changes to programming or catchments prior to September 2023 the Board is not required to make an immediate decision.

This clarity will hopefully ease community concerns while the final report is being drafted. It will also allow NDSS, Cedar Secondary and the Transportation Department to plan accordingly for September 2023.

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: March 8, 2023
TO: Board of Education
FROM: Scott Saywell – Superintendent
SUBJECT: Environmental Stewardship Action Plan Update

Background

This Information Sheet contains a report outlining the progress on the Board's Environmental Stewardship Action Plan ("ESAP" or the "Plan"). Given the Plan is relatively new there are no suggested updates at this time.

Discussion

As part of the commitment to tracking progress and ensuring the ESAP is meeting the current needs of the District, a summative report "[Monitoring our Progress](#)" contains the various recommendations in the ESAP and the current status.

Overall, the ESAP has consistently progressed in all focus areas and the Environmental Sustainability and Sustainability Advisory Committee has met on regular basis to discuss the Plan.

We note that one area of focus over the coming year will be the continued effort to diffuse the Plan into the system to the school and individual staff and student level.

Appendix A: Monitoring our Progress



NANAIMO LADYSMITH
PUBLIC SCHOOLS

The Environmental Stewardship and Sustainability Advisory Committee (ESSAC)

Monitoring our Progress



NANAIMO LADYSMITH PUBLIC SCHOOLS
395 WAKESIAH AVENUE
NANAIMO, BC V9R 3K6
WWW.NLPS.BC.CA



Pathways to Environmental Stewardship

In the summer of 2022, the Board of Education adopted the [Environmental Stewardship Action Plan \(“ESAP” or the “Plan”\)](#). The Plan is a wide ranging plan incorporating commitments to Greenhouse Gas emissions (GHG) reductions, sustainable operating, positive educational outcomes and incorporating the principles of Syeyutsus.

It should also be recognized that the Plan contains both short and long-term goals and the expectation is that the Plan will guide the District’s action for the next decade. The Plan contains 5 areas of focus, 20 objectives and 79 actions. While some of the objectives and actions were in place prior to the implementation of the Plan, the District does not have the resources to implement all 79 actions in a year.

The Environmental Stewardship and Sustainability Advisory Committee continues to monitor the Plan and set priorities for implementation and discuss resource allocation priorities that then in turn are reflected in Board decisions from programming to capital planning.

This report is intended to provide a brief overview of how we are doing as envisioned by the Plan. It should be noted that the Plan is in its infancy and information continues to be gathered with the goal of creating a robust publicly facing webpage with updates for the public and resources for our school

The ESAP has 5 pathways of environmental stewardship, each with its own objectives:



communities.

The report has three metrics clearly indicated by the graphics next to each recommendation along with a brief description of progress to date. The metrics are as follows:



Red Light – The red light signifies that the District has made no demonstrable progress on a recommendation. This indicates the need for a focus in the following school year to begin progress.



Yellow Light – The yellow light indicates that the District has begun work on a recommendation but has not made significant progress.






Green Light – The green light means the District is actively implementing a recommendation.

Climate Change Mitigation and Adaptation




GOAL To protect students and the community from the increasing effects of climate change, NLPS will minimize our impacts on the environment, reduce our GHG emissions, and adapt to a changing environment. NLPS's climate change adaptation and mitigation plan will have science-based targets and strategies informed by Indigenous knowledge to draw down our ecological impact.




