

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
REGULAR BOARD MEETING
AGENDA**

**Wednesday, September 27, 2023, 6:00 PM
BOARD ROOM
395 Wakesiah Avenue
Nanaimo, BC V9R 3K6**

Policy 2.4 Role of the Chair and Vice-Chair

The Chairperson, or designate, shall be the official spokesperson to the news media for the Board.

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. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

3. ADDITIONS

4. DELETIONS

5. CHANGE IN ORDER

6. APPROVAL OF THE AGENDA

That the Agenda be approved.

7. APPROVAL OF THE MINUTES

That the minutes from the Regular Board of Education meeting held on August 30, 2023, be adopted.

8. SECTION 72(3) REPORT

That the Section 72(3) Report from the Closed Board of Education meeting on August 30, 2023, and the Special Closed Board of Education meeting on September 12, 2023, be received.

9. ANNOUNCEMENTS AND REMINDERS

Education Committee Meeting: October 4, 2023

Business Committee Meeting: October 11, 2023

Board of Education Meeting: October 25, 2023

Statutory Holiday: October 1, 2023 (*Observed for T&R*)

10. PRESENTATIONS

11. CORRESPONDENCE

- 11.1 Ministry of Education and Child Care - Deputy Minister, Christina Zacharuk 12

Re: Pay Equity

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from the Ministry of Education and Child Care to be received and filed.

- 11.2 NALT 13

Re: NLPS Support of the School Water Stewards Program

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from NALT to be received and filed.

- 11.3 Office of the Ombudsperson 14

Re: Quarterly Reports: July 1, 2022 - March 31, 2023

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from the Office of the Ombudsperson to be received and filed.

- 11.4 D. Glendenning 21

Re: Education Assistant and Community Support Program

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from D. Glendenning to staff for response.

12. NEW BUSINESS

12.1 Mark Walsh, Secretary-Treasurer and KPMG 22

Re: Audited Financial Statements

That the board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and approve the 2022-2023 Audited Financial Statements.

12.2 Greg Keller, Board Chair 100

Re: Board Annual Work Plan

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Board's 2023-2024 Annual Work Plan.

13. SENIOR STAFF REPORTS

13.1 Mark Walsh, Secretary-Treasurer 115

Re: Amended Capital Bylaw

That the Board of Education approve the amendment to Capital Bylaw No. 2023/24-CPSD68-01 to read Capital Bylaw No. Capital Bylaw No. 2023/24-CPSD68-03, reflecting the Ministry of Education and Child Care's amendment to the Annual Programs Funding Agreement.

13.2 Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary-Treasurer 133

Re: Revised 2022-2023 Surplus Allocation

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommendations contained in this Action Sheet to allocate the unrestricted surplus to support the Board's goals.

14. COMMITTEE REPORTS

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommended 2023-24 Multi Year Financial Plan.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Policy – Public Interest Disclosure 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.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Executive Compensation Report as information and direct the Board Chair to sign an Attestation letter acknowledging compensation paid to executive staff during the 2022/2023 fiscal year.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the 2022/2023 Enhancing Student Learning Report and submit to the Ministry of Education and Child Care by September 30, 2023.

14.2 Education Committee

15. UNFINISHED BUSINESS

16. FOR INFORMATION

16.1 Board Motions Report

185

16.2 Trustee Committee Reports

189

17. 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.

18. ADJOURNMENT

That the meeting be adjourned.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE REGULAR BOARD MEETING

August 30, 2023

Trustees	G. Keller, Chair C. McKay, Vice Chair N. Bailey T. Brzovic L. Lee	C. Morvay L. Pellegrin T. Rokeby M. Robinson
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer L. Tait, Deputy Superintendent	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services

1. CALL TO ORDER

The Chair called the meeting to order at 6:00 pm.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

There were none.

3. ADDITIONS

There were no additions.

4. DELETIONS

There were no deletions.

5. CHANGE IN ORDER

There was no change in order.

6. APPROVAL OF THE AGENDA

R23/08/30-01

IT WAS MOVED BY Trustee Lee

IT WAS SECONDED BY Trustee Morvay

That the Agenda be approved.

CARRIED UNANIMOUSLY

7. APPROVAL OF THE MINUTES

R23/08/30-02

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Lee

That the minutes from the Regular Board of Education meeting held on June 28, 2023, be adopted.

CARRIED UNANIMOUSLY

8. SECTION 72(3) REPORT

8.1 Section 72(3) Report

R23/08/30-03

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Morvay

That the Section 72(3) Report from the Closed Board of Education meeting on June 28, 2023 and the Special Closed Board meeting on June 29, 2023, be received.

CARRIED UNANIMOUSLY

9. ANNOUNCEMENTS AND REMINDERS

Schools Re-Open: September 5

Education Committee Meeting: September 6

Business Committee Meeting: September 13

Board of Education Meeting: September 27

10. PRESENTATIONS

There were none.

11. CORRESPONDENCE

There was none.

12. SENIOR STAFF REPORTS

12.1 Mark Walsh, Secretary-Treasurer

Re: Financial Year End - Preliminary Surplus Allocation

Mark Walsh provide the Board with a preliminary review of the district's end of fiscal year financial position. An Information Sheet is attached to the Agenda.

12.2 Mark Walsh, Secretary-Treasurer

Re: Policy Committee Work Plan

Mark Walsh outlined the Policy Committee's priorities for the 2023/24 year. An Action Sheet is attached to the agenda.

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Morvay

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024.

R23/08/30-04

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Lee

Motion to Amend:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024 and add Policy 2.4 Role of Chair and Vice Chair to the Policy Committee work plan; and that following the 2023 annual general meeting of the Board a subcommittee of the Policy Committee be struck, including the current chair and vice chair as well as the newly elected Chair and Vice Chair, to make recommendations for updates on policy 2.4 to the Policy Committee.

CARRIED UNANIMOUSLY

R23/08/30-05

On the Motion as Amended:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024 and add Policy 2.4 Role of Chair and Vice Chair to the Policy Committee work plan; and that following the 2023 annual general meeting of the Board a subcommittee of the Policy Committee be struck, including the current chair and vice chair as well as the newly elected Chair and Vice Chair, to make recommendations for updates on policy 2.4 to the Policy Committee.

CARRIED UNANIMOUSLY

13. **UNFINISHED BUSINESS**

There was none.

14. **NEW BUSINESS**

There was none.

15. **FOR INFORMATION**

16. **QUESTION PERIOD**

There were no questions this evening.

17. **ADJOURNMENT**

The meeting adjourned at 6:48 pm.

R23/08/30-06

IT WAS MOVED BY Trustee Lee

IT WAS SECONDED BY Trustee McKay

That the meeting be adjourned.

CARRIED UNANIMOUSLY

Mark Walsh, Secretary-Treasurer

Greg Keller, Chair

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Closed Board Meeting August 30, 2023

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

N. Bailey
G. Keller
L. Lee
C. Morvay
L. Pellegrin
M. Robinson
C. McKay
T. Brzovic
T. Rokeby

Absent

N/A

General Decisions Made by the Board

- Personnel Matters
- Asset Management

General Matters Discussed by the Board

- Personnel Matters
- Asset Management

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Special Closed Board Meeting September 12, 2023

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

N. Bailey
G. Keller
L. Lee
C. Morvay
L. Pellegrin
M. Robinson
C. McKay
T. Brzovic
T. Rokeby

Absent

N/A

General Decisions Made by the Board

- Personnel Matters

General Matters Discussed by the Board

- Personnel Matters



September 1, 2023

Ref: 292517

Greg Keller, Chair
Board of Education
School District No. 68 (Nanaimo-Ladysmith)
Email: Greg.Keller@sd68.bc.ca

Dear Greg Keller:

Thank you for your letter of August 17, 2023, addressed to the Honourable Rachna Singh, Minister of Education and Child Care, requesting an adjustment to your district's Pay Equity Supplement. As Deputy Minister, I am pleased to respond on the Minister's behalf.

As you are aware, pay equity funding was not initially dependent on size of workforce or student population; progressive employers received minimal or no funding, while those with historical inequities received more. In 2005, the provincial government, CUPE and BCPSEA entered into a Letter of Agreement that provides for the necessary funding to pay for the achievement of the targeted pay equity wage rates as outlined in pay equity plans that were approved by the Public Sector Employers' Council (PSEC).

As indicated in your letter, the Independent Panel for the Funding Model Review recommended moving a number of special purpose grants, including Pay Equity, into the Operating Grant Block. At this point, government has paused the implementation of these recommendations and will review the path forward at an appropriate time in the future.

Again, thank you for writing.

Sincerely,

Christina Zacharuk
Deputy Minister



Our Mission: to support, promote and protect the natural values of land and water in our area.

Board of School Trustees
District No. 68 (Nanaimo-Ladysmith)
395 Wakesiah Avenue
Nanaimo, BC V9R 3K6

Dear Trustees,

On behalf of everyone at Nanaimo & Area Land Trust I want to thank you for supporting NALT with your donation to the School Water Stewards program on behalf of the 56 retirees from SD 68. We are grateful to have your support.

Memberships and donations are an important source of funding for NALT's land protection initiatives. Your support helps to cover the costs of stewardship programs, keeps the Stewardship Centre operating four days a week, and assists with the costs of other services NALT provides to the community that are not funded through specific grants or other funding sources. Working together, we are helping to foster a culture of stewardship in students, and we see the results.

NALT staff and volunteers are always working together on innovative events and fundraising opportunities. Some current activities are:

- Ongoing sales at the Natural Abundance Native Plant Nursery throughout the year. Current nursery hours are Wednesdays 10am to 3pm and Saturdays 11am to 3pm.
- More activities are listed under EVENTS on our website

If you need information about any other aspect of NALT's programs, call the NALT Stewardship Centre weekdays at 250-714-1990, email admin@nalt.bc.ca or visit our newly designed website at www.nalt.bc.ca.

With gratitude,

Paul Chapman, Executive Director
Nanaimo & Area Land Trust



OMBUDSPERSON
BRITISH COLUMBIA

June 27, 2023

Greg Keller
Chair
School District 68 (Nanaimo-Ladysmith)
395 Wakesiah Avenue
NANAIMO BC V9R 3K6

Dear Greg Keller,

RE: Office of the Ombudsperson Quarterly Reports: July 1, 2022 - March 31, 2023

This package of documents details the complaint files the Office of the Ombudsperson closed for School District 68 (Nanaimo-Ladysmith) for the last three reporting quarters of the 2023 fiscal year between July 1, 2022 and March 31, 2023. No action is required on your part; however, we hope that you will find this information useful and share it within your organization.

Our office has recently migrated to a new software platform for our investigation file management, which has caused a delay in producing quarterly reports on their normal schedule. As we implemented the new software, we have updated the process by which these reports are generated. I apologize for the delay in sending these reports to you and expect that, going forward, the reports will be generated on a quarterly basis as they were in the past.

These reports provide information about the complaint files we closed regarding your organization within the last three quarters, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries for complaint files that were investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints that were not investigated.



- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, also include information about authority-specific and/or sector-specific topics in those complaints for your organization and/or sector. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

If you have questions about our quarterly reports or notice any inaccuracies in the data provided, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our PACT Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures

Type of complaint closure for Authority: School District 68 (Nanaimo-Ladysmith)	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	5
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	1
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0



Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	1
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act*, and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

Closing Summary Index

Closing summaries are provided for all investigated files closed in each quarter. Identifying information is removed from the closing summary itself to allow for broader distribution within your organization for quality improvement purposes without disclosing personal information. The table below provides an index of these investigated files and lists the file number, closing date and authority contact involved. Files closed under our Early Resolution Program are also identified. This identifying information is provided separately to assist you in following up on individual files with involved staff as needed.

File Number	Authority	Authority Contact	ER file
21-0190687 / 001	School District 68 (Nanaimo-Ladysmith)	Karen Matthews	



Closing Summary

Authority:	School District 68 (Nanaimo-Ladysmith)
File Number:	21-0190687 / 001
Closing Date:	16-Feb-2023
Closing Status:	<i>Complaint settled under s.14 (s.13(i))</i>
General Complaint Topics:	Accessibility, Communication, Disagreement with Decision or Outcome, Discrimination, Process or Procedure, Treatment by Staff
Authority-specific Complaint Topics:	All School Districts / Bans from School Property (Section 177), Special Education
Closing Summary:	A person approached our office with concerns about School District 68's decision that district employees would no longer meet with members of the person's advocacy organization and contended their organization had been unfairly restricted from communicating with the District.

We investigated whether the district followed a fair and reasonable process in making this decision.

Our review indicated that, in this case, the district had not clearly explained the terms of the exclusion, and that the relevant district policy did not include the option for people in the person's position to request a review of their exclusions. As a result, we had fairness concerns about the process the district used to make its decision.

We then spoke to representatives of the district, who agreed to resolve these concerns by contacting the person to clarify the terms of the exclusion, and by amending the relevant policy to include an option for excluded persons to request a review after one year. In this case, the implementation of the revised policy timeframes meant that the person became eligible to pursue a review forthwith.

As a result, we determined that the concerns we identified had been resolved. We then closed our file on the basis the complaint was settled under section 13(i) of the Ombudsperson Act.



The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All School Districts

Bans from School Property (Section 177)	3	4%
Enrolment/Registration	7	9%
Other	35	43%
School Closures	3	4%
Special Education	11	14%
Student Safety	17	21%
Student Suspension or Exclusion	5	6%

General Complaint Topics – All School Districts

Accessibility	8	6%
Administrative Error	1	1%
Communication	19	14%
COVID-19	1	1%
Delay	4	3%
Disagreement with Decision or Outcome	32	23%
Discrimination	3	2%
Employment or Labour Relations	9	7%
Other	7	5%
Process or Procedure	30	22%
Review or Appeal Process	5	4%
Treatment by Staff	19	14%

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: FW: Education Assistant and Community Support Program
Date: September 19, 2023 9:51:08 AM

From: Della Glendenning <>
Sent: September 13, 2023 2:36 PM
To: District Administration Centre Manager <DistrictAdministrationCentreManager@sd68.bc.ca>
Subject: Education Assistant and Community Support Program

CAUTION: External Message

Attention Ms Karen Matthews

I hope the Nanaimo School Board members will consider the following information worthy of attention.

When a student of the above-mentioned course graduates and then applies for a job with the Nanaimo School District, it is only then he/she is told they must have a driver's licence. This requirement was never mentioned prior to paying the fee, nor at any time during the program. When school boards in B.C. are currently crying out for more teachers and teacher assistants, and some districts are even hiring under qualified teachers, surely this Nanaimo District has the ability to accommodate a person who is quite capable of using public transit to get to work. Young people today face enough difficulties becoming an established, tax paying member of our society without facing such obstacles. After paying fees, passing a course and then being told they don't qualify is more than disappointing. It certainly doesn't sound like fair play to me.

Thank you for your attention.

Sincerely,
Della Glendenning

This e-mail is privileged, confidential, subject to copyright, not intended for distribution, and may not be reproduced without the authority of the sender. Along with privileged information of the organization, this email may contain confidential personal information about students, their families or employees of NLPS. Receivers of this email are reminded that they must not forward confidential personal information to anyone who is not authorized to receive it. If you are not the intended message recipient, please contact the sender as soon as possible and do not disseminate, distribute or copy this email. Any unauthorized use or disclosure is prohibited.

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
ACTION SHEET**

DATE: September 27, 2022
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: 2022-2023 Audited Financial Statements

Recommendation

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and approve the 2022-2023 Audited Financial Statements.

Background

On September 13, 2023, staff presented the draft Financial Statements Discussion and Analysis together with the draft 2022-23 Audited Financial Statements for the board's review and consideration.

Discussion

Following the presentation of September 13, 2023, from staff and this evening's presentation by the external auditors, staff are recommending the approval of the attached 2022-2023 Audited Financial Statements.

Appendix A – Draft 2022-23 Audited Financial Statements

Appendix B – Draft Financial Statements Discussion and Analysis

Audited Financial Statements of

School District No. 68 (Nanaimo-Ladysmith)

And Independent Auditors' Report thereon

June 30, 2023

School District No. 68 (Nanaimo-Ladysmith)

June 30, 2023

Table of Contents

Management Report	1
Independent Auditors' Report	2-4
Statement of Financial Position - Statement 1	5
Statement of Operations - Statement 2	6
Statement of Changes in Net Debt - Statement 4	7
Statement of Cash Flows - Statement 5	8
Notes to the Financial Statements	9-30
Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 (Unaudited)	31
Schedule of Operating Operations - Schedule 2 (Unaudited)	32
Schedule 2A - Schedule of Operating Revenue by Source (Unaudited)	33
Schedule 2B - Schedule of Operating Expense by Object (Unaudited)	34
Schedule 2C - Operating Expense by Function, Program and Object (Unaudited)	35
Schedule of Special Purpose Operations - Schedule 3 (Unaudited)	37
Schedule 3A - Changes in Special Purpose Funds and Expense by Object (Unaudited)	38
Schedule of Capital Operations - Schedule 4 (Unaudited)	41
Schedule 4A - Tangible Capital Assets (Unaudited)	42
Schedule 4B - Tangible Capital Assets - Work in Progress (Unaudited)	43
Schedule 4C - Deferred Capital Revenue (Unaudited)	44
Schedule 4D - Changes in Unspent Deferred Capital Revenue (Unaudited)	45

School District No. 68 (Nanaimo-Ladysmith)

MANAGEMENT REPORT

DRAFT

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 68 (Nanaimo-Ladysmith) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and externally audited financial statements yearly.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 68 (Nanaimo-Ladysmith) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 68 (Nanaimo-Ladysmith)

DRAFT

Signature of the Superintendent of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed

Signature of the Secretary Treasurer

Date Signed



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITOR'S REPORT

To the Board of Education of School District No. 68 (Nanaimo - Ladysmith), and

To the Minister of Education and Child Care, Province of British Columbia

Opinion

We have audited the financial statements of School District No. 68 (Nanaimo - Ladysmith) (the Entity), which comprise:

- the statement of financial position as at June 30, 2023
- the statement of operations for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended June 30, 2023 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Financial Reporting Framework

We draw attention to note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between the financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.

Emphasis of Matter – Comparative Information

We draw attention to Note 24 to the financial statements which explains that certain comparative information presented for the year ended June 30, 2022 has been restated. Note 24 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.



Other Matter – Comparative Information

As part of our audit of the financial statements for the year ended June 30, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended June 30, 2022. In our opinion, such adjustments are appropriate and have been properly applied.

Other Information

Management is responsible for the other information. Other information comprises:

- Information included in Unaudited Schedules 1-4 attached to the audited financial statements
- Management's Financial Statement Discussion and Analysis

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Other Information included in the Unaudited Schedules 1-4 attached to the audited financial statements and Management's Financial Statement Discussion and Analysis as at the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget and Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.