Objective	Actions
Reduce GHG emissions by 50% below 2010 levels by 2030 or 4.5% per year	 <p>The District has made significant progress on this recommendation. By March 2023, NLPS carbon footprint will be reduced by 189 tonnes of CO2 through electrification (heat pumps) and boiler plant upgrades at Cedar Secondary, Cilaire Elementary, Brechin Elementary, John Barsby Secondary and Pleasant Valley Elementary and an additional 96 tonnes of CO2 through electrification of four school busses. This reduction is a very positive one; however, to December 2021, GHG emissions increased 12% compared to December 2020. This is a direct result of increased ventilation rates due to COVID guidelines and will put the District back to 2018 levels. To get to the 2030 target, the District will have to reduce emissions by 5% every year which is a very aggressive target.</p> <p>NLPS has also enrolled all sites into Continuous Optimization Program with BC Hydro. Intent of this program is to optimize all building automations systems to ensure systems are operating efficiently, which in turn, will save on average 5-15% energy use. This program will run March 2023 to April 2025.</p>
Implement Climate Change Mitigation and Adaption Actions	 <p>The District is proactively planning for future climate change and attempting to insure safety and comfort for staff and students. Adopting heat pump technology for retrofitting portables will provide heating and cooling. Adding air-source heat pumps to provide first stage of heating (Cilaire Elementary) will provide heat mitigation during heat domes and will only temper the air. In addition, any cooling system that served old computer labs will remain in place to act as a respite area during the heat domes. Gyms that have been retrofitted with stand alone heat pumps will also have the ability to temper the air.</p>
Increase low-carbon/active transportation	 <p>NLPS has four electric school busses currently operating and by April 2023, three more EV busses will be added to the fleet. In addition, NLPS operates two maintenance EV vehicles and there is a plan to order another four maintenance EV vehicles by June 2023.</p>




Sustainability

GOAL NLPS aims to bring awareness of the interconnection among all things in our ecosystem and our dependence upon the land upon into our use of the gifts this land provides. Respectful and sustainable use of all that is provided by our land, waters, and air is necessary to ensure a healthy environment for generations of children that will come through our schools and honours our sacred trust.


Objective	Actions
Reduce our impact on the land and implement restorative efforts	 NLPS is working with community partners to restore local habitats. This includes programs like adopt a park, stream keepers, work with VIU's fisheries department, Foodshare , and community invasive species pulls. Several school sites are working to develop sustainable food growing practices, including the development of a District farm.
Utilize the Zero Waste Framework	 NLPS is in year 3 of a Zero Waste educational partnership with the Regional District of Nanaimo. Through education and action, the District is working towards diverting waste from the landfill and following the 5-tiered principles of Zero Waste. New District signage has been created to facilitate the diversion of waste and reduction of contamination. Participating schools are working with the school community to develop an understanding of source separation. Furthermore, the District has supported Zero Waste schools with the infrastructure required to support the diversion of waste from the landfill.
Implement sustainable purchasing practices	 The District is in the process of reviewing Administrative Procedure 513 – Purchasing, and intends to add language in the administrative procedure that embeds sustainability considerations into the procurement process. This may include, when appropriate, incorporating evaluation criteria that have a sustainable component giving preference to suppliers that generate positive social, environmental and economic outcomes. For example, proponents may be asked to demonstrate how the goods/services being offered address key sustainability issues such as: greenhouse gas reduction, waste and packaging reduction etc.




Responsibility to the Land

GOAL  NLPS prioritizes and encourages connection to, care for, and restoration of the ecological integrity of the land and waters. Through our actions, we embrace our responsibility to give back to the land and honour our sacred trust to support a healthy environment and ecosystems. In our schools, outdoor spaces will provide hands-on learning environments that teach important skills and build climate resiliency.