We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Victoria, Canada
DATE

School District No. 68 (Nanaimo-Ladysmith)

Statement 1

Statement of Financial Position

As at June 30, 2023

	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$
Financial Assets		
Cash and Cash Equivalents	37,468,620	40,186,886
Accounts Receivable		
Due from Province - Ministry of Education and Child Care (Note 3)	2,221,556	5,191,409
Due from First Nations	114,644	251,157
Other (Note 3)	3,727,960	3,215,847
Portfolio Investments (Note 5)	4,504,876	3,756,121
Mortgage Receivable	67,035	74,019
Total Financial Assets	48,104,691	52,675,439
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 6)	19,793,465	19,673,756
Unearned Revenue (Note 7)	4,120,448	4,107,590
Deferred Revenue (Note 8)	2,559,642	3,035,963
Deferred Capital Revenue (Note 9)	159,684,276	150,878,118
Employee Future Benefits (Note 10)	1,678,760	1,653,889
Asset Retirement Obligation (Note 20)	25,854,364	25,854,364
Capital Lease Obligations (Note 11)	488,926	-
Other Liabilities	2,024,057	2,202,656
Total Liabilities	216,203,938	207,406,336
Net Debt	(168,099,247)	(154,730,897)
Non-Financial Assets		
Tangible Capital Assets (Note 12)	210,975,944	197,358,533
Prepaid Expenses	254,051	320,978
Total Non-Financial Assets	211,229,995	197,679,511
Accumulated Surplus (Deficit) (Note 13)	43,130,748	42,948,614
Accumulated Surplus (Deficit) is comprised of:		
Accumulated Surplus (Deficit) from Operations	43,130,748	42,948,614
Accumulated Remeasurement Gains (Losses)	43,130,748	42,948,614

Contractual Obligations (Note 19)

Contractual Rights (Note 18)

Contingent Assets (Note 21)

Approved by the Board

Signature of the Chairperson of the Board of Education Signed

Signature of the Superintendent Signed

Signature of the Secretary Treasurer Date Signed

DRAFT

School District No. 68 (Nanaimo-Ladysmith)

Statement 2

Statement of Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	164,642,558	171,511,148	159,804,504
Other	384,987	372,944	509,025
Municipal Grants Spent on Sites		124,379	
Tuition	5,206,015	5,764,336	4,464,819
Other Revenue	5,724,543	5,968,768	5,687,948
Rentals and Leases	530,000	671,436	481,958
Investment Income	1,165,000	1,455,471	356,420
Amortization of Deferred Capital Revenue	6,800,000	6,822,508	6,181,594
Total Revenue	184,453,103	192,690,990	177,486,268
Expenses			
Instruction	150,682,817	153,616,649	142,614,619
District Administration	7,133,363	7,181,373	6,638,007
Operations and Maintenance	29,781,851	29,664,577	27,844,420
Transportation and Housing	2,136,210	2,046,257	2,202,459
Total Expense	189,734,241	192,508,856	179,299,505
Surplus (Deficit) for the year	(5,281,138)	182,134	(1,813,237)
Accumulated Surplus (Deficit) from Operations, beginning of year		42,948,614	44,761,851
Accumulated Surplus (Deficit) from Operations, end of year		43,130,748	42,948,614

School District No. 68 (Nanaimo-Ladysmith)

Statement 4

Statement of Changes in Net Debt

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Surplus (Deficit) for the year	(5,281,138)	182,134	(1,813,237)
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(26,700,000)	(24,174,546)	(52,837,543)
Amortization of Tangible Capital Assets	10,400,000	10,557,135	9,850,901
Total Effect of change in Tangible Capital Assets	(16,300,000)	(13,617,411)	(42,986,642)
Acquisition of Prepaid Expenses		(254,051)	(320,978)
Use of Prepaid Expenses		320,978	384,017
Total Effect of change in Other Non-Financial Assets	-	66,927	63,039
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	(21,581,138)	(13,368,350)	(44,736,840)
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		(13,368,350)	(44,736,840)
Net Debt, beginning of year		(154,730,897)	(109,994,057)
Net Debt, end of year		(168,099,247)	(154,730,897)

School District No. 68 (Nanaimo-Ladysmith)

Statement 5

Statement of Cash Flows

Year Ended June 30, 2023

	2023 Actual	2022 Actual
	(Restated - Note 24)	
	\$	\$
Operating Transactions		
Surplus (Deficit) for the year	182,134	(1,813,237)
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	2,594,253	(165,744)
Prepaid Expenses	66,927	63,039
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	119,710	2,495,398
Unearned Revenue	12,858	1,111,853
Deferred Revenue	(476,321)	390,612
Employee Future Benefits	24,871	(33,103)
Other Liabilities	(178,599)	444,856
Amortization of Tangible Capital Assets	10,557,135	9,850,901
Amortization of Deferred Capital Revenue	(6,822,508)	(6,181,594)
Recognition of Deferred Capital Revenue Spent on Sites	(124,379)	
Non-capital expenditures from capital fund	(112,385)	(129,434)
WIP reclassification	18,111	-
Total Operating Transactions	5,861,807	6,033,547
Capital Transactions		
Tangible Capital Assets Purchased	(18,119,392)	(5,520,072)
Tangible Capital Assets -WIP Purchased	(5,584,339)	(21,463,107)
Total Capital Transactions	(23,703,731)	(26,983,179)
Financing Transactions		
Capital Revenue Received	15,865,429	27,085,050
Total Financing Transactions	15,865,429	27,085,050
Investing Transactions		
Decrease (Increase) in Mortgage Receivable	6,984	1,150
Investments in Portfolio Investments	(748,755)	(3,756,121)
Total Investing Transactions	(741,771)	(3,754,971)
Net Increase (Decrease) in Cash and Cash Equivalents	(2,718,266)	2,380,447
Cash and Cash Equivalents, beginning of year	40,186,886	37,806,439
Cash and Cash Equivalents, end of year	37,468,620	40,186,886
Cash and Cash Equivalents, end of year, is made up of:		
Cash	33,807,827	32,438,156
Cash Equivalents	3,660,793	7,748,730
	37,468,620	40,186,886

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 1 AUTHORITY AND PURPOSE

The School District, established on April 12, 1946 operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 68 (Nanaimo-Ladysmith) and operates as "School District No. 68 (Nanaimo-Ladysmith)" and "Nanaimo Ladysmith Public Schools." A board of education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district and is principally funded by the Province of British Columbia through the Ministry of Education and Child Care. School District No. 68 (Nanaimo-Ladysmith) is exempt from federal and provincial corporate income taxes.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act of the Province of British Columbia*. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(g) and 2(o).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in notes 2(g) and 2(o), Section 23.1 of the *Budget Transparency and Accountability Act* and its related regulations require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these grants to be fully recognized into revenue.

b) Basis of Consolidation

These financial statements reflect the assets, liabilities, revenues, and expenses of the reporting entity, which is comprised of all controlled entities. Inter-departmental balances and organizational transactions have been eliminated.

The School District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

The School District does not administer any trust activities on behalf of external parties.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

c) Cash and Cash Equivalents

Cash and cash equivalents include deposits held in commercial banks, deposits held by the Provincial Treasurer, as well as securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

d) Accounts and Mortgage Receivables

Accounts and mortgage receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

e) Portfolio Investments

The School District has investments in Guaranteed Investment Certificates (GIC's) that have a maturity date of greater than 3 months at the time of acquisition. GIC's, term deposits, bonds and other investments not quoted in an active market are reported at cost or amortized cost.

Detailed information regarding portfolio investments is disclosed in Note 5.

f) Unearned Revenue

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the courses, services, or products are provided.

g) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2 (o).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

h) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime, and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2022 and projected to March 31, 2025. The next valuation will be performed at March 31, 2025 for use at June 30, 2025. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

i) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual, or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development, or normal operation of the assets. The liability includes costs for the removal of asbestos and other hazardous material in several of the buildings owned by the School District. The estimate of the asset retirement obligations includes costs directly attributable to the asset retirement activities. The resulting costs have been capitalized into the carrying amount of tangible capital assets and are being amortized on the same basis as the

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

i) Asset Retirement Obligations (*continued*)

related tangible capital asset (see note 2k)). The carrying value of the liability is reviewed at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the liability and related tangible capital asset.

j) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the School District:
 - is directly responsible; or
 - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

k) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement, or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

k) Tangible Capital Assets *(continued)*

- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

Buildings	40 years
Furniture & Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

In the year of acquisition amortization is recorded as half of the annual rate for the year.

l) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g., insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease.

All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

m) Prepaid Expenses

Amounts for services paid relating to future periods are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

n) Funds and Reserves

Certain amounts, as approved by the Board are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 13 – Interfund Transfers and Accumulated Surplus).

o) Revenue Recognition

Revenues are recorded on an accrual basis in the period in which the transactions or events occurred that gave rise to the revenues, the amounts are considered to be collectible and can be reasonably estimated.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished.

Revenue related to fees or services received in advance of the fee being earned or the service performed is deferred and recognized when the fee is earned, or service performed.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

o) Revenue Recognition *(continued)*

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

p) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed, and services received during the year is expensed.

Categories of Salaries

- Principals, Vice-Principals, and Directors of Instruction employed under an administrative officer contract are categorized as Principals and Vice-Principals.
- Superintendents, Assistant Superintendents, Secretary-Treasurers, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

Allocation of Costs

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and indigenous education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

q) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, mortgage receivable, accounts payable and accrued liabilities, debt, and other liabilities.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

q) Financial Instruments (*continued*)

Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. There are no measurement gains or losses during the periods presented; therefore, no statement of remeasurement gains or losses is included in these financial statements.

All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

r) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in note 2 requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Areas requiring the use of management estimates relate to the potential impairment of tangible capital assets, liabilities for contaminated sites, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

s) Future Changes in Accounting Policies

PS 3400 Revenue issued November 2018 establishes standards on how to account for and report on revenue and is effective July 1, 2023. Specifically, it differentiates between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions".

Revenue from transactions with performance obligations should be recognized when (or as) the school district satisfies a performance obligation by providing the promised goods or services to a payor.

Revenue from transactions with no performance obligations should be recognized when a school district:

- (a) has the authority to claim or retain an inflow of economic resources; and

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

s) Future Changes in Accounting Policies (*continued*)

(b) identifies a past transaction or event that gives rise to an asset.

This standard may be applied retroactively or prospectively. Management is in the process of assessing the impact of adopting this standard on the School District's financial results.

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

Due from Province – Ministry of Education

	2023	2022
Bylaw – Capital Funding	\$ 2,126,094	\$ 4,726,453
French Programs	95,462	99,888
Other	-	365,068
	<u>\$ 2,221,556</u>	<u>\$ 5,191,409</u>

Other Receivables

	2023	2022
Due from Federal Government - GST	\$ 237,839	\$ 313,976
Benefit Premium Balance	2,539,431	2,575,232
Other	950,690	326,639
	<u>\$ 3,727,960</u>	<u>\$ 3,215,847</u>

NOTE 4 MORTGAGE RECEIVABLE

Mortgage on 4985 Christie Road, Ladysmith (former Diamond Elementary School property); blended payments are \$700 per month including interest at 2% p.a., for a term of 5 years ending April 1, 2023. Renewal discussions are currently underway.

	2023	2022
	\$ 67,035	\$ 74,019
	<u>\$ 67,035</u>	<u>\$ 74,019</u>

Interest received during the year was \$1,417 (2022- \$250).

NOTE 5 PORTFOLIO INVESTMENTS

GIC's included in portfolio investments are held with local banking institutions and earn average interest at 4.99% (2022 – 2.53%) per year.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 5 PORTFOLIO INVESTMENTS (*Continued*)

	2023	2022
RBC Income Building GIC	\$ 504,876	\$ 1,256,121
First West Credit Union GIC	4,000,000	-
Coast Capital Savings GIC	-	2,500,000
	<u>\$ 4,504,876</u>	<u>\$ 3,756,121</u>

NOTE 6 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Other Accounts Payable and Accrued Liabilities

	2023	2022
Trade payables	\$ 4,000,459	\$ 4,720,287
Salaries and benefits payable	13,056,339	12,139,870
Accrued vacation pay	1,534,715	1,415,143
Construction holdbacks	1,201,952	1,398,456
	<u>\$ 19,793,465</u>	<u>\$ 19,673,756</u>

NOTE 7 UNEARNED REVENUE

Unearned revenue consists of contributions received for services to be delivered in a future period. Changes in unearned revenue are as follows:

	2023	2022
Balance, beginning of year	\$ 4,107,590	\$ 2,995,737
Changes for the year:		
Increase:		
Tuition fees/Rentals	5,656,832	5,398,054
Decrease:		
Tuition fees/Rentals	5,643,974	4,286,201
Net changes for the year	12,858	1,111,853
Balance, end of year	<u>\$ 4,120,448</u>	<u>\$ 4,107,590</u>

NOTE 8 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled. Changes in deferred revenue are as follows:

	2023	2022
Balance, beginning of year	\$ 3,035,963	\$ 2,645,351
Changes for the year:		

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 8 DEFERRED REVENUE (Continued)

Increase:

Provincial Grants – Ministry of Education	18,238,293	16,888,380
Ministry of Education CEF Adjustment	(40,722)	(28,119)
Provincial Grants – Other	30,216	35,000
Other	3,345,141	2,861,741
Investment income	79,630	16,456
	<u>21,652,558</u>	<u>19,773,458</u>

Decrease:

Expenses	21,364,325	18,937,848
Transfers – tangible capital assets purchased	764,554	444,998
	<u>22,128,879</u>	<u>19,382,846</u>

Net changes for the year	(476,321)	390,612
Balance, end of year	<u>\$ 2,559,642</u>	<u>\$ 3,035,963</u>

NOTE 9 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired. Changes to deferred capital revenue are as follows:

	Deferred Capital 2023	Unspent Deferred Capital 2023	Total Deferred Capital Revenue 2023	Total Deferred Capital Revenue 2022
Balance, beginning of year	\$142,959,378	\$7,918,740	\$150,878,118	\$130,104,096
Changes for the year:				
Increase:				
Transfer from Unspent – Capital Additions	13,584,030	-	13,584,030	2,193,612
Transfer from Unspent – Work in Progress	4,322,187	-	4,322,187	20,836,507
Provincial Grants – Ministry of Education and Child Care	-	14,327,897	14,327,897	22,265,461
Provincial Grants – Other	-	1,377,319	1,377,319	4,819,404
Investment income	-	843	843	185
Other	-	159,370	159,370	-
	<u>17,906,217</u>	<u>15,865,429</u>	<u>33,771,646</u>	<u>50,115,169</u>
Decrease:				
Amortization of Deferred Capital	6,822,508	-	6,822,508	6,181,594
Capital additions – transfer to Deferred Capital	-	13,584,030	13,584,030	2,193,612

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 9 DEFERRED CAPITAL REVENUE (Continued)

Work in Progress – transfer to Deferred Capital	-	4,322,187	4,322,187	20,836,507
Other	12,395	224,368	236,763	129,434
	6,834,903	18,130,585	24,965,488	29,341,147
Net changes for the year	11,071,314	(2,265,156)	8,806,158	20,774,022
Balance, end of year	\$154,030,692	\$5,653,584	\$159,684,276	\$150,878,118

NOTE 10 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	2023	2022
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	\$ 2,003,804	\$ 1,611,035
Service Cost	144,676	124,931
Interest Cost	64,614	41,135
Benefit Payments	(259,380)	(271,827)
Increase (Decrease) in obligation due to Plan Amendment	-	-
Actuarial (Gain) Loss	(76,945)	498,530
Accrued Benefit Obligation – March 31	<u>\$ 1,876,769</u>	<u>\$ 2,003,804</u>

Reconciliation of Funded Status at End of Fiscal Year

Accrued Benefit Obligation – March 31	\$ 1,876,769	\$ 2,003,804
Market Value of Plan Assets – March 31	-	-
Funded Status – Surplus (Deficit)	(1,876,769)	(2,003,804)
Employer Contributions After Measurement Date	29,008	84,042
Benefits Expense After Measurement Date	(54,549)	(52,323)
Unamortized Net Actuarial (Gain) Loss	223,550	318,196
Accrued Benefit Asset (Liability) – June 30	<u>\$ (1,678,760)</u>	<u>\$ (1,653,889)</u>

Reconciliation of Change in Accrued Benefit Liability

Accrued Benefit Liability – July 1	\$ 1,653,889	\$ 1,686,992
Net expense for Fiscal Year	229,218	188,525
Employer Contributions	(204,347)	(221,628)
Accrued Benefit Liability – June 30	<u>\$ 1,678,760</u>	<u>\$ 1,653,889</u>

Components of Net Benefit Expense

Service Cost	\$ 143,799	\$ 129,867
Interest Cost	67,718	47,005
Immediate Recognition of Plan Amendment	-	-
Amortization of Net Actuarial (Gain)/Loss	17,701	11,653

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 10 EMPLOYEE FUTURE BENEFITS (Continued)

Net Benefit Expense (Income)	\$ 229,218	\$ 188,525
------------------------------	------------	------------

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	2023	2022
Discount Rate – April 1	2.25%	2.25%
Discount Rate – March 31	4.00%	3.25%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARSL – March 31	10.4 years	10.4 years

NOTE 11 CAPITAL LEASE OBLIGATIONS

The School District entered into a capital lease for multi-function printer devices. The payments are over 5 years and include interest of 8.3%. Repayments are due as follows:

2024	\$ 125,161
2025	125,161
2026	125,161
2027	125,161
2028	125,161
Thereafter	-
Total minimum lease payments	625,805
Less amounts representing interest	136,879
Present value of net minimum capital lease payments	<u><u>\$ 488,926</u></u>

Total interest on leases for the year was \$nil (2022: nil).

NOTE 12 TANGIBLE CAPITAL ASSETS

Net Book Value:

	Net Book Value 2023	Net Book Value 2022 (restated – note 24)
Sites	\$ 16,034,046	\$ 15,673,196
Buildings	171,117,730	137,732,070
Buildings – work in progress	5,621,330	28,211,514
Furniture & Equipment	8,801,732	7,990,936
Furniture & Equipment – work in progress	1,095,886	715,555
Vehicles	3,753,110	2,957,358
Computer Software	142,458	218,423
Computer Hardware	4,409,652	3,859,481
Total	<u><u>\$ 210,975,944</u></u>	<u><u>\$ 197,358,533</u></u>

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 12 TANGIBLE CAPITAL ASSETS (*Continued*)

June 30, 2023

	Opening Cost (restated – note 24)	Additions	Disposals	Transfers (WIP)	Total 2023
Sites	\$ 15,673,196	\$ 360,850	\$ -	\$ -	\$ 16,034,046
Buildings	317,550,781	14,118,054	-	27,243,126	358,007,537
Buildings – work in progress	28,211,514	3,766,629	-	(27,261,237)	5,621,330
Furniture & Equipment	12,506,597	1,624,795	(231,853)	532,956	14,432,495
Furniture & Equipment – work in progress	715,555	913,287	-	(532,956)	1,095,886
Vehicles	5,176,333	1,341,029	(788,151)	-	5,729,211
Computer Software	399,289	-	(38,933)	-	360,356
Computer Hardware	7,890,375	2,068,013	(2,670,362)	-	7,288,026
Total	\$ 388,123,640	\$ 24,192,657	\$ (3,729,299)	\$ (18,111)	\$ 408,568,887

	Opening Accumulated Amortization (restated – note 24)	Additions	Disposals	Total 2023
Buildings	\$ 179,818,711	\$ 7,071,096	\$ -	\$ 186,889,807
Furniture & Equipment	4,515,661	1,346,955	(231,853)	5,630,763
Vehicles	2,218,975	545,277	(788,151)	1,976,101
Computer Software	180,866	75,965	(38,933)	217,898
Computer Hardware	4,030,894	1,517,842	(2,670,362)	2,878,374
Total	\$ 190,765,107	\$10,557,135	\$ (3,729,299)	\$ 197,592,943

June 30, 2022

	Opening Cost (restated – note 24)	Additions	Disposals	Transfers (WIP)	Total 2022 (restated – note 24)
Sites	\$ 15,673,196	\$ -	\$ -	\$ -	\$ 15,673,196
Buildings	311,435,046	1,599,143	-	4,516,592	317,550,781
Buildings – work in progress	12,309,999	20,418,107	-	(4,516,592)	28,211,514
Furniture & Equipment	11,154,531	1,210,634	(188,013)	329,445	12,506,597
Furniture & Equipment – work in progress	-	1,045,000	-	(329,445)	715,555
Vehicles	4,945,771	888,087	(657,525)	-	5,176,333
Computer Software	417,923	-	(18,634)	-	399,289
Computer Hardware	7,683,750	1,822,208	(1,615,583)	-	7,890,375
Total	\$ 363,620,216	\$ 26,983,179	\$ (2,479,755)	\$ -	\$ 388,123,640

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 12 TANGIBLE CAPITAL ASSETS *(Continued)*

	Opening Accumulated Amortization <i>(restated – note 24)</i>	Additions <i>(restated)</i>	Disposals	Total 2022 <i>(restated – note 24)</i>
Buildings	\$ 173,296,109	\$ 6,522,602	\$ -	\$ 179,818,711
Furniture & Equipment	3,520,617	1,183,057	(188,013)	4,515,661
Vehicles	2,370,395	506,105	(657,525)	2,218,975
Computer Software	117,778	81,722	(18,634)	180,866
Computer Hardware	4,089,062	1,557,415	(1,615,583)	4,030,894
Total	\$ 183,393,961	\$ 9,850,901	\$ (2,479,755)	\$ 190,765,107

Building and Furniture & Equipment – work in progress has not been amortized. Amortization of these assets will commence when the asset is put into use.