Objective	Actions
Reduce consumption of resources	 <p>The District has initiated a Paper Reduction Strategy. This Strategy involves reducing the amount of single use printers in the District lessening energy usage, using software that requires individuals to release print jobs lessening paper waste and providing the District and individual users additional information on their paper use.</p>
Develop a better understanding of what it means to give back to the land	 <p>Indigenous people view the land as a teacher. Learning about this view of the world will help instill a respect for the environment. As we learn more about the local land and culture, the stories and teachings connect us on more of an emotional level. We believe this emotional connection to the land will influence the people who walk on it. Through partnerships with local First Nations, strong relationships with our knowledge keepers and the continued expansion of hul'q'u'imum language in our schools, the NLPS community is proceeding with this objective. Knowledge keepers are also working with our English First Peoples teachers to help them better understand Indigenous principles so that they can imbed them into their lessons. Understanding and embracing the teachings of this sacred land is part of walking together in this work.</p>
Thoughtful and intentional use of our outdoor space to support connection to the land and to foster an understanding of the land as our teacher.	 <p>Considerable effort has been made to increase use of outdoor space in the district. This includes providing OCC level 1 training opportunities for staff to be able to facilitate outdoor learning in a safe way, providing mentorship opportunities from high school outdoor learning specialists and the creation of district outdoor learning bins and repository of some shared supplies (such as tents and shelter building kits).</p>

Learning

GOAL  **NLPS will prioritize learning opportunities that foster learning from and connecting to place. Outdoor learning and play spaces and school gardens will provide opportunities for all to develop an understanding of the land as a source of knowledge, to cultivate environmental stewardship, and help to ensure food security.**

Objective	Actions
Integrate environmental stewardship and sustainability throughout the curriculum	 Classroom teachers are finding innovative ways to embed opportunities for environmental learning within the curriculum. These opportunities are happening K-12, across many of our school sites. This work is being supported by District Learning Coordinators, Teacher Librarians, Teacher Leaders at school sites, and by community partners. NLPSLearns has a dedicated space for shared environmental learning resources, and the District collection houses resources to support the inclusion of environmental stewardship within the curriculum.
Increase opportunities to learn about environmental stewardship and the land	 Individual school sites are tackling this objective in a variety of different ways, including providing opportunities for students to get out and learn on the land. This year, multiple schools accessed Wildwood Eco-Forest to learn about environmental stewardship and the land from Elders and community partners. Additionally, Learning Services has certified 4 Teacher Leaders as OCC level-1 instructors and sessions were held both last year and this year to facilitate a better understanding of how to safely provide outdoor learning opportunities for students. In addition to these offerings, there are also District kits that are available for sign-out on NLPSLearns, where additional digital resources are also housed.
Support learning opportunities that educate about and strengthen food security	 NLPS is in the intermediate stages of the creation of a District farm that will center the importance of food security and sustainability. Additionally, NLPS has developed a school garden tool/manual to streamline the process of garden creations at school sites. Many schools have active and thriving gardens that school communities are learning with and from. Other schools are utilizing indoor growing opportunities through vertical growing towers and horizontal grow stations. Some schools have even started seed saving and sharing seeds within the community.

Understand and embrace the teachings of this sacred land










The District continues to provide learning opportunities to expand the understanding of Syeyutsus from senior leadership to the classroom. This path to reconciliation also has a direct impact on our understanding of giving back to the land as Indigenous ways of knowing and learning teach respect for the land and an approach that, if embraced, will ultimately start healing the land. Through the work of Nacu mat tat ulut, educators and leaders throughout the District are creating Indigenous Principles using the Syeytsus Framework as a resource to guide learning in classrooms. Nacu mat tat ulut is a collaboration of teachers, NDTA executive, district leaders, VIU staff, Indigenous leaders and retired educational leaders that meet 5 times a year to provide learning opportunities and professional development to various people throughout the District.

Culture/Leadership

GOAL To create an organizational culture that places environmental stewardship at the centre of our learning and our operational decisions. Establishing and resourcing a “Green Network” of students and staff will help implement and communicate about initiatives, provide alignment throughout the District, and ensure ongoing support for implementation of Administrative Procedure 526 and the Environmental Action Plan.



Objective	Actions
Create a culture of environmental stewardship	 <p>All areas of the District are committed to moving the Board’s ambitious environmental agenda forward. Facilities, IT and Finance are focusing on business practices, software solutions and environmental upgrades to make immediate impacts on resource use and GHG emissions. The learning side is expanding access to outdoor learning, addressing food security and trying to empower students. All of these activities are being performed in the lens of Syeyutsus.</p>
Establish funding and resources to empower ESAP implementation	 <p>By passing the Plan the Board has committed significant resources in the form of staff time to the Plan. In addition, the Board has prioritized surplus funds to support GHG reduction initiatives already referenced in this document including, energy improvements, food security and purchasing electric busses.</p>

<p>Establish an Environmental Stewardship Network throughout the district</p>	 <p>NLPS is working towards the creation of a formalized environmental stewardship network. At present, there are many informal connections that exist across the different levels of the organization including students, teachers, Learning Services, Facilities, and parents. NLPS has multiple ongoing partnerships with other districts and community partners (RDN, City of Nanaimo, Streamkeepers, VIU, Wildwood Eco Forest, Nanaimo Science, VIU, and numerous others).</p>
<p>Communicate actions, initiatives, and achievements within the District to partner and community groups</p>	 <p>On February 22, 2023 the Board passed the following motion: That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct the Chair to write to relevant Ministries with respect to its relevant environmental targets, including GHG reduction goals, highlighting our efforts and recognizing Ministry support and requesting funding or other actions to assist the Board in overcoming barriers to meet its targets.</p>
<p>Connect and collaborate with community</p>	 <p>The District continues to work with BC Hydro, and other agencies on pilots and funded initiatives for various projects (continuous optimization, white fleet electrification, low carbon electrification, EV adoption, etc.). Funding through Association of School Transportation Services of BC and CleanBC contributes to the funding of EV buses. The District continues to be aware of and consider other opportunities for funding including low interest loans and grants as energy savings programs are considered and approved.</p>
<p>Provide regular evaluations and updates of the Environmental Action Plan</p>	 <p>In addition to regular meetings of the Environmental Stewardship and Sustainability Advisory Committee, the Education Committee meeting of March 1 contained a presentation by District Learning Services highlighting some successes of the plan.</p>
<p>“Walk” together in a way that acknowledges that we are all relations in the cycle of life.</p>	 <p>The District continues to weave Indigenous knowledge and understandings throughout the curriculum in authentic and holistic ways. Regular collaboration with our knowledge keepers, Nation partners, and Indigenous community partners allow us to walk together in the work of Truth and Reconciliation. Strengthening relationships between our Indigenous stakeholders and school communities continue to further build district capacity and understanding around local land and culture. Learning the history and stories of this land create an emotional connection to it and in that it enhances the level of accountability we all feel to protecting. Further, regular reporting will be incorporated into the Board Work Plan.</p>



NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
ACTION SHEET

DATE: March 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer, Jacque Poulin, Assistant Superintendent
Pete Sabo, Executive-Director Planning & Operations'
SUBJECT: Cedar Childcare

Recommendation

That the Business Committee recommend that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply through the Childcare BC New Spaces Fund to add a childcare space at Cedar Elementary to accommodate future childcare space needs.

Background

On October 27, 2021, the Board passed the following motion as recommended by staff:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.

Discussion

After the October 2021 motion staff applied for and received approval for three replacement projects for Quarterway, Cilaire and Pleasant valley. These re-application and approvals allowed for additional funding considerations in consultation with MCFD.

Further to the three projects, data from the City of Nanaimo Mid-Island Region Child Care Action Plan (Dec 2020) indicates that Electoral Areas A, B, and C (A – Cedar, South Wellington, Yellow Point, Cassidy; B – Gabriola; C – Extension, Nanaimo Lakes, East Wellington, Pleasant Valley) will need an additional 134 spaces for 0 to 2 year-olds and an additional 112 spaces for 3 to 5 year olds by 2030 to meet a base target rate.

Cedar Elementary currently has Before and After School Care with 57 spaces that is full most days and has a minimal waitlist (currently 1 student).

At this time two programs would be targeted in Cedar Elementary, one for infants/toddlers and one for 3 to 5 year-olds. The District would look to have the 3 to 5 year olds space be designed with flexibility to alternately offer a 6 to 12 year-olds Before and After School Care program in the same space if the need shifted.