Additions to furniture and equipment do not include any contributed tangible capital assets (2022 – \$nil).

Additions to computer hardware include \$488,926 (2022 - \$nil), in assets acquired under capital lease.

NOTE 13 ACCUMULATED SURPLUS

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2023, were as follows:

- A transfer in the amount of \$2,311,749 was made from the operating fund to the capital fund for capital purchases made during the year.
- A transfer in the amount of \$764,554 was made from the special purpose fund to the capital fund for capital purchase made during the year.

Accumulated Surplus is comprised of the following:

OPERATING	2023	2022 <i>(restated – note 24)</i>
Accumulated Operating Surplus	\$ 8,579,310	\$ 7,818,360
Restricted Surplus Reserve for Anticipated Unusual Expenses:		
Staffing Contingencies	\$ 250,000	\$ 600,000
Replacement Cost Contingencies	250,000	400,000
2023/24 Staffing Additions for ELL and EA Support	484,271	-
	984,271	1,000,000
Restricted Surplus Reserve for Financial Constraints/Targeted Funds:		
District Benefit Plans – Premium Balance	\$ 2,539,431	\$ 2,575,232
Revenue for 23/24 received in 22/23 for ICY Team	717,241	-
Teacher Mentorship Grant - Jointly managed with NDTA	259,621	261,758

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 13 ACCUMULATED SURPLUS (Continued)

Indigenous Education Programs	131,664	415,443
Bargaining/CUPE Table Money Carry-Over	41,020	-
Trustee Professional Development/Travel	19,716	-
Outreach Program	-	55,938
Seamless Day Kindergarten Pilot	-	50,000
Health & Safety	-	17,800
	<u>3,708,693</u>	<u>3,376,171</u>
Restricted Surplus Reserve Operations Spanning Multiple School Years:		
School Opening Costs – Yr 1 Operating Costs	600,000	-
School Equipment (Enrolment)	250,000	-
School Supplies	223,356	134,367
Undelivered purchase orders/outstanding obligations at June 30	100,490	563,343
Active Transportation	12,500	-
	<u>1,186,346</u>	<u>697,710</u>
Unrestricted Operating Surplus Reserve	2,700,000	2,744,479
Summary of Accumulated Operating Surplus		
Total Internally Restricted Surplus Appropriated by Board	5,879,310	5,073,881
Total Unrestricted Surplus	<u>2,700,000</u>	<u>2,744,479</u>
Total Accumulated Operating Surplus	<u>8,579,310</u>	<u>7,818,360</u>
CAPITAL		
Investment in Tangible Capital Assets	29,935,253	27,909,196
Local Capital	<u>4,616,185</u>	<u>7,221,058</u>
Capital Surplus	<u>34,551,438</u>	<u>35,130,254</u>
TOTAL ACCUMULATED SURPLUS	43,130,748	42,948,614
Proposed transfer to Local Capital	2,700,000	1,000,000
Revised Unrestricted Operating Surplus Balance, pending Board approval	-	1,744,479
Revised Local Capital Balance, pending Board approval	7,316,185	8,221,058

NOTE 14 BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board through the adoption of an amended annual budget on February 22, 2023. The amended budget is used for comparison purposes, as these are based on actual student enrollments. The difference between the preliminary (annual) and amended budgets is as follows:

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 14 BUDGET FIGURES (Continued)

	2023 Amended	2023 Preliminary	Difference
Revenues			
Provincial Grants			
Ministry of Education	\$164,642,558	\$160,868,871	\$3,773,687
Other	384,987	235,416	149,571
Tuition	5,206,015	4,579,200	626,815
Other Revenue	5,724,543	4,980,905	743,638
Rentals and Leases	530,000	500,000	30,000
Investment Income	1,165,000	270,000	895,000
Amortization of Deferred Capital Revenue	6,800,000	6,600,000	200,000
Total Revenue	<u>\$184,453,103</u>	<u>\$178,034,392</u>	<u>\$6,418,711</u>
Expenses			
Instruction	\$150,682,817	\$144,313,494	\$6,369,323
District Administration	7,133,363	6,936,426	196,937
Operations and Maintenance	29,781,851	28,503,662	1,278,189
Transportation and Housing	2,136,210	1,956,750	179,460
Debt Services	-	-	-
Total Expenses	<u>\$189,734,241</u>	<u>\$181,710,332</u>	<u>\$8,023,909</u>
Surplus (deficit) for the year	<u>\$ (5,281,138)</u>	<u>\$ (3,675,940)</u>	<u>\$ (1,605,198)</u>
Effects of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(26,700,000)	(24,500,000)	(2,200,000)
Amortization of Tangible Capital Assets	10,400,000	10,200,000	200,000
Total Effect of change in Tangible Capital Assets	<u>(16,300,000)</u>	<u>(14,300,000)</u>	<u>(2,000,000)</u>
Increase in Net Financial Debt	<u><u>\$(21,581,138)</u></u>	<u><u>\$(17,975,940)</u></u>	<u><u>\$(3,605,198)</u></u>

NOTE 15 EXPENSE BY OBJECT

	2023	2022 (<i>restated</i> – <i>Note 24</i>)
Salaries	\$129,067,602	\$121,846,881
Benefits	31,801,372	29,904,275
Services and supplies	21,082,747	17,697,448
Amortization	10,557,135	9,850,901
	<u><u>\$192,508,856</u></u>	<u><u>\$179,299,505</u></u>

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 16 EMPLOYEE PENSION PLANS

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at December 31, 2022, the Teachers' Pension Plan has about 51,000 active members and approximately 41,000 retired members. As of December 31, 2022, the Municipal Pension Plan has about 240,000 active members, including approximately 30,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2020, indicated a \$1,584 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3.761 million funding surplus for basic pension benefits on a going concern basis.

The school district paid \$13,429,418 for employer contributions to the plans for the year ended June 30, 2023 (2022: \$12,723,973).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2023. The next valuation for the Municipal Pension Plan will be as at December 31, 2024, with results available in 2025.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

NOTE 17 NANAIMO-LADYSMITH SCHOOLS FOUNDATION

The School District and the Nanaimo-Ladysmith Schools Foundation (the "Foundation") have a mutually supportive relationship whereby the Foundation acts as a fundraising agency for the students in School District No. 68, and the School District provides the Foundation with financial and administrative support. The Foundation is a separate legal entity, has its own Board of Directors and is a registered charity under the provisions of the Income Tax Act of Canada.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 17 NANAIMO-LADYSMITH SCHOOLS FOUNDATION (*Continued*)

The School District provided contributions of \$187,434 (2022: \$186,288) for administrative assistance and support to the Foundation and also provided office space free of charge. The Foundation provided miscellaneous grants directly to Schools.

NOTE 18 CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The School District's contractual rights arise because of contracts entered into for School District facilities leases. The following table summarizes the contractual rights of the School District for future assets:

Contractual rights	2024	2025	2026	2027	2028	Thereafter
Future lease/rental revenue	\$299,007	\$256,710	\$192,515	\$170,489	\$100,819	\$1,150

NOTE 19 CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The School District has entered into a number of multiple-year contracts for the delivery of services. These contractual obligations will become liabilities in the future when the terms of the contracts are met. Disclosure relates to the unperformed portion of the contracts.

Operating Expenses: anticipated contractual payments due over the terms of the contracts are as follows:

2024	\$ 159,521
2025	78,737
2026	46,347
2027	36,792
2028	36,792
Thereafter	-
	\$ 358,189

Anticipated contractual payments related to purchase orders for operating expenses and capital construction during 2024 total \$7,905,403.

Each year the School District is involved with a number of legal actions and arbitrations. Although the outcomes of these matters are not determinable at this time, management believes they will not have a material adverse effect on the School District's financial position or results of operations.

The District is subject to environmental laws and regulations enacted by the Province and local authorities. Certain schools in the School District contain asbestos. No amount has been recorded in the financial statements with regard to this potential liability. Upon the retirement of these District buildings, either through demolition or sale, the District may incur removal costs or realize reduced sale proceeds because of the presence of asbestos. The District has made no provision for the

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 19 CONTRACTUAL OBLIGATIONS AND CONTINGENCIES (*Continued*)

financial impact of removal costs or reduced sale proceeds as they cannot be reasonably estimated due to the indeterminate nature and date of potential future retirements.

NOTE 20 ASSET RETIREMENT OBLIGATION

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some district owned buildings that will undergo major renovations or demolition in the future. The timing of future settlement is unknown.

Asset Retirement Obligation, July 1, 2021, and 2022 (see Note 24)	\$ 25,854,364
Settlements during the year	-
Asset Retirement Obligation, closing balance, June 30, 2023	<u>\$ 25,854,364</u>

NOTE 21 CONTINGENT ASSETS

The School District has the following contingent asset(s) for which the probability of receipt of funds occurring is likely.

Microsoft Class Action Lawsuit Vouchers	\$ 1,030,000
Zero Emission Transit Fund (ZETF)	627,787

The future receipt of these assets is dependent on the district making eligible purchases prior to the expiry of the funds. The Microsoft vouchers have an expiry of June 30, 2028, and can be redeemed for the purchase of approved hardware and/or professional development directly related to the approved products being purchased. The ZETF funding has an expiry of December 31, 2025, and is to be used for up to 50% for chargers and infrastructure upgrades, and 30% for electric buses. Contingent assets are not recorded in the financial statements.

NOTE 22 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, as well as key management personnel, if any, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

NOTE 23 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and Child Care and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 24 PRIOR PERIOD ADJUSTMENT

On July 1, 2022 the School District adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations. This new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of certain tangible capital assets such as asbestos removal in buildings that will undergo major renovation or demolition in the future (see Note 20). This standard was adopted using the modified retroactive approach, which results in the restatement of the comparative information as at and for the year ended June 30, 2022.

The impact of the prior period adjustment on the June 30, 2022 comparative amounts is as follows:

	Increase (Decrease)
Tangible Capital Assets – cost	\$ 25,854,364
Tangible Capital Assets – accumulated amortization	25,716,730
Asset Retirement Obligation	25,854,364
Accumulated Surplus, July 1, 2021	(25,716,730)
Amortization Expense	48,741
Annual Surplus for the year ending June 30, 2022	(48,741)
Accumulated Surplus, June 30, 2022	\$ (25,765,471)

NOTE 25 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

SCHOOL DISTRICT No. 68 (NANAIMO – LADYSMITH)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

NOTE 26 RISK MANAGEMENT *(Continued)*

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits as they are placed in recognized British Columbia institutions.

b) **Market risk:**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates.

It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk.

c) **Liquidity risk:**

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance. There have been no changes to risk exposure from 2022 related to credit, market or liquidity risks.

School District No. 68 (Nanaimo-Ladysmith)

Schedule 1 (Unaudited)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,818,360		35,130,254	42,948,614	70,429,840
Prior Period Adjustments					(25,667,989)
Accumulated Surplus (Deficit), beginning of year, as restated	7,818,360	-	35,130,254	42,948,614	44,761,851
Changes for the year					
Surplus (Deficit) for the year	3,072,699	764,554	(3,655,119)	182,134	(1,813,237)
Interfund Transfers					
Tangible Capital Assets Purchased	(1,276,203)	(689,468)	1,965,671	-	
Tangible Capital Assets - Work in Progress		(75,086)	75,086	-	
Local Capital	(1,035,546)		1,035,546	-	
Net Changes for the year	760,950	-	(578,816)	182,134	(1,813,237)
Accumulated Surplus (Deficit), end of year - Statement 2	8,579,310	-	34,551,438	43,130,748	42,948,614

School District No. 68 (Nanaimo-Ladysmith)

Schedule 2 (Unaudited)

Schedule of Operating Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	146,190,852	152,904,386	143,134,229
Other	286,862	284,891	348,112
Tuition	5,206,015	5,764,336	4,464,819
Other Revenue	2,407,572	2,501,949	3,023,312
Rentals and Leases	530,000	671,436	481,958
Investment Income	900,000	1,138,420	293,955
Total Revenue	155,521,301	163,265,418	151,746,385
Expenses			
Instruction	130,396,032	133,637,611	125,164,436
District Administration	6,958,363	6,708,771	6,091,133
Operations and Maintenance	18,184,187	17,965,334	17,197,476
Transportation and Housing	1,863,857	1,881,003	1,985,719
Total Expense	157,402,439	160,192,719	150,438,764
Operating Surplus (Deficit) for the year	(1,881,138)	3,072,699	1,307,621
Budgeted Appropriation (Retirement) of Surplus (Deficit)	2,881,138		
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	-	(1,276,203)	(1,348,501)
Tangible Capital Assets - Work in Progress	-	-	-
Local Capital	(1,000,000)	(1,035,546)	(5,299,500)
Total Net Transfers	(1,000,000)	(2,311,749)	(6,648,001)
Total Operating Surplus (Deficit), for the year	-	760,950	(5,340,380)
Operating Surplus (Deficit), beginning of year		7,818,360	13,158,740
Operating Surplus (Deficit), end of year		8,579,310	7,818,360
Operating Surplus (Deficit), end of year			
Internally Restricted		8,579,310	5,073,881
Unrestricted		-	2,744,479
Total Operating Surplus (Deficit), end of year		8,579,310	7,818,360

School District No. 68 (Nanaimo-Ladysmith)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Provincial Grants - Ministry of Education and Child Care			
Operating Grant, Ministry of Education and Child Care	147,298,662	146,989,366	144,630,088
ISC/LEA Recovery	(1,498,724)	(1,381,100)	(2,118,120)
Other Ministry of Education and Child Care Grants			
Pay Equity	160,000	160,000	160,000
Funding for Graduated Adults	22,006	20,434	21,692
Student Transportation Fund	244,630	244,630	244,630
Support Staff Benefits Grant	162,920	169,872	166,310
FSA Scorer Grant	15,693	15,693	15,693
Child Care Funding	40,416	-	10,104
Early Learning Framework (ELF) Implementation	2,221	2,221	3,832
Labour Settlement Funding	-	5,896,786	-
Miscellaneous Revenue	21,000	-	-
Equity Scan	2,381	2,381	-
Estimated Enrolment Reduction	(280,353)	-	-
K-12 ICY Clinical Counsellor Funding	-	717,241	-
Seat Belt Pilot	-	66,862	-
Total Provincial Grants - Ministry of Education and Child Care	146,190,852	152,904,386	143,134,229
Provincial Grants - Other	286,862	284,891	348,112
Federal Grants	-	-	-
Tuition			
Summer School Fees	-	-	-
Continuing Education	-	-	-
International and Out of Province Students	5,206,015	5,764,336	4,464,819
Total Tuition	5,206,015	5,764,336	4,464,819
Other Revenues			
School Referendum Taxes	-	-	-
Other School District/Education Authorities	464,680	319,885	532,398
Funding from First Nations	1,498,724	1,381,100	2,118,120
Miscellaneous			
Cafeteria Revenue	220,000	410,563	223,226
BC Hydro Energy Manager Grant	50,000	59,134	50,000
Other	174,168	331,267	99,568
Total Other Revenue	2,407,572	2,501,949	3,023,312
Rentals and Leases	530,000	671,436	481,958
Investment Income	900,000	1,138,420	293,955
Total Operating Revenue	155,521,301	163,265,418	151,746,385

School District No. 68 (Nanaimo-Ladysmith)

Schedule 2B (Unaudited)

Schedule of Operating Expense by Object

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Salaries			
Teachers	68,734,754	71,880,669	67,367,202
Principals and Vice Principals	9,078,112	9,189,332	8,590,327
Educational Assistants	11,358,923	11,445,371	10,655,729
Support Staff	12,672,136	12,925,774	12,597,376
Other Professionals	4,873,454	5,071,198	4,743,476
Substitutes	5,596,052	5,705,002	5,678,401
Total Salaries	112,313,431	116,217,346	109,632,511
Employee Benefits	28,252,635	28,595,698	26,851,113
Total Salaries and Benefits	140,566,066	144,813,044	136,483,624
Services and Supplies			
Services	5,111,190	4,494,707	4,001,685
Student Transportation	114,268	116,791	67,906
Professional Development and Travel	935,277	896,957	642,752
Rentals and Leases	8,395	8,088	52,963
Dues and Fees	722,033	633,775	751,755
Insurance	373,800	392,571	375,632
Interest	-	-	-
Supplies	6,986,707	6,116,009	5,303,818
Utilities	2,584,703	2,720,777	2,758,629
Total Services and Supplies	16,836,373	15,379,675	13,955,140
Total Operating Expense	157,402,439	160,192,719	150,438,764

School District No. 68 (Nanaimo-Ladysmith)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	55,641,730	1,683,477	269,962	108,543	454,713	4,158,220	62,316,645
1.03 Career Programs	-	-	218,814	-	-	7,387	226,201
1.07 Library Services	2,118,339	-	-	298,858	-	103,129	2,520,326
1.08 Counselling	2,586,590	-	-	-	-	2,842	2,589,432
1.10 Special Education	8,608,252	-	9,441,372	-	-	769,596	18,819,220
1.20 Early Learning and Child Care	-	-	40,327	-	-	253	40,580
1.30 English Language Learning	782,450	-	41,603	-	-	899	824,952
1.31 Indigenous Education	1,824,446	-	1,106,371	58,937	149,580	68,043	3,207,377
1.41 School Administration	49,253	7,229,429	-	2,857,584	-	319,721	10,455,987
1.60 Summer School	-	-	-	-	-	-	-
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	269,609	276,426	-	126,611	199,468	26,301	898,415
1.64 Other	-	-	259,419	-	-	-	259,419
Total Function 1	71,880,669	9,189,332	11,377,868	3,450,533	803,761	5,456,391	102,158,554
4 District Administration							
4.11 Educational Administration	-	-	-	272,394	1,133,407	820	1,406,621
4.20 Early Learning and Child Care	-	-	-	-	-	-	-
4.40 School District Governance	-	-	-	47,957	443,074	-	491,031
4.41 Business Administration	-	-	-	824,481	1,621,077	77,558	2,523,116
Total Function 4	-	-	-	1,144,832	3,197,558	78,378	4,420,768
5 Operations and Maintenance							
5.20 Early Learning and Child Care	-	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	-	-	67,503	730,474	697,976	47,161	1,543,114
5.50 Maintenance Operations	-	-	-	5,913,241	266,425	126,989	6,306,655
5.52 Maintenance of Grounds	-	-	-	569,147	-	-	569,147
5.56 Utilities	-	-	-	80,376	-	-	80,376
Total Function 5	-	-	67,503	7,293,238	964,401	174,150	8,499,292
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	57,265	105,478	-	162,743
7.70 Student Transportation	-	-	-	979,906	-	(3,917)	975,989
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	-	-	-	1,037,171	105,478	(3,917)	1,138,732
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	71,880,669	9,189,332	11,445,371	12,925,774	5,071,198	5,705,002	116,217,346