Appendix A: October 2021 Action Sheet



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: October 13, 2021
 TO: Business Committee
 FROM: Mark Walsh Secretary-Treasurer
 SUBJECT: New Child Care Spaces Application

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to apply for the Childcare BC New Spaces Fund through the Ministry of Children and Families for funding childcare expansion for up to five school sites.

Background

The Ministry of Children and Families currently has an opening for funding for additional childcare spaces in their [New Spaces Fund](#).

As the Board is aware, last year we were successful in receiving funding for a major expansion of childcare spaces at school sites. The units are a combination of externally sourced modular units and internally constructed modular units.

Staff is recommending that the District consider applying for up to five new childcare sites. Currently, the District is reviewing potential locations appropriate for additional childcare sites and will be reaching out to our local municipal and regional district partners prior to final submission. These sites will be in addition to the 10 sites that have already been supported at the schools listed below:

Forest Park	Seaview
Chase River	École Quarterway
Ladysmith Primary	Georgia Avenue
Rock City	Pleasant Valley
Qwam Qwum Stuwixwulh	Cilaire

We note that staff may not proceed with all 5 additional sites given the delays associated with our first two groups of supported sites. However, we do not want to miss the chance to expand opportunities to receive funding for expansion. We note that the Facilities team has increased its internal hiring and is likely to have two carpentry crews producing the units over the coming years. This initiative aligns with recommendation 25 from the [Long Range Facilities Plan](#).

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: March 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Student and Family Affordability Fund

Background

On October 12, 2022, staff provided information to the Committee on the Ministry of Education and Child Care's "Student and Family Affordability Fund" (the "Fund"). A copy of that Information Sheet is attached for your reference.

This Information Sheet provides an update on how this fund has been spent to date.

Discussion

As previously reported the District has a working group to discuss the fund including DPAC, our unions and associations. While we no longer anticipate the funds will be clawed back if not spent, they continue to be one time in nature. Given this reality we are continuing to expend the funds in the current year.

Overall, there has been a benefit to our families. However, we note the one-time nature of them makes it a bit of challenge to support families and then that support will cease. Further, none of the funds are for staffing. This has left our school teams largely in the position of identifying needs and adding yet another administrative task to already busy schools.

The following chart highlights the spending to January 31, 2023.

Student Family Affordability Fund

Allocated To	Budget	Exp. To Jan31/23	Balance	% Left
Elementary School Allocation	558,200	257,664	300,536	53.8%
Secondary School Allocation	442,250	206,807	235,443	53.2%
Provided to First Nations	73,500	65,500	8,000	10.9%
Provided to NLSF	275,000	275,000	-	0
For Elementary Outreach	7,000	602	6,398	91.4%
Still in reserve for emergent needs	102,232	-	102,232	100.0%
Fund Totals	1,458,182	805,573	652,610	44.8%

Note1: Reserve TBD by Committee

Note2: First Nations and NLSF will provide spending report at Y-End; to date expended on Food Security

Note3: 5 Months left to spend funds so school balances are online to be fully spent at Y-End

Appendix A: October 12, 2022 Information Sheet



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: October 12, 2022
 TO: Business Committee
 FROM: Mark Walsh, Secretary-Treasurer
 SUBJECT: Student and Family Affordability Fund

Background

The Ministry of Education and Child Care recently announced the “Student and Family Affordability Fund”. Our District’s allocation is \$1,458,182. This Information Sheet outlines the purposes of the funds, the process by which the District has determined how they will be allocated and the specific anticipated allocation.

Discussion

Purpose

The purpose of the fund is to support families feeling the impact of inflation. The idea is that schools are often in the best position to understand the needs of local families and are also in the best position to quickly provide support. The funds can be used to support the purpose or provision of food, waiving of fees (grad etc.), provision of supplies or materials to parents, pay for field trips etc. The funds are not intended to directly offset the inflationary pressures on schools (e.g. consumables etc.). The funds are required to be expended in the current fiscal year.