School District No. 68 (Nanaimo-Ladysmith)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Actual	2023 Budget	2022 Actual (Restated - Note 24)
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	62,316,645	15,439,138	77,755,783	3,359,502	81,115,285	79,036,644	76,540,902
1.03 Career Programs	226,201	52,776	278,977	410,563	689,540	489,478	480,972
1.07 Library Services	2,520,326	643,307	3,163,633	88,038	3,251,671	3,069,634	3,057,596
1.08 Counselling	2,589,432	647,592	3,237,024	2,360	3,239,384	2,999,673	2,864,950
1.10 Special Education	18,819,220	4,924,063	23,743,283	356,001	24,099,284	24,331,875	22,538,439
1.20 Early Learning and Child Care	40,580	12,212	52,792	54	52,846	-	-
1.30 English Language Learning	824,952	204,897	1,029,849	4,620	1,034,469	556,594	1,051,435
1.31 Indigenous Education	3,207,377	775,298	3,982,675	218,295	4,200,970	4,345,158	3,906,019
1.41 School Administration	10,455,987	2,417,618	12,873,605	135,248	13,008,853	12,790,845	12,403,524
1.60 Summer School	-	-	-	-	-	222,394	-
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	898,415	192,569	1,090,984	1,528,796	2,619,780	2,230,097	2,105,288
1.64 Other	259,419	64,694	324,113	1,416	325,529	323,640	215,311
Total Function 1	102,158,554	25,374,164	127,532,718	6,104,893	133,637,611	130,396,032	125,164,436
4 District Administration							
4.11 Educational Administration	1,406,621	282,487	1,689,108	313,719	2,002,827	1,968,131	1,774,296
4.20 Early Learning and Child Care	-	-	-	-	-	-	-
4.40 School District Governance	491,031	73,261	564,292	337,515	901,807	997,993	672,199
4.41 Business Administration	2,523,116	592,001	3,115,117	689,020	3,804,137	3,992,239	3,644,638
Total Function 4	4,420,768	947,749	5,368,517	1,340,254	6,708,771	6,958,363	6,091,133
5 Operations and Maintenance							
5.20 Early Learning and Child Care	-	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	1,543,114	322,321	1,865,435	1,000,194	2,865,629	2,305,511	2,146,343
5.50 Maintenance Operations	6,306,655	1,552,153	7,858,808	3,356,089	11,214,897	12,213,345	11,209,060
5.52 Maintenance of Grounds	569,147	127,077	696,224	265,664	961,888	888,082	886,791
5.56 Utilities	80,376	18,067	98,443	2,824,477	2,922,920	2,777,249	2,955,282
Total Function 5	8,499,292	2,019,618	10,518,910	7,446,424	17,965,334	18,184,187	17,197,476
7 Transportation and Housing							
7.41 Transportation and Housing Administration	162,743	36,787	199,530	24,003	223,533	195,726	230,753
7.70 Student Transportation	975,989	217,380	1,193,369	464,101	1,657,470	1,668,131	1,754,966
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	1,138,732	254,167	1,392,899	488,104	1,881,003	1,863,857	1,985,719
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	116,217,346	28,595,698	144,813,044	15,379,675	160,192,719	157,402,439	150,438,764

School District No. 68 (Nanaimo-Ladysmith)

Schedule 3 (Unaudited)

Schedule of Special Purpose Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual	2022 Actual (Restated - Note 24)
	\$	\$	\$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	18,451,706	18,494,377	16,540,841
Other	98,125	88,053	160,913
Federal Grants	-	-	-
Other Revenue	3,316,971	3,466,819	2,664,636
Rentals and Leases	-	-	-
Investment Income	65,000	79,630	16,456
Income (Loss) from Investments in Government Business Enterprises	-	-	-
Total Revenue	21,931,802	22,128,879	19,382,846
Expenses			
Instruction	20,286,785	19,979,038	17,450,183
District Administration	175,000	472,602	546,874
Operations and Maintenance	1,197,664	747,431	724,051
Transportation and Housing	272,353	165,254	216,740
Debt Services	-	-	-
Total Expense	21,931,802	21,364,325	18,937,848
Special Purpose Surplus (Deficit) for the year	-	764,554	444,998
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	-	(689,468)	(420,106)
Tangible Capital Assets - Work in Progress	-	(75,086)	(24,892)
Total Net Transfers	-	(764,554)	(444,998)
Total Special Purpose Surplus (Deficit) for the year	-	-	-
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		-	-

School District No. 68 (Nanaimo-Ladysmith)

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
Deferred Revenue, beginning of year	\$ 17,499	\$ -	\$ 17,863	\$ 1,628,370	\$ 32,849	\$ 37,086	\$ 35,628	\$ 83,949	\$ -
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	555,747	517,471	-	-	256,000	66,150	255,636	2,433,283	1,454,622
Provincial Grants - Other	-	-	-	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-	-	-
Other	-	-	-	3,154,329	-	-	-	-	-
Investment Income	-	-	-	79,630	-	-	-	-	-
	555,747	517,471	-	3,233,959	256,000	66,150	255,636	2,433,283	1,454,622
Less: Allocated to Revenue	555,746	517,471	12,044	3,224,654	274,232	73,220	291,264	2,498,007	1,454,622
Deferred Revenue, end of year	17,500	-	5,819	1,637,675	14,617	30,016	-	19,225	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	555,746	517,471	12,044	-	274,232	73,220	291,264	2,498,007	1,454,622
Provincial Grants - Other	-	-	-	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	3,145,024	-	-	-	-	-
Investment Income	-	-	-	79,630	-	-	-	-	-
	555,746	517,471	12,044	3,224,654	274,232	73,220	291,264	2,498,007	1,454,622
Expenses									
Salaries									
Teachers	-	-	-	-	-	25,782	127,900	380,453	-
Principals and Vice Principals	-	-	-	-	-	-	-	-	277,296
Educational Assistants	-	389,424	-	-	197,947	-	-	1,384,504	-
Support Staff	-	-	-	14,662	-	-	-	-	475,760
Other Professionals	-	-	-	-	-	-	-	109,827	109,827
Substitutes	-	18,244	-	6,596	1,441	-	-	72,218	298,222
	-	407,668	-	21,258	199,388	25,782	127,900	1,947,002	1,161,105
Employee Benefits	-	109,803	-	5,102	58,997	5,232	29,251	491,521	254,017
Services and Supplies	297,138	-	12,044	3,091,559	15,847	42,206	114,042	59,484	39,500
	297,138	517,471	12,044	3,117,919	274,232	73,220	271,193	2,498,007	1,454,622
Net Revenue (Expense) before Interfund Transfers	258,608	-	-	106,735	-	-	20,071	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(258,608)	-	-	(106,735)	-	-	(20,071)	-	-
Tangible Capital Assets - Work in Progress	-	-	-	-	-	-	-	-	-
	(258,608)	-	-	(106,735)	-	-	(20,071)	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 68 (Nanaimo-Ladysmith)

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	40,722	80,406	86,838	19,135	6,147	249,739	-	34,218
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	10,311,105	356,778	191,947	51,000	11,250			55,400	29,000
Provincial Grants - Other	-	-	-	-	-			-	-
Federal Grants	-	-	-	-	-			-	-
Other	-	-	-	-	-			-	-
Investment Income	-	-	-	-	-			-	-
	10,311,105	356,778	191,947	51,000	11,250	-	-	55,400	29,000
Less: Allocated to Revenue	10,311,105	391,049	165,251	95,254	15,126	-	249,739	52,974	48,557
Deferred Revenue, end of year	-	6,451	107,102	42,584	15,259	6,147	-	2,426	14,661
Revenues									
Provincial Grants - Ministry of Education and Child Care	10,311,105	391,049	165,251	95,254	15,126	-	249,739	52,974	48,557
Provincial Grants - Other	-	-	-	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-
	10,311,105	391,049	165,251	95,254	15,126	-	249,739	52,974	48,557
Expenses									
Salaries									
Teachers	8,226,922	-	-	-	9,102	-	-	-	43,352
Principals and Vice Principals	-	-	-	-	-	-	-	-	-
Educational Assistants	-	-	-	42,428	-	-	-	38,158	-
Support Staff	-	-	126,358	-	-	-	-	-	-
Other Professionals	-	-	-	-	-	-	-	-	-
Substitutes	-	312,170	3,917	373	-	-	-	2,559	1,773
	8,226,922	312,170	130,275	42,801	9,102	-	-	40,717	45,125
Employee Benefits	2,084,183	78,879	34,976	4,695	1,802	-	-	10,933	2,662
Services and Supplies	-	-	-	47,758	4,222	-	-	1,324	770
	10,311,105	391,049	165,251	95,254	15,126	-	-	52,974	48,557
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	249,739	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	(249,739)	-	-
Tangible Capital Assets - Work in Progress	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	(249,739)	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 68 (Nanaimo-Ladysmith)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2023

Schedule 3A (Unaudited)

	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL (Early Care & Learning)	Other Misc. Grants	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	665,514	3,035,963
Add: Restricted Grants					
Provincial Grants - Ministry of Education and Child Care	1,458,182	19,000	175,000	-	18,197,571
Provincial Grants - Other	-	-	-	30,216	30,216
Federal Grants	-	-	-	-	-
Other	-	-	-	190,812	3,345,141
Investment Income	-	-	-	-	79,630
	1,458,182	19,000	175,000	221,028	21,652,558
Less: Allocated to Revenue	1,302,742	10,974	175,000	409,848	22,128,879
Deferred Revenue, end of year	155,440	8,026	-	476,694	2,559,642
Revenues					
Provincial Grants - Ministry of Education and Child Care	1,302,742	10,974	175,000	-	18,494,377
Provincial Grants - Other	-	-	-	88,053	88,053
Federal Grants	-	-	-	-	-
Other Revenue	-	-	-	321,795	3,466,819
Investment Income	-	-	-	-	79,630
	1,302,742	10,974	175,000	409,848	22,128,879
Expenses					
Salaries					
Teachers	-	2,372	-	3,444	8,819,327
Principals and Vice Principals	-	-	142,331	-	419,627
Educational Assistants	-	-	-	-	2,052,461
Support Staff	-	-	-	-	616,780
Other Professionals	-	-	-	4,894	224,548
Substitutes	-	-	-	-	717,513
	-	2,372	142,331	8,338	12,850,256
Employee Benefits		521	31,379	1,718	3,205,671
Services and Supplies	1,302,742	8,081	1,290	270,391	5,308,398
	1,302,742	10,974	175,000	280,447	21,364,325
Net Revenue (Expense) before Interfund Transfers	-	-	-	129,401	764,554
Interfund Transfers					
Tangible Capital Assets Purchased	-	-	-	(54,315)	(689,468)
Tangible Capital Assets - Work in Progress	-	-	-	(75,086)	(75,086)
	-	-	-	(129,401)	(764,554)
Net Revenue (Expense)	-	-	-	-	-

School District No. 68 (Nanaimo-Ladysmith)

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2023

	2023 Budget	2023 Actual			2022 Actual (Restated - Note 24)
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$	\$
Revenues					
Provincial Grants					
Ministry of Education and Child Care		112,385		112,385	129,434
Other	-	-		-	-
Municipal Grants Spent on Sites	-	124,379		124,379	-
Federal Grants	-	-		-	-
Other Revenue	-	-	-	-	-
Rentals and Leases	-		-	-	-
Investment Income	200,000		237,421	237,421	46,009
Gain (Loss) on Disposal of Tangible Capital Assets	-	-		-	-
Amortization of Deferred Capital Revenue	6,800,000	6,822,508		6,822,508	6,181,594
Total Revenue	7,000,000	7,059,272	237,421	7,296,693	6,357,037
Expenses					
Operations and Maintenance	-	112,385	282,292	394,677	71,992
Transportation and Housing	-	-	-	-	-
Amortization of Tangible Capital Assets					
Operations and Maintenance	10,400,000	10,557,135		10,557,135	9,850,901
Transportation and Housing	-	-		-	-
Write-off/down of Buildings and Sites	-	-		-	-
Debt Services					
Capital Lease Interest	-		-	-	-
Capital Loan Interest	-		-	-	-
Total Expense	10,400,000	10,669,520	282,292	10,951,812	9,922,893
Capital Surplus (Deficit) for the year	(3,400,000)	(3,610,248)	(44,871)	(3,655,119)	(3,565,856)
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	-	1,965,671		1,965,671	1,768,607
Tangible Capital Assets - Work in Progress	-	75,086		75,086	24,892
Local Capital	1,000,000		1,035,546	1,035,546	5,299,500
Capital Lease Payment	-		-	-	-
Capital Loan Payment	-		-	-	-
Settlement of Asset Retirement Obligation	-		-	-	-
Total Net Transfers	1,000,000	2,040,757	1,035,546	3,076,303	7,092,999
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		2,445,312	(2,445,312)	-	
Tangible Capital Assets WIP Purchased from Local Capital		1,187,066	(1,187,066)	-	
Principal Payment					
Capital Lease		-	-	-	
Capital Loan		-	-	-	
Settlement of Asset Retirement Obligation		-	-	-	
Project Reclassification		(36,830)	36,830	-	
Total Other Adjustments to Fund Balances		3,595,548	(3,595,548)	-	
Total Capital Surplus (Deficit) for the year	(2,400,000)	2,026,057	(2,604,873)	(578,816)	3,527,143
Capital Surplus (Deficit), beginning of year		27,909,196	7,221,058	35,130,254	57,271,100
Prior Period Adjustments					
To Recognize Asset Retirement Obligation					(25,667,989)
Capital Surplus (Deficit), beginning of year, as restated		27,909,196	7,221,058	35,130,254	31,603,111
Capital Surplus (Deficit), end of year		29,935,253	4,616,185	34,551,438	35,130,254

School District No. 68 (Nanaimo-Ladysmith)

Schedule 4A (Unaudited)

Tangible Capital Assets
Year Ended June 30, 2023

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	15,673,196	291,696,417	12,506,597	5,176,333	399,289	7,890,375	333,342,207
Prior Period Adjustments							
To Recognize Asset Retirement Obligation	-	25,854,364	-	-	-	-	25,854,364
Cost, beginning of year, as restated	15,673,196	317,550,781	12,506,597	5,176,333	399,289	7,890,375	359,196,571
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw	-	9,400,709	854,100	692,253	-	56,531	11,003,593
Deferred Capital Revenue - Other	124,379	2,155,576	52,657	372,204	-	-	2,704,816
Operating Fund	-	-	283,191	46,936	-	946,076	1,276,203
Special Purpose Funds		508,347	152,482	-	-	28,639	689,468
Local Capital	236,471	1,148,999	282,365	229,636	-	547,841	2,445,312
Capital Lease	-	-	-	-	-	488,926	488,926
Transferred from Work in Progress		27,243,126	532,956				27,776,082
	360,850	40,456,757	2,157,751	1,341,029	-	2,068,013	46,384,400
Decrease:							
Deemed Disposals			231,853	788,151	38,933	2,670,362	3,729,299
Written-off/down During Year	-	-	-	-	-	-	-
	-	-	231,853	788,151	38,933	2,670,362	3,729,299
Cost, end of year	16,034,046	358,007,538	14,432,495	5,729,211	360,356	7,288,026	401,851,672
Work in Progress, end of year		5,621,329	1,095,886				6,717,215
Cost and Work in Progress, end of year	16,034,046	363,628,867	15,528,381	5,729,211	360,356	7,288,026	408,568,887
Accumulated Amortization, beginning of year		154,101,981	4,515,661	2,218,975	180,866	4,030,894	165,048,377
Prior Period Adjustments							
To Recognize Asset Retirement Obligation		25,716,730	-	-	-	-	25,716,730
Accumulated Amortization, beginning of year, as restated		179,818,711	4,515,661	2,218,975	180,866	4,030,894	190,765,107
Changes for the Year							
Increase: Amortization for the Year		7,071,096	1,346,955	545,277	75,965	1,517,842	10,557,135
Decrease:							
Disposed of		-	-	-	-	-	-
Deemed Disposals			231,853	788,151	38,933	2,670,362	3,729,299
Written-off During Year		-	-	-	-	-	-
		-	231,853	788,151	38,933	2,670,362	3,729,299
Accumulated Amortization, end of year		186,889,807	5,630,763	1,976,101	217,898	2,878,374	197,592,943
Tangible Capital Assets - Net	16,034,046	176,739,060	9,897,618	3,753,110	142,458	4,409,652	210,975,944

School District No. 68 (Nanaimo-Ladysmith)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2023

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$
Work in Progress, beginning of year	28,211,514	715,555	-	-	28,927,069
Changes for the Year					
Increase:					
Deferred Capital Revenue - Bylaw	2,072,680	13,803	-	-	2,086,483
Deferred Capital Revenue - Other	2,227,371	8,333	-	-	2,235,704
Operating Fund	-	-	-	-	-
Special Purpose Funds	53,597	21,489	-	-	75,086
Local Capital	317,404	869,662	-	-	1,187,066
	<u>4,671,052</u>	<u>913,287</u>	<u>-</u>	<u>-</u>	<u>5,584,339</u>
Decrease:					
Transferred to Tangible Capital Assets	27,243,126	532,956	-	-	27,776,082
WIP Reclassification	18,111	-	-	-	18,111
	<u>27,261,237</u>	<u>532,956</u>	<u>-</u>	<u>-</u>	<u>27,794,193</u>
Net Changes for the Year	<u>(22,590,185)</u>	<u>380,331</u>	<u>-</u>	<u>-</u>	<u>(22,209,854)</u>
Work in Progress, end of year	<u>5,621,329</u>	<u>1,095,886</u>	<u>-</u>	<u>-</u>	<u>6,717,215</u>

School District No. 68 (Nanaimo-Ladysmith)

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2023

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	\$	\$	\$	\$
Deferred Capital Revenue, beginning of year	109,043,843	6,597,726	1,001,081	116,642,650
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	11,003,593	2,468,599	111,838	13,584,030
Transferred from Work in Progress	21,291,158	4,144,736		25,435,894
	32,294,751	6,613,335	111,838	39,019,924
Decrease:				
Amortization of Deferred Capital Revenue	6,257,163	381,650	183,695	6,822,508
Revenue Recognized on Disposal of Buildings	-	-	-	-
Revenue Recognized on Write-off/down of Buildings	-	-	-	-
	6,257,163	381,650	183,695	6,822,508
Net Changes for the Year	26,037,588	6,231,685	(71,857)	32,197,416
Deferred Capital Revenue, end of year	135,081,431	12,829,411	929,224	148,840,066
Work in Progress, beginning of year	22,065,856	4,250,872	-	26,316,728
Changes for the Year				
Increase				
Transferred from Deferred Revenue - Work in Progress	2,086,483	2,235,704	-	4,322,187
	2,086,483	2,235,704	-	4,322,187
Decrease				
Transferred to Deferred Capital Revenue	21,291,158	4,144,736	-	25,435,894
District Entered	12,395			12,395
	21,303,553	4,144,736	-	25,448,289
Net Changes for the Year	(19,217,070)	(1,909,032)	-	(21,126,102)
Work in Progress, end of year	2,848,786	2,341,840	-	5,190,626
Total Deferred Capital Revenue, end of year	137,930,217	15,171,251	929,224	154,030,692

School District No. 68 (Nanaimo-Ladysmith)

Schedule 4D (Unaudited)

Changes in Unspent Deferred Capital Revenue

Year Ended June 30, 2023

	Bylaw Capital	MECC Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	81,099	19,844	7,693,418	124,379	-	7,918,740
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education and Child Care	13,169,665		1,158,232			14,327,897
Provincial Grants - Other			1,377,319			1,377,319
Other				47,532	111,838	159,370
Investment Income	-	843	-	-	-	843
MECC Restricted Portion of Proceeds on Disposal		-				-
Transfer project surplus to MECC Restricted (from) Bylaw	-	-				-
	<u>13,169,665</u>	<u>843</u>	<u>2,535,551</u>	<u>47,532</u>	<u>111,838</u>	<u>15,865,429</u>
Decrease:						
Transferred to DCR - Capital Additions	11,003,593	-	2,468,599		111,838	13,584,030
Transferred to DCR - Work in Progress	2,086,483	-	2,235,704		-	4,322,187
Transferred to Revenue - Site Purchases	-	-	-	124,379	-	124,379
Transferred to Revenue - Settlement of Asset Retirement Obligation	-	-	-	-	-	-
Non Capital Expenditures	99,989	-	-	-	-	99,989
	<u>13,190,065</u>	<u>-</u>	<u>4,704,303</u>	<u>124,379</u>	<u>111,838</u>	<u>18,130,585</u>
Net Changes for the Year	<u>(20,400)</u>	<u>843</u>	<u>(2,168,752)</u>	<u>(76,847)</u>	<u>-</u>	<u>(2,265,156)</u>
Balance, end of year	<u>60,699</u>	<u>20,687</u>	<u>5,524,666</u>	<u>47,532</u>	<u>-</u>	<u>5,653,584</u>



DRAFT

FINANCIAL STATEMENT DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2023

Overview.3

Understanding Nanaimo Ladysmith
Public Schools Financial Statements5

Financial Highlights7

Financial Analysis

 Statement of Financial Position.10

 Statement of Operations15

 Revenues16

 Expenses18

 Special Purpose Funds22

 Capital Fund.25

Factors Bearing on NLPS’s Future and
Other Potentially Significant Matters28

Contacting NLPS’s
Financial Management.30

Financial Statement Discussion
and Analysis For the Year Ended
June 30, 2023

The following is a discussion and analysis of the financial performance of Nanaimo Ladysmith Public Schools (NLPS) for the fiscal year ended June 30, 2023. This report is a summary of the district’s financial activities based on currently known facts, decisions, and conditions. The results of the current year are discussed in comparison with the prior year and budget. This report should be read in conjunction with the district’s financial statements.