Local Process

The District has formed a working group to determine the allocation of the funds. The working group includes senior staff, representatives from CUPE, NDTA an elementary and secondary school principal, DPAC and the CAO of Snuneymuxw First Nation. Leaders for Learning was also consulted, and their feedback was brought to the working group. Members of the committee also met with the Nanaimo Ladysmith Schools Foundation (NLSF). The working group agreed that equity was fundamental in the determination of the allocation. In addition, it was recognized that the administrative burden on schools should be minimized. Notably, the funds are not intended to be spent on staffing. Leaders for Learning provided a list of considerations for funds which were considered in the allocation.

Allocation

The allocation will be as follows:

1. \$800,000 to schools, on the basis of \$50 per headcount, with a minimum of \$10,000. These funds will support schools providing food, supplies and other resource supports to families with needs. School may wish to work with NLSF for bulk food purchases. See attached Appendix A for School Allocations.
2. \$100,000 to NLSF to support their current programming including bulk purchase of foods, supplies for students and other initiatives that meet the requirements of the fund; and
3. \$558,182 will be held in reserve and the working group will meet on a regular basis (likely monthly) to ensure that funds are being spent and to address any gaps that are noted by our schools, Leaders for Learning and other stakeholders.

The working group was at consensus to the above noted allocation.

Appendix A: Allocation to Schools

Student and Family Affordability Fund Allocation to Schools	Total Enrolment By School	50\$ per Student/Min of \$10,000
Cedar Secondary	317	\$ 15,850.00
Dover Bay Secondary	1362	\$ 68,100.00
John Barsby Secondary	717	\$ 35,850.00
Ladysmith Secondary	633	\$ 31,650.00
Nanaimo District Secondary	1546	\$ 77,300.00
Wellington Secondary	904	\$ 45,200.00
Total Secondary	5479	\$ 273,950.00
Bayview Elementary	198	\$ 10,000.00
Brechin Elementary	184	\$ 10,000.00
Cedar Elementary	345	\$ 17,250.00
Chase River Elementary	237	\$ 11,850.00
Cilaire Elementary	181	\$ 10,000.00
Cinnabar Valley Elementary	294	\$ 14,700.00
Departure Bay Elementary	402	\$ 20,100.00
Fairview Elementary	378	\$ 18,900.00
Forest Park Elementary	361	\$ 18,050.00
Frank J. Ney Elementary	421	\$ 21,050.00
Gabriola Elementary	143	\$ 10,000.00
Georgia Avenue Elementary	355	\$ 17,750.00
Hammond Bay Elementary	375	\$ 18,750.00
Ladysmith Intermediate	314	\$ 15,700.00
Ladysmith Primary	284	\$ 14,200.00
McGirr Elementary	451	\$ 22,550.00
Mountain View Elementary	442	\$ 22,100.00
North Oyster Elementary	345	\$ 17,250.00
Park Avenue Elementary	286	\$ 14,300.00
Pauline Haarer Elementary	215	\$ 10,750.00
Pleasant Valley Elementary	393	\$ 19,650.00
Quarterway Elementary	408	\$ 20,400.00
Qwam Qwum Stuwixwulh Community School	115	\$ 10,000.00
Randerson Ridge Elementary	476	\$ 23,800.00
Rock City Elementary	331	\$ 16,550.00
Seaview Elementary	266	\$ 13,300.00
Syuwen'ct Elementary School	355	\$ 17,750.00
Uplands Park Elementary	320	\$ 16,000.00
Total Elementary	8875	\$ 452,700.00
Learning Alternatives	286	\$ 14,300.00
CTC (Cross Enrolled Students=Flat Rate)	74	\$ 5,000.00
ICE (Cross Enrolled Student=Flat Rate)	360	\$ 10,000.00
Total District Programs	729	\$ 29,300.00