NANAIMO LADYSMITH PUBLIC SCHOOLS RESIDES WITHIN THE TRADITIONAL TERRITORIES OF THE SNUNEYMUXW, SNAW-NAW-AS AND STZ'UMINUS FIRST NATIONS.



Overview of Nanaimo Ladysmith Public Schools

Nanaimo Ladysmith Public Schools is the second largest school district on Vancouver Island and resides within the traditional territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations. In addition, the district is a proud community partner with the Tillicum Lelum Aboriginal Friendship Centre and the Mid Island Metis Nation.

The district is proud to provide quality education for approximately 15,350 students in twenty-seven elementary & one primary school, eight secondary schools (including Learning Alternatives and Career Technical Centre), and one distributed learning school - Island Connect Ed (K-12).

The district encompasses the City of Nanaimo, the towns of Ladysmith and Lantzville, Gabriola Island, North Oyster, Cedar and many other communities which represent a population of 132,623 (2021 census), and we are one of the fastest growing communities in Canada. The district's annual consolidated budget is \$194.7 million.

FUNDED HEADCOUNT ENROLMENT BY GRADE

	KINDERGARTEN	PRIMARY	INTERMEDIATE	SECONDARY	OTHER	TOTAL
ALL STUDENTS	1,054	3,323	4,662	6,299	18	15,356
INDIGENOUS STUDENTS	174	528	754	1,055	-	2,511
STUDENTS WITH DIVERSE NEEDS	31	173	445	671	-	1,320

Note: Info above obtained from the 1701 report as at September 30, 2023.



YEAR	SEPTEMBER ENROLMENT	FULL YEAR ENROLMENT	OPERATING FUNDING	PER PUPIL
2013/14	13,201	13,469	\$114,582,966	\$8,507
2014/15	12,878	13,151	\$112,984,200	\$8,591
2015/16	13,067	13,374	\$114,052,753	\$8,528
2016/17	13,427	13,754	\$117,892,435	\$8,572
2017/18	13,728	14,032	\$121,878,363	\$8,686
2018/19	14,035	14,298	\$127,077,630	\$8,888
2019/20	14,295	14,561	\$132,461,131	\$9,097
2020/21	14,309	14,620	\$134,492,365	\$9,199
2021/22	14,771	14,960	\$144,613,980	\$9,667
2022/23	14,915	15,113	\$146,989,366	\$9,726

STRATEGIC PLAN

Our strategic plan defines the key areas of focus as we work together to support student learning in order to achieve our vision of Success for All. The results of the 2022/23 fiscal year were guided by the vision, mission, and values set by the Board of Education which are as follows:

VISION

Courageous, innovative, inclusive and personalized learning community that inspires success for all.

MISSION

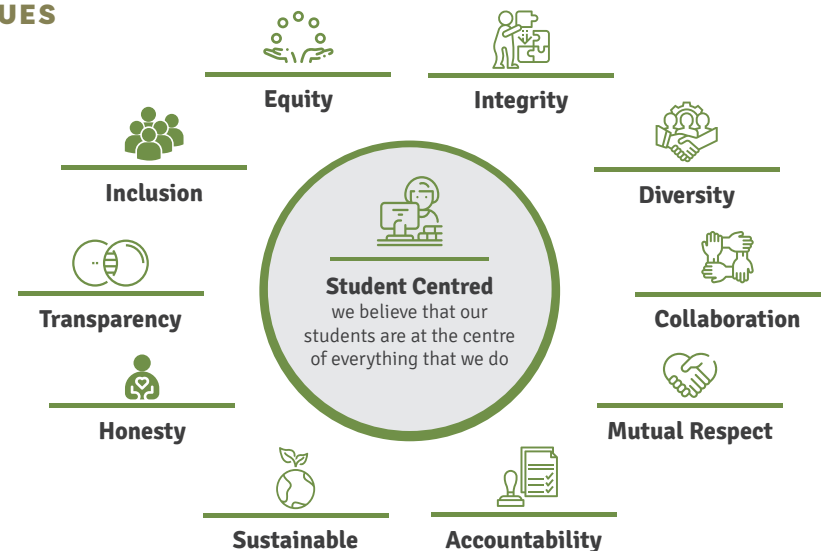
To educate all students to become confident, curious and caring citizens by creating an inspiring, inclusive and healthy environment to work, learn and play.

GOALS

The district's goals and objectives are guided by the four goals of the Board's Strategic Plan:

- Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community
- To be a leader in environment stewardship and sustainability
- Truth and reconciliation

VALUES



Understanding Nanaimo Ladysmith Public Schools Financial Statements

The district uses fund accounting and deferral accounting and each of its funds has certain restrictions in accounting for funds received and expended. These methods are primarily used in the public sector where the goal is to avoid budget deficits while providing the greatest benefit to the public by strategically allocating the resources that are available. In this respect, school districts are expected to ensure that available funds are being used in the most efficient way possible to maximize the potential benefit of each dollar and in the specific manner for which they were intended.

The district's financial statements include the following audited statements:

Statement of Financial Position (Statement 1)

-Presents the district's financial assets, liabilities, net assets, and accumulated surplus as of June 30th of each year.

Statement of Operations (Statement 2)

-Summarizes the district's revenues, expenses, and surplus (deficit) from July 1, 2022 – June 30, 2023. This statement is reported as a consolidation of the three funds: Operating, Special Purpose, and Capital.

Statement of Changes in Net Financial Assets (Debt) (Statement 4)

-Explains the difference between the annual surplus or deficit and the change in net financial assets (debt).

Statement of Cash Flows (Statement 5)

-Shows cash inflow and outflows through operational, capital, financing, and investment activities.

The notes to the financial statements provide information regarding the district's accounting policies and details what is included in the account balances in the financial statements. Following the notes to the financial statements are supplementary unaudited schedules that provide information about the individual funds.

CHANGES IN ACCUMULATED SURPLUS (DEFICIT) (SCHEDULE 1)

Summarizes the surplus (deficit) for the year and accumulated surplus amounts for each of the three funds (Operating, Special Purpose, and Capital Funds).

OPERATING FUND (SCHEDULE 2)

Includes revenues and expenses related to the operation of the district, including school and administrative functions.

School districts are not permitted to budget for or incur an accumulated deficit position. Accumulated surpluses can be used if planned expenditures for the year are estimated to exceed revenues thus balancing the budget, for future expenditures, multi-year initiatives not able to be funded by the annual operating grant.

SPECIAL PURPOSE FUND (SCHEDULE 3)

Includes funding that is restricted for a specific purpose and school generated funds.

Surplus for the year and Accumulated Surplus are always zero because revenues are only recognized when the related expenditures occur (deferral accounting).

Any special purpose funds that are unspent at the end of the year remain with the district and are referred to as deferred revenue. Deferred revenue may be used in the following fiscal year, but only spent in accordance with their original intended purpose. Funding parties do have the ability to request unspent revenue to be returned, however this rarely occurs.

If expenditures in a year exceed revenues, the resulting deficit is transferred to the Operating or Capital Fund in that year, depending on the nature of expenditures.

CAPITAL FUND (SCHEDULE 4)

Includes financial activities related to tangible capital assets.

Capital funding from the Province is accounted for using deferral accounting, whereby capital revenue is recorded in the financial statements over the life of the related asset in order to match the amortization expense. Therefore, capital fund revenue is not equal to the actual capital funding received in a year.

Capital fund revenues, expenses and surplus (deficit) for the year are not meaningful measurements of financial performance.



CATEGORIES OF EXPENSE

The Ministry of Education and Child Care provides direction as to how Revenues and Expenses are to be captured and reported within our financial system and on our financial reports. Our General Ledger is set up under these parameters in alignment with all school districts in the province, allowing the Ministry to consolidate them up into their financial statements, and report out to the public on the sector as a whole.

For reference purposes the Ministry requires that we segregate costs within our General Ledger and report these costs under the following segments: Funds, Functions, Programs and Objects and examples of each segment, applicable to district expenses, are provided below.

FUNDS

Operating, Special Purpose (each unique Special Purpose Fund has its own Fund identifier) and Capital (Includes the Capital and Local Capital Funds).

FUNCTIONS

Instruction, District Administration, Operations and Maintenance, and Transportation and Housing.

PROGRAMS

Instruction, Career Programs, Library, Counselling, Special Education, Early Learning and Child Care, English Language Learners, Indigenous Education, School Based Administration, International Students, School District Governance, District Administration, Maintenance and Operations, Grounds Maintenance, Transportation, and Utilities.

OBJECTS

Salaries broken into categories of Teachers, Administrative Officers (Principals/Vice Principals), Education Assistants, Support Staff (includes all but EA's), Other Professional (Trustees and Excluded Staff), Substitutes (includes replacement and release time), Employee Benefits, Services, Student Transportation, Professional Development and Travel, Rentals and Leases, Dues & Fees, Insurance, Interest, Supplies, and Utilities.

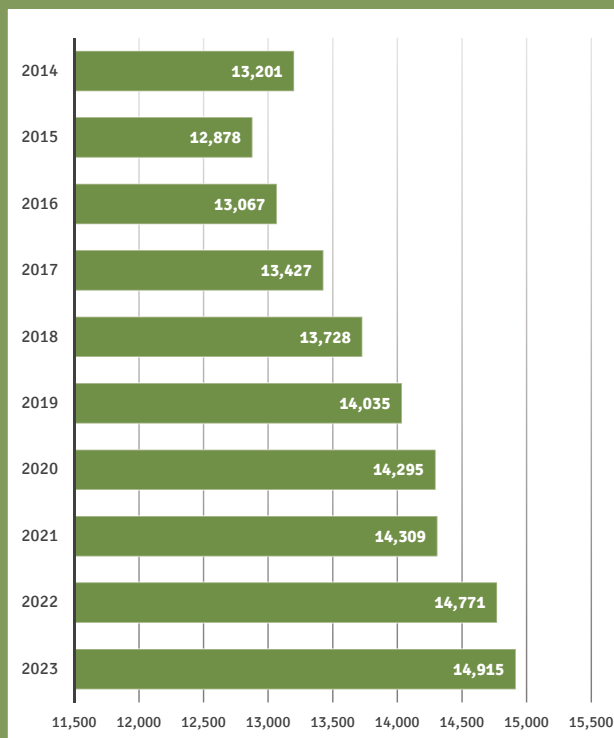
Financial Highlights

The district saw an increase in enrolment of 144.63FTE, which resulted in a 1.64% (2.4M) increase from 2021/22 in the Ministry of Education and Child Care operating grant.

2022/23 also included a number of significant capital asset transactions including the following:

- Completion of the Cilaire Elementary and Pleasant Valley Elementary seismic upgrades.
- Completion of the child care facilities at Forest Park Elementary, Chase River Elementary, and Ladysmith Primary, and continuous work on the child care facilities at Rock City Elementary, Qwam Qwum Stuwixwuhl School, Georgia Avenue Elementary, and Seaview Elementary.
- **Substantial completion of the Ecole Hammond Bay Elementary Expansion**
- Completion of the Dover Bay Secondary Expansion
- Continuous investment in network and classroom technology
- Purchase of 3 electric busses as well as charging station infrastructure
- Completion of the Ladysmith Secondary ventilation project
- Completion of the Cedar Secondary HVAC project
- Continuous work on the Ladysmith Intermediate ventilation project

SEPTEMBER FTE ENROLMENT BY FISCAL YEAR



ENROLMENT (FTE) PER MINISTRY OF EDUCATION

SEPTEMBER	2022/23	2021/22	DIFFERENCE
Standard (Regular) Schools	14,342.94	14,112.38	230.56
Continuing Education	-	-	-
Adult Education	4.88	2.88	2.00
Alternate Schools	285.00	289.00	(4.00)
Distributed Learning	282.56	366.50	(83.94)
Total Enrolment	14,915.38	14,770.76	144.62
INCLUDED IN TOTAL ENROLMENT (CATEGORIES THAT RECEIVE ADDITIONAL PER STUDENT FUNDING)			
Designated Students	793.00	774.00	19.00
English Language Learning	927.00	909.00	18.00
Indigenous Education	2,511.00	2,469.00	42.00

The district continues to see a growth in enrolment, as illustrated in the charts above.





- Continuous work on the John Barsby HVAC project (phase 1 is complete, now working on phase 2)
- Continuous work on the Brechin HVAC project (phase 1 is complete, now working on phase 2)
- Commencement of the Cedar Secondary dust extractor project
- Various building upgrades, including lighting, roofing, flooring, and exterior paint
- Continuous work on the North Oyster Building Envelope project



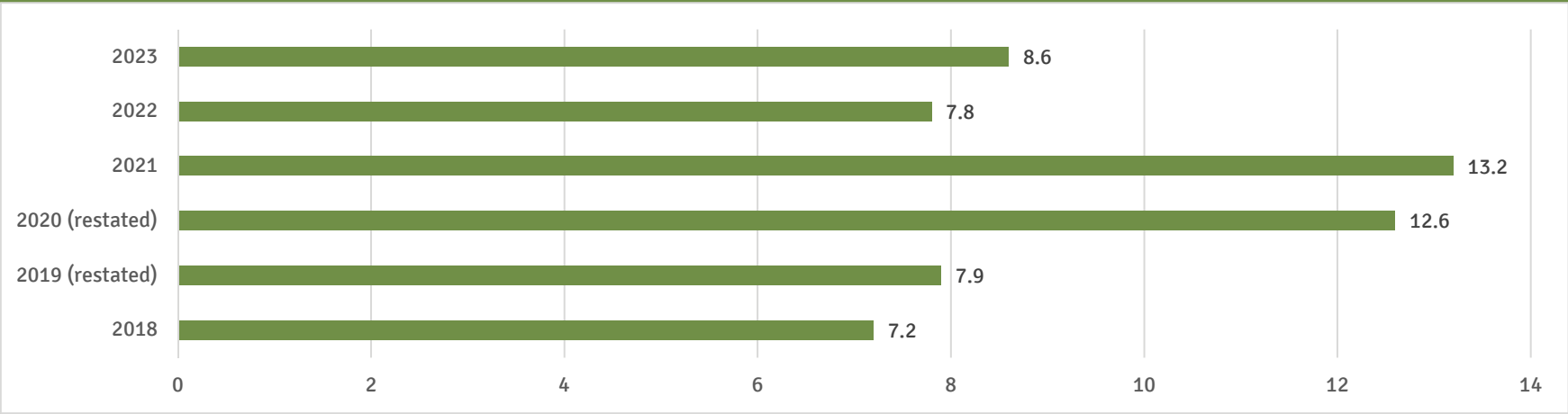
The Accumulated Operating Surplus represents the total operating surplus available for future use and consists of the prior year carried forward accumulated operating surplus balance plus any current year operating surplus (deficit), less fund transfers. The 2022/23 surplus position is illustrated in the chart below and reflects the following:

- The carry forward of the \$7.8M accumulated operating surplus from the 2021/22 year
- The current year operating surplus of \$3.1M
- A transfer of \$1M from the Operating Fund to Local Capital for specific capital projects including the district’s technology plan and Wi-Fi initiative
- A transfer of \$1.3M from the Operating Fund to Local Capital representing the tangible capital asset purchases made in the Operating Fund. These purchases primarily consisted of a vehicle, classroom equipment, and various Information Technology hardware.

Note: The 2019 and 2020 balances are restated due to the recognition of the extended health and dental benefit premium balance in 2021. Refer to page 13 for additional information on the district’s surplus balance.

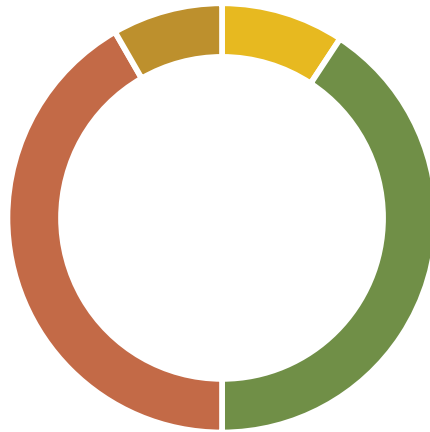


ACCUMULATED OPERATING SURPLUS
BALANCE BY FISCAL YEAR (\$MILLIONS)



Financial Analysis

FINANCIAL POSITION ALLOCATION



- Total Financial Assets (22/23: 9%; 21/22: 11%)
- Total Non-Financial Assets (22/23: 41%; 21/22: 40%)
- Total Financial Liabilities (22/23: 42%; 21/22: 41%)
- Accumulated Surplus (22/23: 8%; 21/22: 8%)

	2022/23	2021/22 (RESTATED)	\$ CHANGE	% CHANGE
Financial Assets	48,104,691	52,675,439	(4,570,748)	-8.68%
Non-Financial Assets	211,229,995	197,679,511	13,550,484	6.85%
Total Assets	259,334,686	250,354,950	8,979,736	3.59%
Liabilities	216,203,938	207,406,336	8,797,602	4.24%
Accumulated Surplus	43,130,748	42,948,614	182,134	0.42%

FINANCIAL ASSETS

Financial Assets include cash and cash equivalents, receivables, and portfolio investments. The decrease in financial assets from 2021/22 resulted primarily from changes in the following District accounts:

- Decrease of \$2.7M in the cash and cash equivalents balance primarily due to the district's continuous work on the child care studios funded by the Ministry of Education and Child Care of which a large portion of the funds spent this year were received in the previous year.
- Decrease of \$2.9M in receivables from the Ministry of Education and Child Care. This is primarily due to a reduction in capital funding receivable of \$2.6M as there are less large capital projects underway at June 30 2023 in comparison to 2022.
- Increase in portfolio investments of \$749k due to the district re-investing one of the Guaranteed Investment Certificates (GIC) into a longer term plus an additional \$1.5M, offset by the maturity of other Guaranteed Investment Certificates that were deposited into the general operating account (700k).

NON-FINANCIAL ASSETS

Non-financial assets include tangible capital assets and prepaid expenses. Tangible capital assets (TCA) are used in providing the services of the district and include buildings, furniture & equipment, technology, and vehicles purchased, constructed or contributed to the district. The increase in non-financial assets is primarily related to the increase in TCA with new assets purchased totalling \$24.2M less amortization of \$10.5M.

NON-FINANCIAL ASSETS (CONT.)

Capital assets are purchased using various funding sources including Operating Funds, Other Grants, Ministry Capital Grants authorized under Certificate of Approvals, and the district's own Local Capital Funds. Projects that are not completed during the fiscal year are accumulated in Work in Progress (WIP) accounts, and the total value of the addition is added to the Capital account once the project is complete.

Total 2022/23 TCA additions (including WIP) and their funding sources include the following:

This information is a total of the additions found on schedule 4A and 4B of the financial statements by funding source.

FUNDING SOURCE	SITES	BUILDINGS	FURNITURE & EQUIPMENT	VEHICLES	SOFTWARE	HARDWARE	TOTAL
Ministry of Education and Child Care	-	11,473,389	867,903	692,253	-	56,531	13,090,076
Other Grants	124,379	4,382,947	60,990	372,204	-	-	4,940,520
Operating Fund	-	-	283,191	46,936	-	946,076	1,276,203
Special Purpose Funds	-	561,944	173,971	-	-	28,639	764,554
Local Capital	236,471	1,466,403	1,152,027	229,636	-	547,841	3,632,378
Capital Lease	-	-	-	-	-	488,926	488,926
Total	360,850	17,884,683	2,538,082	1,341,029	-	2,068,013	24,192,657

TCA additions and their funding sources during 2022/23 include the following:

PROJECT	MINISTRY OF EDUCATION AND CHILD CARE	OTHER GRANTS	OPERATING FUND	SPECIAL PURPOSE FUNDS	LOCAL CAPITAL	TOTAL 2022-23 EXPENDITURES	PREVIOUS YEAR'S EXPENDITURES	TOTAL SPENT TO DATE *
Child Care Studios - Chase River, Forest Park, Rock City, Seaview, and Georga Avenue Elementary Schools, Ladysmith Primary, and Qwam Qwum Stuwixwuhl	-	-	-	-	-	4,332,099	4,250,872	8,582,971
Ecole Hammond Bay Expansion	3,358,037	--	-	-	-	3,358,037	8,543,125	11,901,162
Information Technology - including laptops, computers, servers, projectors, document cameras, Ipads, flash array memory storage	-	-	946,076	28,639	547,841	1,522,556	-	1,522,556
Pleasant Valley Elementary Seismic	1,471,025	-	-	-	-	1,471,025	4,537,157	6,008,182
WiFi Upgrades - Various locations	210,314	-	-	-	1,227,252	1,437,566	1,037,383	2,474,949
Cilaire Elementary Seismic	1,389,499	-	-	-	-	1,389,499	6,780,202	8,169,701
Dover Bay Secondary Addition	1,369,299	-	-	-	-	1,369,299	760,925	2,130,224
3 Electric Busses/Charging Station Infrastructure	713,187	390,204	-	69,201	157,074	1,329,666	-	1,329,666
Ecole North Oyster Building Envelope	853,879	-	-	-	-	853,879	34,633	888,512
John Barsby Secondary HVAC	708,533	-	-	53,596	-	762,129	54,173	816,302
Roofing - various locations	512,761	-	-	-	-	512,761	973	513,734
Ladysmith Secondary Ventilation	126,600	-	-	249,739	86,043	462,382	24,892	487,274
Cedar Secondary HVAC	-	-	-	-	407,161	407,161	400,000	807,161
Various furniture & equipment (e.g. office furniture, desks, chairs, blinds, fitness equipment)	-	-	283,191	104,771	-	387,962	-	387,962
Ladysmith Intermediate Ventilation	383,469	-	-	-	-	383,469	90,467	473,936
Site Acquisition - View Street	-	124,379	-	-	236,471	360,850	-	360,850
Brechin Elementary HVAC	32,512	-	-	-	318,239	350,751	33,159	383,910

(Continued on next page)

(Continued)



PROJECT	MINISTRY OF EDUCATION AND CHILD CARE	OTHER GRANTS	OPERATING FUND	SPECIAL PURPOSE FUNDS	LOCAL CAPITAL	TOTAL 2022-23 EXPENDITURES	PREVIOUS YEAR'S EXPENDITURES	TOTAL SPENT TO DATE *
Dover Bay Secondary Transformer	226,652	-	-	-	-	226,652	-	226,652
Cilaire Elementary Parking Lot	218,446	-	-	-	-	218,446	-	218,446
Randerson Elementary Field Drainage	157,175	-	-	-	-	157,175	-	157,175
Cilaire Elementary Playground	150,768	-	-	-	-	150,768	-	150,768
School Signs - Dover Bay Secondary	-	-	-	-	148,163	148,163	1,651	149,814
Outdoor Learning Spaces/Gardens	-	-	-	-	125,416	125,416	33,944	159,360
Ladysmith Intermediate Seismic Concept Plan	-	-	-	-	98,790	98,790		98,790
Ford E450 Cube Truck	-	-	-	-	81,179	81,179	-	81,179
Building Envelope Projects - Various Locations	67,477	-	-	-	-	67,477	89,218	156,695
Ford Maverick Truck	-	-	46,936	-	-	46,936	-	46,936
Ladysmith Secondary - Interior Construction Upgrades	42,694	-	-	-	-	42,694	-	42,694
Cedar Secondary Dust Extractor	39,573	-	-	-	-	39,573	-	39,573
Learning Studios V5	-	-	-	-	31,714	31,714	94,054	125,768
Wellington Secondary Multi-Use Games Area	-	-	-	-	26,629	26,629	89,505	116,134
Accessibility Projects - Ceiling Lifts	-	-	-	-	22,551	22,551	-	22,551
School Enhancement Project - ENO Traffic Safety	-	-	-	-	16,833	16,833	21,000	37,833
Video Surveillance System - John Barsby Secondary	-	-	-	-	15,842	15,842	-	15,842
Ecole North Oyster Seismic Planning	-	-	-	-	13,717	13,717	-	13,717
Other Projects including site servicing, facility upgrades, mechanical and electrical system upgrades, and functional improvements.	1,058,176	93,838	-	258,608	71,463	1,482,085	-	1,482,085
Total	13,090,076	4,940,520	1,276,203	764,554	3,632,378	23,703,731	26,877,333	50,581,064

* Total spent to date is the total spent on the specific projects being worked on in 2022/23 not total spent historically (for e.g. the Wi-Fi upgrades total spent to date includes the total spent in previous year's on projects that were still underway during 2022/23 but does not include the total investment the district has made on Wi-Fi initiatives)

LIABILITIES

Liabilities are obligations of the district to others arising from prior transactions, the settlement of which will require the use of current and future financial assets. The increase in liabilities from 2021/22 resulted mainly from changes in the following accounts:

- Increase in deferred capital revenue resulting from the receipt of Ministry of Education and Child Care funding for projects funded by the various capital programs, less the current year's amortization (\$8.8M).
- Newly recognized capital lease obligation resulting from the district entering into a five-year lease for multi function printer devices (\$489k)
- Decrease in deferred revenue due to the district spending some of the previous year's deferred balances as well as the spending of grants received during the year (\$476k). The largest change was the Federal Safe Return to Class Ventilation Funding of which \$249k was remaining as unspent at the 2021/22 year-end and was fully spent in 2022/23 in order to complete the Ladysmith Secondary ventilation project. Refer to the Special Purpose Fund section of the FSDA for additional details on the change in deferred revenue.



ACCUMULATED SURPLUS

Accumulated surplus or deficit represents the net assets or debt of the district. The district had a surplus for the 2022/23 fiscal year and continues to be in an accumulated surplus position. Accumulated Surplus is comprised of the following components:

	2022/23	2021/22 (restated)	\$ Change
Operating Fund:			
Restricted Surplus Reserve for Anticipated Unusual Expenses	984,271	1,000,000	(15,729)
Restricted Surplus Reserve for Financial Constraints/ Targeted Funds	3,708,693	3,376,171	332,522
Restricted Surplus Reserve for Operations Spanning Multiple School Years	1,186,346	697,710	488,636
Total Internally Restricted	5,879,310	5,073,881	805,429
Unrestricted Surplus	2,700,000	2,744,479	(44,479)
Total Accumulated Operating Surplus	8,579,310	7,818,360	760,950
Capital Fund:			
Investment in Tangible Capital Assets	29,935,253	27,909,196	2,026,057
Local Capital	4,616,185	7,221,058	(2,604,873)
Total Capital Surplus	34,551,438	35,130,254	(578,816)
Total Accumulated Operating Surplus	8,579,310	7,818,360	760,950
Total Capital Surplus	34,551,438	35,130,254	(578,816)
Total Accumulated Surplus	43,130,748	42,948,614	182,134
 Proposed transfer to Local Capital from Unrestricted Operating Surplus	 2,700,000	 1,000,000	 1,700,000
 Revised Unrestricted Operating Surplus balance, pending Board approval	 -	 1,744,479	 (1,744,479)
 Revised Local Capital balance, pending Board approval	 7,316,185	 8,221,058	 (904,873)

The **Anticipated Unusual Expenses Reserve** is for identified one-time or intermittent projects not able to be funded by current year revenues. The \$984k in fiscal 2022/23 are funds reserved to respond to the Class Size and Composition Language (LOU17) in the event that after the September 30 compliance requirement additional staffing is required (\$250k). In addition, there are funds reserved in case the 2023-24 replacement costs exceed budgeted levels due to the ongoing uncertainty with the Employment Standards Act regulations and post pandemic usage (\$250k), and funds for additional ELL and EA support (\$484k).

The **Financial Constraints/Targeted Funds Reserve** is to restrict funds that the district is committed to spend on a specific or targeted purposes. These commitments may be legally binding (e.g., professional development funds outlined in collective agreements), or implied but not legally binding (e.g., donated funds not explicitly restricted by the donor). Significant amounts included in this reserve include the benefit premium balance available to reduce future benefit expenditures (\$2.5M), funding received in 22/23 specifically for 23/24 Integrated Child and Youth (ICY) teams (\$717k), unspent Teacher Mentorship grant (\$259k), and unspent Indigenous Education Programs funding (\$144k).

The **Operations Spanning Multiple School Years Reserve** is meant for situations where operating funds may need to be carried over to future years. Significant amounts included in this reserve are funds to support reopening Rutherford elementary (\$600k), district/school equipment needs (\$250k), unspent school balances from the prior year (\$223k), and purchase orders undelivered at June 30th (\$100k).

See financial statement note 13 for a complete list.

There is also a recommended direct transfer to Local Capital to support the district's annual technology plan as well as to support planned projects and future capital acquisitions. The Local Capital balance (\$4.6M) represents the accumulated surplus in the Capital Fund over which the district has discretion for allocation to strategic capital projects. The



Note 1: WIP (Work In Progress) is equal to the costs incurred in previous years for projects not yet complete at the end of 2021/22.

Note 2: The total Local Capital expenditures do not directly tie to the capital additions out of Local Capital due to a few projects not considered capital in nature for accounting purposes. Therefore the expenditure is included in the schedule above, but not in the TCA additions schedule.

Local Capital 2022/23					
June 30 2023					
<div><div><div>Revenue</div><div>Deferred Revenue per Financial Statements</div><div>Planned carry-forward for to support three-year planning</div><div>Estimated additional carry-forward (Variance from Budget)</div><div>Operating Fund and/or Accumulated Surplus Transfers</div><div>Transfer necessary to support three-year planning</div><div>Technology / Infrastructure Upgrades</div><div>Total Transfer from Operating</div><div>Investment Income</div><div>Total Revenue</div><div>Planned Local Capital Projects</div><div>Board Goal - Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement</div><div>Equitable Access to Technology (Wi-Fi)</div><div>Technology Plan</div><div>Learning Studios</div><div>Board Goal - To be a leader in environmental stewardship and sustainability</div><div>Solar/ Environmental Initiatives</div><div>Landscape Sustainability Project</div><div>Environmental Upgrades - General</div><div>E-Bus</div><div>Outdoor Learning Fund</div><div>Board Goal - Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community</div><div>Accessibility</div><div>School Enhancement Projects</div><div>Board Goal - Truth and Reconciliation</div><div>Syeyutsus Support</div><div>Long Range Facilities Plan (LRFP)</div><div>Vehicle Replacement Program/AMP</div><div>District Equipment/Signage</div><div>Enrollment Growth Space Needs</div><div>School Site Acquisition Fund</div><div>Support of Pending/New Capital Projects</div><div>Turf Field Reserve</div><div>Cilaire Parking Lot</div><div>Pleasant Valley HVAC Support</div><div>Residual Prior Yr. Project Expense</div><div>Contingent Reserve</div><div>Total Projects/Expenses</div></div></div>	WIP - Work in Progress prior Year	2022/23 Budget	Financial Statements - June 30 2023	Interfund transfer expense recovery	Budget Remaining
		7,221,058		7,221,058	
		7,221,058		7,221,058	
		-		-	
		1,000,000		1,035,546	
		1,000,000		1,035,546	
		200,000		237,421	
		8,421,058		8,494,025	

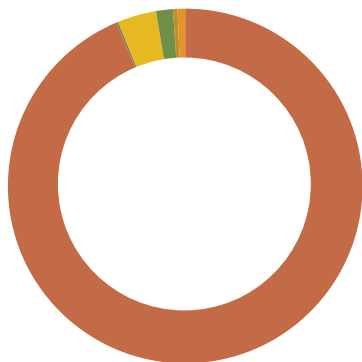
STATEMENT OF OPERATIONS

The Statement of Operations is a summary of the revenues and expenses from all three funds. Given the different accounting treatment for each of the funds, the Operating, Special Purpose, and Capital Funds are presented and analyzed separately.

CONSOLIDATED STATEMENT OF OPERATIONS				
	Operating Fund	Special Purpose Fund	Capital Fund (restated)	Total
REVENUES				
Provincial Grants				
Provincial Grants - Ministry of Education & Childcare	152,904,386	18,494,377	112,385	171,511,148
Provincial Grants - Other	284,891	88,053	-	372,944
Municipal Grants Spent on Sites	-	-	124,379	124,379
Tuition	5,764,336	-	-	5,764,336
Other Revenue	2,501,949	3,466,819	-	5,968,768
Rentals and Leases	671,436	-	-	671,436
Investment Income	1,138,420	79,630	237,421	1,455,471
Amortization of Deferred Capital Revenue	-	-	6,822,508	6,822,508
Total Revenue	163,265,418	22,128,879	7,296,693	192,690,990
EXPENSES				
Instruction	133,637,611	19,979,038	-	153,616,649
District Administration	6,708,771	472,602	-	7,181,373
Operations and Maintenance	17,965,334	747,431	394,677	19,107,442
Transportation and Housing	1,881,003	165,254	10,557,135	12,603,392
Total Expense	160,192,719	21,364,325	10,951,812	192,508,856
NET TRANSFERS (TO) FROM OTHER FUNDS				
Tangible Capital Asset Purchased	(1,276,203)	(764,554)	2,040,757	-
Local Capital Transfer	(1,035,546)	-	1,035,546	-
Total Surplus (Deficit) for the year	760,950	-	(578,816)	182,134
Surplus (Deficit), beginning of year	7,818,360	-	35,130,254	42,948,614
Surplus (Deficit), end of year	8,579,310	-	34,551,438	43,130,748

OPERATING FUND

REVENUES



- Provincial - Ministry of Education & Child Care (22/23:93.6%; 21/22:94.3%)
- Provincial - Other (22/23:0.2%; 21/22:0.2%)
- Tuition (22/23: 3.5%; 21/22: 2.9%)
- Other Revenue (22/23: 1.6%; 21/22: 2.0%)
- Rentals and Leases (22/23: 0.4%; 21/22: 0.4%)
- Investment Income (22/23: 0.7%; 21/22: 0.2%)

PROVINCIAL GRANTS**-MINISTRY OF EDUCATION AND CHILDCARE**

The increase from prior year in provincial grants from the Ministry of Education and Child Care is due to an increase in the operating grant from the Ministry of (\$2.4M). This is due to higher enrolment (additional 144.63FTE) with no change in the per-pupil funding rate from the previous year. In addition, the district received new funding in the current year including \$5.9M for labour settlement, and \$717k for K-12 ICY Clinical Counsellor funding.

PROVINCIAL GRANTS OTHER

Other Provincial Grants revenue is in line with prior year. In 2022-23 this balance consists of funds received from the Ministry of Children and Family Development (\$51k), the Industry Training Authority BC (\$211k), and the grants received from the Province for the Seamless Day program (\$23k).

The following chart provides comparisons of 2022/23 actual operating revenues to 2021/22 actual and 2022/23 annual amended budget amounts:

	FISCAL 2022/23		FISCAL 2021/22	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
Provincial Grants - Ministry of Education & Childcare	146,190,852	152,904,386	143,134,229	6,713,534	4.59%	9,770,157	6.83%
Provincial Grants - Other	286,862	284,891	348,112	(1,971)	(0.69%)	(63,221)	(18.16%)
Tuition	5,206,015	5,764,336	4,464,819	558,321	10.72%	1,299,517	29.11%
Other Revenue	2,407,572	2,501,949	3,023,312	94,377	3.92%	(521,363)	(17.24%)
Rentals and Leases	530,000	671,436	481,958	141,436	26.69%	189,478	39.31%
Investment Income	900,000	1,138,420	293,955	238,420	26.49%	844,465	287.28%
Total	155,521,301	163,265,418	151,746,385	7,744,117	4.98%	11,519,033	7.59%

This information can be found on Schedules 2 and 2A in the financial statements.

PROVINCIAL REVENUE - BUDGET COMPARISON:

Revenue from the Province was more than the budget due to the timing of when funding is announced versus when the budget documents are prepared. The Labour Settlement funding, and the ICY Clinical Counsellor funding were announced after the budget was prepared and therefore was not included in the budget (\$6.6M).

TUITION

Tuition revenue has increased from the prior year due to an increase in the number of International Student Education (ISE) students, an increase in Secondary ISE tuition fees, as well as summer programs now being offered to ISE students over the summer. It is estimated that there were approximately 65.1FTE more ISE students in fiscal 2022/23 compared to 2021/22 (350.5 versus 285.4).

OPERATING FUND

REVENUES

OTHER REVENUES:

Other revenue has decreased from prior year primarily due to a decrease in the Funding from First Nations (\$737k). This decrease is due to the 2021/22 year having a larger balance than normal as a result of an error in 2020/21 where one of the LEA's was not recognized on the nominal roll. To rectify the issue from 2020/21, 2021/22 recognized a larger amount as Funding from First Nations, and a larger amount in the ISC/LEA Recovery line. Also included in other revenue are the funds received from the Conseil Scolaire Francophone which saw a decrease from the prior year as a result of the revised agreement in fiscal 2022-23 (\$212k). These decreases were offset by an increase in miscellaneous revenue of \$198k which included \$92k in Microsoft vouchers, \$88k in rebates from Fortis BC for the boiler replacements done over the year, and an increase in cafeteria revenue of \$163k.

OTHER REVENUE - BUDGET COMPARISON

Other revenue is higher than budget primarily due to cafeteria revenue coming in higher than anticipated (\$190k), miscellaneous revenue being higher than budget due to the difficulty in budgeting for these items as a lot of them are not known at the time the budget is prepared (Fortis grants of \$88k, Microsoft vouchers \$92k), offset by lower than budgeted revenue from the Conseil Scolaire Francophone due to the timing of when the 2022-23 agreement was completed (\$145k).

RENTALS AND LEASES

The increase in rentals and lease revenue from prior year is all in the community use rentals category and is primarily due to the COVID-19 restrictions being fully lifted in fiscal 2022-23 in addition to a few new larger rental agreements entered into during the year.

INVESTMENT INCOME

Investment income has increased from prior year due to a significant increase in interest rates over the course of the fiscal year. The Bank of Canada has increased interest rates by 350 basis points between July 2022 and June 2023. In addition, the district has invested additional funds in Guaranteed Investment Certificates in order to earn a higher amount of investment income.



OPERATING FUND

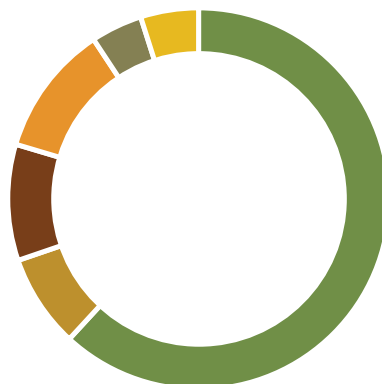
EXPENSES

EXPENSES BY OBJECT



- Salaries (22/23:72.5%; 21/22:72.9%)
- Employee Benefits (22/23:17.9%; 21/22:17.8%)
- Services and Supplies (22/23:9.6%; 21/22:9.3%)

SALARIES - 2023



- Teachers
- Educational Assistants
- Other Professionals
- Principals & Vice Principals
- Support Staff
- Substitutes

The following chart provides comparisons of 2022/23 actual operating expenses to 2021/22 actual and 2022/23 annual amended budget amounts:

	FISCAL 2022/23		FISCAL 2021/22	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
Salaries	112,313,431	116,217,346	109,632,511	3,903,915	3.48%	6,584,835	6.01%
Employee Benefits	28,252,635	28,595,698	26,851,113	343,063	1.21%	1,744,585	6.50%
Total Salaries & Benefits	140,566,066	144,813,044	136,483,624	4,246,978	3.02%	8,329,420	6.10%
Services & Supplies	16,836,373	15,379,675	13,955,140	(1,456,698)	(8.65%)	1,424,535	10.21%
Total	157,402,439	160,192,719	150,438,764	2,790,280	1.77%	9,753,955	6.48%

This information can be found on Schedules 2B and 2C in the Financial Statements.

SALARIES & BENEFITS:

90% of the district's operating expenditures are for salaries and benefits. Employee benefits include the employer portion of CPP and EI, payments for the employer health tax, WorkSafeBC, and Pension plan contributions. These costs are charged as a percentage of salaries and increase or decrease in tandem with salary increases or decreases.

The following chart provides comparisons of the 2022/23 actual salaries & benefits to 2021/22 actual and 2022/23 annual amended budget amounts:

	FISCAL 2022/23		FISCAL 2021/22	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
Teachers	68,734,754	71,880,669	67,367,202	3,145,915	4.58%	4,513,467	6.70%
Principals & Vice Principals	9,078,112	9,189,332	8,590,327	111,220	1.23%	599,005	6.97%
Educational Assistants	11,358,923	11,445,371	10,655,729	86,448	0.76%	789,642	7.41%
Support Staff	12,672,136	12,925,774	12,597,376	253,638	2.00%	328,398	2.61%
Other Professionals	4,873,454	5,071,198	4,743,476	197,744	4.06%	327,722	6.91%
Substitutes	5,596,052	5,705,002	5,678,401	108,950	1.95%	26,601	0.47%
Total Salaries	112,313,431	116,217,346	109,632,511	3,903,915	3.48%	6,584,835	6.01%
Employee Benefits	28,252,635	28,595,698	26,851,113	343,063	1.21%	1,744,585	6.50%
Total	140,566,066	144,813,044	136,483,624	4,246,978	4.69%	8,329,420	12.50%

OPERATING FUND

EXPENSES

**TEACHERS**

Increased teacher salaries are the biggest driver of the year over year increase in salaries with an increase of \$4.5M from prior year. This increase in expenditures is primarily due to an increase in budgeted teacher FTE of 1.791 as well as a general wage increase of 3.24% effective July 1, 2022 in addition to grid restructuring (\$427 added to each step of the grid and the elimination of the bottom step of all grids).

PRINCIPALS AND VICE PRINCIPALS

The increase from prior year is primarily due to general wage increases. These increases are in part performance based, as well as to align salaries with the revised grid structure approved by the British Columbia Public Schools Employer Association

EDUCATIONAL ASSISTANTS

The increase from prior year is primarily due to a general wage increase of 3.24% plus .25 cents effective July 1, 2022. Overall FTE from prior year has decreased slightly by 2.061FTE only due to the discontinuation of some outreach programming that was in effect during COVID-19.

SUPPORT STAFF

Increased Support staff salaries are primarily due to a general wage increase of 3.24% plus .25 effective July 1, 2022. Overall FTE from prior year decreased 5.23FTE. This is mainly due to the elimination of the additional custodial staff that were added to address the addition cleaning requirements during COVID-19 (8.394FTE). New Support Staff positions included a 1.0FTE Payroll Specialist, and 1.0FTE New Finance Administrative Assistant.

OTHER PROFESSIONALS

The increase from prior year is primarily due to general wage increases. These increases are in part performance based, as well as to align salaries with the revised grid structure approved by the British Columbia Public Schools Employer Association.

SUBSTITUTES

Substitute salaries have only increased slightly from prior year. This was expected as effective March 31, 2022, the Employment Standards Act changed, requiring the district to provide 5 paid sick days to all employees (not only pursuant to the Collective Agreement language). The 2022-23 fiscal year was the first full year this was in place.

EMPLOYEE BENEFITS

There were minor variances to district benefit rates. Overall, the increase in district benefit costs was due to the increase in employee wages.

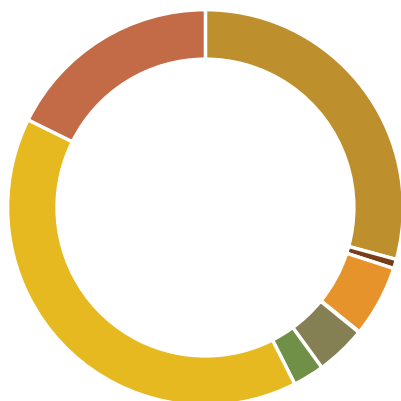
BUDGET COMPARISON

Budget figures are less than expected due to timing of when the revenue from the Ministry of Education and Child Care was approved for the general wage increases as it was after the amended budget was finalized.

OPERATING FUND

EXPENSES

SERVICES AND SUPPLIES



- Services
- Student Transportation
- Pro-D & Travel
- Rentals & Leases
- Dues & Fees
- Insurance
- Supplies
- Utilities

The following chart provides comparisons of the 2022/23 actual various service and supply categories to 2021/22 actual and 2022/23 annual amended budget amounts:

	FISCAL 2022/23		FISCAL 2021/22	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
SERVICES	5,111,190	4,494,707	4,001,685	(616,483)	(12.06%)	493,022	12.32%
STUDENT TRANSPORTATION	114,268	116,791	67,906	2,523	2.21%	48,885	71.99%
PRO-D & TRAVEL	935,277	896,957	642,752	(38,320)	(4.10%)	254,205	39.55%
RENTALS & LEASES	8,395	8,088	52,963	(307)	(3.66%)	(44,875)	(84.73%)
DUES & FEES	722,033	633,775	751,755	(88,258)	(12.22%)	(117,980)	(15.69%)
INSURANCE	373,800	392,571	375,632	18,771	5.02%	16,939	4.51%
SUPPLIES	6,986,707	6,116,009	5,303,818	(870,698)	(12.46%)	812,191	15.31%
UTILITIES	2,584,703	2,720,777	2,758,629	136,074	5.26%	(37,852)	(1.37%)
TOTAL	16,836,373	15,379,675	13,955,140	(1,456,698)	(8.65%)	1,424,535	10.21%

SERVICES

Examples of expenditures in this category include but are not limited to professional services (legal, audit, consultants, contractors), district cell phones, software contracts, and International Student Education (ISE) agent fees and medical fees. The \$493k increase from prior year is primarily due to an increase in ISE agent and medical fees due to an increase in the number of ISE students the district welcomed in the 2022/23 fiscal year. Variance from budget is largely due to an underspend in the software contracts budget, and lower professional services fees than anticipated.

STUDENT TRANSPORTATION

These costs are the operating costs for school district owned busses used to provide transportation for students, as well as the costs for transportation assistance which are funds provided to eligible students to assist with the cost of transportation where a bus is not available, and for those living on Protection Island.

OPERATING FUND

EXPENSES

PROFESSIONAL DEVELOPMENT & TRAVEL

Costs included in this category include training and travel, including International Student Education department travel, conference fees, transportation, meals, accommodation, mileage allowances and other relevant expenses. The increase over prior year is primarily due to travel returning back to pre-COVID times, specifically in the International Student Education department which saw a significant decline in expenditures through fiscals 2021-2022.

RENTALS & LEASES

Includes costs incurred for rentals of facilities. Decrease from prior year is due to the district no longer requiring space for the NK program as it was moved to Bayview Elementary.

DUES & FEES

Includes membership fees, as well as the Career Technical Center's (CTC) fees paid to Vancouver Island University (VIU). Decrease from prior year is primarily due to a decrease in payments to VIU from the CTC.

INSURANCE

Includes the cost of insurance premiums and deductibles.

SUPPLIES

Costs include the purchase of consumable and non-capital supplies and materials including office supplies, cleaning supplies, food for secondary school cafeterias, learning resources, gas, non capitalized furniture/equipment. Increase from prior year is due to an increase in cafeteria food costs, increase in the cost of gas for the district's white fleet vehicles (this was partially offset by a decrease in expenditures on fuel for the busses due to the addition of electric busses), increase in the cost of cleaning supplies, and the additional costs incurred for the districts share of the 2022 local election.

The variance from the amended budget is primarily due to the capitalization of supplies. If purchases are made out of supply accounts that are capital in nature, they are recorded in the capital fund, however the budget remains resulting in an underspend. The district purchased \$1.2M in capital additions from the operating fund in 2022/23. This was offset by higher than anticipated costs on cafeteria food, and cleaning supplies.

UTILITIES

Consists of electricity, natural gas, oil, propane, water, sewage, garbage, and recycling collection. Costs have remained relatively consistent year over year, however the district is still seeing higher than historical costs for natural gas due to the increase air circulation as a result of COVID-19.



SPECIAL PURPOSE FUNDS

Presented in Schedules 3 and 3A of the financial statement are the Special Purpose Funds. These are restricted grants and funding subject to contractual restriction on its use. These revenues are deferred until the relevant expenditures are incurred. As a result, the revenues recognized during the year are equal to the expenditures incurred, not the revenue received. Any unspent funds at the end of the year are deferred to be spent in the next fiscal year. Note special purpose funds may be clawed back by the funding source in the event they are unspent. This however is very rare, and there are no known claw backs in 2022/23.

The following chart provides comparisons of 2022/23 actual special purpose fund revenue received, and expenditures incurred to 2021/22 actual and 2022/23 annual amended budget amounts.

	FISCAL 2022/23		FISCAL 2021/22	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
Deferred Revenue, beginning of year	1,407,592	3,035,963	2,645,351	1,628,371	115.68%	390,612	14.77%
REVENUE RECEIVED							
Provincial Grants - Ministry of Education & Childcare	17,709,626	18,197,571	16,860,261	487,945	2.76%	1,337,310	7.93%
Provincial Grants - Other	40,288	30,216	35,000	(10,072)	(25.00%)	(4,784)	(13.67%)
Other Revenue	2,709,296	3,345,141	2,861,741	635,845	23.47%	483,400	16.89%
Investment Income	65,000	79,630	16,456	14,630	22.51%	63,174	383.90%
Total Revenue	20,524,210	21,652,558	19,773,458	1,128,348	5.50%	1,879,100	9.50%
EXPENSES							
Salaries	12,350,836	12,850,256	12,214,370	499,420	4.04%	635,886	5.21%
Employee Benefits	3,106,496	3,205,671	3,053,162	99,175	3.19%	152,509	5.00%
Services & Supplies	6,474,470	5,308,398	3,670,316	(1,166,072)	(18.01%)	1,638,082	44.63%
TCA Purchases	-	764,554	444,998	764,554	100.00%	319,556	71.81%
Total Expense	21,931,802	22,128,879	19,382,846	197,077	0.90%	2,746,033	14.17%
Deferred Revenue, end of year	-	2,559,642	3,035,963	2,559,642	100.00%	(476,321)	(15.69%)

SPECIAL PURPOSE FUNDS

PROVINCIAL GRANTS -
MINISTRY OF EDUCATION & CHILDCARE

The increase from prior year is primarily due to the Student & Family Affordability Funds (\$1.5M), and labour settlement funds received for CEF (\$438k), Community Link (\$71k), and Learning Improvement Fund (\$19k). In addition, the district received a new grant in 2022/23 for ECL Early Care & Learning to establish a district lead Early Learning and Child Care position (\$175k).

PROVINCIAL GRANTS - OTHER

Other Provincial grants has remained consistent with prior year, and consists of revenue received from the Ministry of Tourism, Arts, Culture and Sport for the After School Sport and Arts Initiative (\$30k).

OTHER REVENUE

The increase in other revenue is primarily due to an increase in school generated funds activity. This is as expected and is largely due to international travel and field trips resuming to pre-covid levels in 2022/23.

EXPENSES

Overall expenses have increased in all categories from prior year. This is due to the new revenues sources noted above, in addition to an increase in salaries/benefit costs as a result of the general wage increases across all employee groups.

BUDGET VARIANCE

The variance from budget is due to a higher amount of school generated funds revenue/expenditures in the year, as well as the timing of when the revenue from the Ministry of Education and Child Care was approved for the general wage increase as it was after the amended budget was finalized. This had an impact on the Classroom Enhancement Fund, Community Link, and Learning Improvement Fund Special Purpose Funds.

The following table shows the opening Special Purpose Fund by grant, the funds received in the year, expenditures in the year, and the closing balance to be spent in the next fiscal year.

GRANT NAME	OPENING BALANCE	RECEIVED IN THE YEAR	SPENT DURING THE YEAR	CLOSING BALANCE	PURPOSE OF GRANT
Annual Facility Grant	17,499	555,747	555,746	17,500	Funds for projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.
Learning Improvement Fund	-	517,471	517,471	-	Provides additional resources, specifically targeted to support complex classes that present challenging learning conditions. The district used these funds by allocating an additional hour to each Educational Assistant (EA) budgeted for at the beginning of the school year, increased Supervision Aide positions from 3.3 to 3.5 hours each, and supported 1 additional EA position.
Special Education Equipment	17,863	-	12,044	5,819	Funds for specialized equipment. Purchases in the year included safety rails, activity chair, hammock slings, and student mobility supports.
School Generated Funds	1,628,370	3,233,959	3,224,654	1,637,675	Funds collected at schools for student programs. With schools returning to normal with regards to field trips/international travel there was an increase in expenditures in this category from prior year.
Strong Start	32,849	256,000	274,232	14,617	School based drop in programs for children aged birth to five and their parents or caregivers. The district had 8 Strong Start Facilitators working at 8 elementary schools.
Ready Set Learn	37,086	66,150	73,220	30,016	Events for 3 to 5 year olds and their parents are hosted to support early learning and facilitate a smooth transition to Kindergarten.
Official Languages Education Program (OLEP)	35,628	255,636	291,264	-	Funding for core French-language programs, French Immersion, and curriculum resources.

Continued on next page



SPECIAL PURPOSE FUNDS

Continued from previous page

Community Link	83,949	2,433,283	2,498,007	19,225	Funding provided to support the academic achievement and social functioning of vulnerable students. With these funds the district staffs 32 Child, Youth & Family Support Workers (CFSW), 3 full-time Coordinators, 2 part-time Speech Pathologists, and 2 part-time Teachers. There is also a \$59k budget to cover expenses needed to go out into the community.
Classroom Enhancement Fund - Overhead	-	1,454,622	1,454,622	-	Funding for added non-teaching staff and equipment needs required as a result of restoration of class size and composition language.
Classroom Enhancement Fund - Staffing	-	10,311,105	10,311,105	-	Funding for added teachers required as a result of restoration of class size and composition.
Classroom Enhancement Fund - Remedies	40,722	356,778	391,049	6,451	Funding to pay for the cost of Teacher Remedies owed in cases where class size or composition contract language cannot be met.
First Nation Student Transportation	80,406	191,947	165,251	107,102	Funds received to support Indigenous students transportation to school and extra-curricular activities.
Mental Health in Schools	86,838	51,000	95,254	42,584	Funding provided to give students with mental health issues equitable learning opportunities. This fund staffs 1CYFSW and covers some related expenses and training.
Changing Results for Young Children	19,135	11,250	15,126	15,259	Funds provided to support Early Learning and Physical Literacy.
Safe Return to School/ Restart: Health & Safety Grant	6,147	-	-	6,147	Provincial funds provided to support additional costs of additional cleaning staff, supplies, face masks, and hand hygiene related to COVID-19. These funds have been spent in fiscal 2023/24.
Federal Safe Return to Class/Ventilation Fund	249,739	-	249,739	-	Funding provided for ventilation in schools. Funds were used for the Ladysmith Secondary Ventilation project which was completed in 2022/23.
Seamless Day Kinergarten	-	55,400	52,974	2,426	Funding for an Early Childhood Educator (ECE) which allows primary school children to attend childcare in a kindergarten classroom. This district used these funds to staff 1 ECE at one school as a pilot project with a small supplies budget.
Early Childhood Education Dual Credit Program	34,218	29,000	48,557	14,661	Funding for highschool students interested in becoming an ECE. This allows students to take post-secondary courses while earning their high school diploma.
Student & Family Affordability Fund	-	1,458,182	1,302,742	155,440	Funding for school districts to increase food security for students and their families, and to support them with affordability concerns they may have.
SEY2KT (Strengthening Early Years to Kindergarten)	-	19,000	10,974	8,026	Funding provides opportunities for school districts and communities to work together to support a smooth transition from home to school.
ECL (Early Care & Learning)	-	175,000	175,000	-	Funding to establish a District Lead ELCC position. The district used these funds for a District Principal for Early Learning and Care.
Other Misc. Grants	665,514	221,028	409,848	476,694	These include other grants schools have applied for and received. Some of the grants include Times Colonist Literacy Society grants, Artists in Schools grants, Adopt-A-School Vacnovuer Sun grants, Farm to Table/School grants, VIHA Mental Health & Addictions grant, and After School Sport and Art Initiatives Funding (ASSAI).
TOTAL	3,035,783	21,652,558	22,128,879	2,559,462	



Presented in Schedules 4, 4A, 4B, 4C, and 4D of the Financial Statements is the Capital Fund. The Capital Fund includes financial activities for tangible capital assets. Capital funding from the province is accounted for using deferral accounting, whereby capital revenue is recorded in the financial statements over the life of the related asset in order to match the amortization expense. Therefore, capital fund revenue is not equal to the actual capital funding received in a year.

The following chart provides comparisons of 2022/23 actual capital fund revenue and expenditures incurred, to 2021/22 actual and 2022/23 annual amended budget amounts.

	FISCAL 2022/23		FISCAL 2021/22 (RESTATED)	DIFFERENCE FROM BUDGET		DIFFERENCE FROM PRIOR YEAR	
	Budget	Actual	Actual	\$	%	\$	%
Revenues							
Provincial Grants - Ministry of Education & Childcare	-	112,385	129,434	112,385	100.00%	(17,049)	(13.17%)
School Site Acquisition Charges	-	124,379	-	124,379	10.00%	124,379	100.00%
Investment Income	200,000	237,421	46,009	37,421	18.71%	191,412	416.03%
Amortization of Deferred Capital Revenue	6,800,000	6,822,508	6,181,594	22,508	0.33%	640,914	10.37%
Total Revenue	7,000,000	7,296,693	6,357,037	296,693	4.24%	939,656	14.78%
Expenses							
Operations and Maintenance	-	394,677	71,992	394,677	100.00%	322,685	448.22%
Amortization of Tangible Capital Assets	10,400,000	10,557,135	9,850,901	157,135	1.51%	706,234	7.17%
Total Expense	10,400,000	10,951,812	9,922,893	551,812	5.31%	1,028,919	10.37%

REVENUE

PROVINCIAL GRANTS - MINISTRY OF EDUCATION & CHILDCARE

These funds are the revenue recognized for costs that were considered non-capital and therefore expensed in the capital fund rather than recognized as an increase in deferred capital revenue.

SCHOOL SITE ACQUISITION CHARGES

These are funds the district used to purchase a property adjacent to Bayview Elementary School.

INVESTMENT INCOME

Investment Income is allocated to the Capital Fund based on the Local Capital and Ministry Restricted fund balances each quarter.

AMORTIZATION OF DEFERRED CAPITAL REVENUE

As funds received for capital are spent, they are added to the district's deferred capital revenue balance and the revenue is recognized over the life of the asset using the same rates as amortization expense. Amortization of deferred capital revenue has increased from prior year due to an increase in the number of completed capital projects that were funded by the Ministry of Education and Child Care.

CAPITAL FUND

EXPENSES

OPERATIONS AND MAINTENANCE

These expenditures represent the costs that were considered non-capital and therefore expensed in the capital fund rather than recognized as an increased to deferred capital revenue.

AMORTIZATION OF TANGIBLE CAPITAL ASSETS

Amortization expense increased \$1M from prior year due to the large number of capital additions that were completed during the year, the majority of which were in progress during 2021/22.



RESTATEMENT

On July 1, 2022 the School District adopted Canadian Public Sector Accounting Standard PS 3280 Asset Retirement Obligations. This new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of certain tangible capital assets such as asbestos removal in buildings that will undergo major renovation or demolition in the future. This standard was adopted using the modified retroactive approach, which results in the restatement of comparative information as at and for the year ended June 30, 2022.

The impact of the prior period adjustment on the June 30, 2022 comparative amounts is as follows:

	INCREASE (DECREASE)
Tangible Capital Assets – cost	\$ 25,854,364
Tangible Capital Assets – accumulated amortization	25,716,730
Asset Retirement Obligation	25,854,364
Accumulated Surplus – July 1, 2021	(25,716,730)
Amortization Expense	48,741
Annual Surplus for the year ending June 30, 2022	(48,741)
Accumulated Surplus – June 30, 2022	\$ (25,765,471)

CAPITAL FUND

CAPITAL FUND BALANCES

Found on Schedule 4D of the financial statements are the district's Unspent Deferred Capital Revenue balances. These balances consist of funds that have been received specifically for capital purchases but were not yet spent by June 30, 2023. The balances are as follows:

	2022/23	2021/22	VARIANCE
Ministry of Education and Child Care - Bylaw Capital	60,699	81,099	(20,400)
Ministry of Education and Child Care - Restricted Capital	20,687	19,844	843
Other Provincial Capital	5,524,666	7,693,418	(2,168,752)
Land Capital	47,532	124,379	(76,847)
Other Capital	-	-	-
Total Unspent Deferred Capital Revenue	5,653,584	7,918,740	(2,265,156)

BYLAW CAPITAL

Bylaw Capital represents Ministry of Education & Child Care capital grants drawn on Certificate of Approval (COA) for capital projects (e.g. Seismic, Expansion, playground equipment funding, Carbon Neutral Capital Funding etc.). Generally, it is expected that this balance would be zero as funds are drawn from the Ministry only as the expenditures are incurred, however the balance in the current year represents funds received from the Ministry for projects in which the expenditures have not yet occurred. This occasionally occurs in special circumstances.

RESTRICTED CAPITAL

Ministry of Education & Child Care represents the Ministry's portion (usually 75%) of the proceeds on disposal of land and buildings, and any bylaw project surpluses on completed projects. The Ministry's permission must be received to spend these funds. The current balance is a historical balance from a previous project that had a surplus balance.

**OTHER PROVINCIAL CAPITAL**

These funds were provided by the Ministry of Children and Family Development, and the Ministry of Education and Child Care for the construction of various child care facilities throughout the district.

LAND CAPITAL

The balance in the Land Capital Reserve Fund is comprised of School Site Acquisition Charges (SSAC), which municipalities collect on behalf of the district for future school site purchases. Funds in the current year represent the School Site Acquisition Charges collected to date from the District of Lantzville, and the City of Nanaimo.

OTHER CAPITAL

Other Capital is meant for funds from non-provincial government sources, such as municipal grants. There is currently a zero balance.

Factors Bearing on Nanaimo Ladysmith Public School's Future

RISKS

ENROLMENT

The most significant source of school district funding is generated by the student population. Accurate estimates of enrolment are key for staff and space capacity planning, as well as district budgeting. We anticipate that we will continue to see an increase in enrolment into the 2023/24 school year and are facing significant space challenges at a number of our elementary and secondary schools. With the district's short and longer-term enrolment projected to grow the district anticipates a school opening in the near future, specifically Rutherford Elementary. The reopening will have initial operating costs not covered by our annual Operating Grant for school based and educational resources. Accumulated Operating Surplus is required to cover these additional one-time expenses, in advance of student enrolment growth generating the revenue to support ongoing school based operating costs.

INFLATION

Inflationary pressures will continue to drive up costs for supplies. With no change in the operating grant to offset these increases, the school district will face budgetary pressures that will make it more difficult to maintain current service levels in the future.

LEGISLATIVE CHANGE

In 2022-23 the district faced a significant budgetary impact associated with enhanced employee benefits associated with changes to the Employment Standards Act. These changes occurred with minimal warning, and any similar changes could also impact the district's financial position.

SEISMIC ACTIVITY

The district is located in an active seismic zone. Further, many of our facilities are rated at a high level of risk in the event of seismic activity. Obviously, a major seismic event would have a catastrophic impact on not only our district but also our community; however, even a minor event could put the district's continued use of a number of facilities at risk requiring alternative facilities and the associated expenses.

TECHNOLOGY

Ministry of Education and Child Care does not provide direct funding for technology; it is expected that the districts Operating Fund will cover such expenditures. The district therefore continues to restrict operating funds towards the annual technology plan which provides for digital learning devices, software applications, hardware, Wi-Fi and network maintenance. We note the ongoing resource allocation best supports student learning, and proactively enhances district technology, however, if funded by the Ministry, resources could be redirected to additional programming aimed at enhancing student outcomes.

OPPORTUNITIES

LONG RANGE FACILITIES PLAN

The district's long-range facilities plan is a key input for Board and staff decisions related to capacity planning in schools and other district facilities. The Board of Education approved the Long-Range Facilities Plan (LRFP) on May 26, 2021. The revised plan focuses on ensuring the district can continue to support the expected enrolment growth, addressing the condition of aging facilities, and enhancing district programs.

In order to mitigate the risk of future capacity issues, the Board has completed a consultation process with respect to addressing capacity issues with potentially impacted communities in the north end of the district and has directed staff to initiate a consultation process to address potentially impacted communities in Ladysmith.

Continued assessment of the Long-Range Facilities Plan ensures that the district is able to make shifts if necessary and is able to respond to emerging pressures if required.

For further information please see note the following website address for an update on the [Long-Range Facilities Plan](#) where the document is referred to as Monitoring our Progress.



UNCERTAINTIES

INTERNATIONAL STUDENT EDUCATION

We saw an increased interest in our International Student Education program through 2022-23 and anticipate it will continue into 2023-24; however we have been advised that there is some global uncertainty with international student enrolment and that agents are seeing a “softening of interest” over the last year. Staff will be monitoring this closely; however, the district is optimistic that interest in the program will continue. The district also has the opportunity to expand elementary ISE.

MINISTRY OF EDUCATION FUNDING FORMULA

The Ministry of Education and Child Care funding formula is the primary driver of district revenues. At this time, we are unaware of any changes that are anticipated in the future, however, any shift's that may occur could impact the district's financial position.

Contacting Nanaimo Ladysmith Public Schools Financial Management

This financial report is designed to provide Nanaimo Ladysmith Public Schools' stakeholders with a general overview of Nanaimo Ladysmith Public Schools' finances and to demonstrate the district's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Secretary Treasurer's office.



Nanaimo Ladysmith Public Schools - School District No. 68
395 Wakesiah Avenue, Nanaimo, BC V9R 3K6
250-754-5521 | www.sd68.bc.ca

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
ACTION SHEET**

DATE: September 27, 2023
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Annual Board Workplan 2023-2024

Recommendation:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Annual Board Workplan for 2023-2024.

Background:

This action sheet outlines the Board's Annual Workplan for the 2023-24 year as per policy 2.5 – Board Committees Representation and Annual Workplan.

Discussion:

This comprehensive document serves as a strategic roadmap, guiding the Board's activities and ensuring a structured approach to fulfilling its responsibilities. By delineating specific objectives, timelines, and committee workplans, the Annual Workplan fosters transparency and accountability among trustees, administrators, and the community at large. It not only helps streamline the decision-making process but also ensures that the board remains focused on its strategic plan. Moreover, the Annual Workplan encourages proactive planning and evaluation, ultimately enhancing the Board's effectiveness in overseeing educational policies and programs, while also promoting stakeholder engagement and trust.

It should be noted that it is anticipated that emergent issues will arise that will result in additions to the Board's agenda and in some circumstances delaying items on the current workplan. However, the framework provides the Board and the community it serves transparency to ensure the public is aware of the Board's plans.

Appendix A: Annual Board Workplan for 2023-2024



BOARD ANNUAL WORKPLAN

2023 -2024



NANAIMO
LADYSMITH
PUBLIC
SCHOOLS



Education Committee - MEETING AGENDA ITEMS

No meeting September 2023

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Strategic Plan Recommendations (Renew/Revise/Extend – Length)
- ☐ Allocation of Surplus Discussion
- ☐ Exempt Compensation Reporting (Executive Compensation Report)
- ☐ Enhancing Student Learning (ESL) Report (Draft)
- ☐ Public Interest Disclosure Policy
- ☐ Multi-Year Financial Plan
- ☐ Financial Statement Presentation (previous school year's)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Strategic Plan Process
- ☐ Approve ESL Report
- ☐ Approve the Audited Financial Statements
- ☐ Approve Surplus allocations
- ☐ Approve Multi-Year Financial Plan
- ☐ Adopt the Board Work Plan
- ☐ Presentation from District Auditors
- ☐ Review audit report and management letter (Closed Board Meeting – Auditors attending)
- ☐ Superintendent Performance Review Commences

Reminders & Important Dates

- ☐ Facilitated Trustee Session with Piet Langstraat
- ☐ Submit Motions for Provincial Council
- ☐ Orange Shirt Day
- ☐ United Way Breakfast Kick-Off (September 26)

Education Committee - MEETING AGENDA ITEMS

Student Voice Ad Hoc Committee Update – Membership & Timeline

DLS Operational Plan 2023-2024

(Process, Focus Areas, How Education Committee Agendas are built)

DLS Presentation Topics:

- Goal:** Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community
- Objective:** Increase the number of students who feel welcomed, safe, connected, and have a sense of belonging in their schools; Increase the number of students who feel there are two or more adults at their school who care about them.
- Start-Up Update (Updates from Assistant Superintendents Elementary/Secondary)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Enrolment Update per 1701 Data Collection
- ☐ Annual Vandalism Report
- ☐ Continuation of Administrative Procedures Review
- ☐ NDSS Capacity Update
- ☐ Rutherford Elementary (Confirmation of student count and final approval)
- ☐ Budget and Financial Planning Timeline
- ☐ Provincial Council Agenda

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Review Class size report Student Enrollment and Staffing
- ☐ Internal Audit Report (Closed Board) (Will go public in Business next month)

Governance:

- ☐ Premier Awards – Acknowledgment of Nominees/Winners

Reminders & Important Dates

- ☐ Strategic Plan – Public Consultation (Fall 2023)
- ☐ Ministry Data: Mental Health Dashboards released
- ☐ Represent Board at BCSTA Provincial Council Meeting
- ☐ Recognize World Teachers' Day
- ☐ World Mental Health Day
- ☐ VISTA Branch Meeting – Hosted by NLPS (October 13/14)
- ☐ Provincial Board Chair Meeting and Provincial Partner Meeting (October 20/21)
- ☐ Board Session with BCSTA - Survey Results (October 28)

November

Education Committee - MEETING AGENDA ITEMS

DLS Presentation Topics:

- Goal:** Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (Assessment and reporting update)
- Strategy:** Create opportunities for PVP and educators to fully implement the new K-12 reporting policy.

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Continuation of Administrative Procedures Review
- ☐ 1st Quarter Financial Report
- ☐ Standing Committee Structures, Roles & Functions (Discussion)
- ☐ Internal Audit Report
- ☐ Transportation Policy

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Litigation Update (Closed Board)
- ☐ Selby Street Update
- ☐ Trustee Annual Zone Report
- ☐ Staff Satisfaction Survey (Closed Board)

Reminders & Important Dates

- ☐ Development of Strategic Plan
- ☐ Remembrance Day Ceremonies
- ☐ BCPSEA Symposium
- ☐ Working session to discuss Board roles and Committee appointments (Prior to Business Committee Meeting)
- ☐ Trustee Academy - Westin Bayshore, Vancouver (November 23 – 25)

December

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Truth and Reconciliation
- Objective:** Implement Truth & Reconciliation Commission Calls to Action #57. (Dustin Louie)
- Strategy:** Create structures and strategies to decolonize educational practice and environment

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ SOFI Report
- ☐ Food Update
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Strategic Plan
- ☐ Approve Statement of Financial Information (SOFI) Report

Strategic Objective – Continuous improvement of student achievement:

- ☐ Review Ministry performance data/information (e.g., graduation rates)

Reminders & Important Dates

- ☐ Ministry Data: Indigenous “How are We Doing” Report released
- ☐ BCSTA Trustee Academy
- ☐ Board Annual General Meeting (First week of December)
- ☐ Selection of Trustee Committee Memberships announced
- ☐ Trustee Family of Schools assignments announced
- ☐ BCPSEA Motion deadline – need to confirm date with BCPSEA
- ☐ Holiday Celebrations

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (Tier 3)
- Strategy:** Deepen Understanding of personalization and diverse pathways to graduation.
Establish and define a crisis continuum to support students struggling with mental health and wellness.

Board Business:

- ☐ BCSTA Provincial Council Motion Discussion (*if needed*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Funding Update (District Operating Grant)
- ☐ Continuation of Administrative Procedures Review
- ☐ BCPSEA AGM Agenda Discussion

Regular Board - MEETING AGENDA ITEMS

Board Governance:

- ☐ Review progress re Strategic Planning (Superintendent Operational Plan)
- ☐ Transportation Policy (Approval)

Reminders & Important Dates

- ☐ Ministry Data: Student Learning Survey results, FSA Report and Equity in Action Project Report released
- ☐ Represent Board at BCPSEA AGM
- ☐ BCSTA Provincial Council Motion Submission Deadline January
- ☐ Board Q2 Governance meeting
- ☐ Meetings with Local Municipal Governing Officials

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (HAWD and FSA and Student Learning survey)
- Strategy:** Enhance and communicate a district-wide multitiered model of support.
-

Business Committee - MEETING AGENDA ITEMS

Governance:

- ☐ Transportation route review

Board Business:

- ☐ Amended Annual Budget (Q2 is part of the Amended Annual Budget)
 - ☐ Ministry 3 Year Enrolment Projections
 - ☐ Draft Budget Calendar (for Information as a reminder)
 - ☐ Continuation of Administrative Procedures Review
 - ☐ BCSTA Provincial Council Agenda
-

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Amended Operating Budget for Current Fiscal Year
- ☐ Review enrollment projections for subsequent year (This could be done in Business if available)

Governance:

- ☐ Review policy positions for submission to BCSTA Annual general Meeting
-

Reminders & Important Dates

- | | |
|---|---|
| <input type="checkbox"/> BCSTA Provincial Council Meeting | <input type="checkbox"/> Black History Month |
| <input type="checkbox"/> BCSTA AGM Motions Due | <input type="checkbox"/> Meetings with Community Partners |
| <input type="checkbox"/> Pink Shirt Day | <input type="checkbox"/> Board Working Session re Budget |
| | <input type="checkbox"/> Community Engagement Process begins for Budget |

March

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** To be a leader in Environmental Stewardship and Sustainability.
- Objective:** Increase opportunities for outdoor education and programming in the district. (Farm and ESSAP)
- Strategy:** Continue to create initiatives and opportunities for schools to learn about and implement the ESSAP.

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Policy drafts for public consultation
- ☐ Continuation of Administrative Procedures Review
- ☐ Annual Facilities Grant Submission for next school year

Regular Board - MEETING AGENDA ITEMS

- ☐ ThoughtExchange Budget Survey Results

Governance:

- ☐ Board Performance Review – Prior to May 15 (*Annually*) Board shall establish a monitoring Schedule for the following one-year period July 1 – June 30. Schedule shall be included in Annual Work Plan. (Policy 2.12)
- ☐ Superintendent Performance Review – Prior to May 15 (*Annually*) Board shall schedule the Superintendent Performance Review for the following one-year period July 1 – June 30. The Review schedule shall be included in Annual Work Plan. (Policy 2.13)

Reminders & Important Dates

- ☐ BCSTA Board Nominations due March 16
- ☐ Ministry announces next fiscal year Operating Grants (March 15)
- ☐ Local School Calendar must be approved and submitted to the Ministry of Education by March 31
- ☐ Nominate candidates for Premier's Award of Excellence
- ☐ International Day for the Elimination of Racism Discrimination

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Truth and Reconciliation

Objectives: Implementation of the Syeyutsus Reconciliation Framework in the school community; Promote land and Hul'q'umi'num language-based learning programs.

Support innovative Indigenous educational and community partnerships.

Implement Truth & Reconciliation Commission Calls to Action #57.

Strategy: Foster opportunities for school communities to learn about local land, language, and culture.

Support first people's grad requirement.

Create structures and strategies to decolonize educational practice and environment.

Building relationships with rights holders and indigenous partners.

Governance:

- ☐ Review BCSTA Resolutions (*if necessary*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Presentation of upcoming year's Capital Plan (If Response Letter from Ministry has been received)
- ☐ LRFP Update (Red/Yellow/Green)
- ☐ Proposed Annual Budget (High Level Summary)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Closed Board: Any Personnel Budget Implications – this must go to closed before going public
- ☐ Approve Capital Plan bylaw (if presented in Business Committee)

Reminders & Important Dates

- | | |
|---|---|
| <input type="checkbox"/> Meetings with local elected Provincial Officials | <input type="checkbox"/> Student Engagement Session re Budget |
| <input type="checkbox"/> BCSTA AGM | <input type="checkbox"/> Board Q3 Governance meeting |
| <input type="checkbox"/> Provincial Council | <input type="checkbox"/> World Autism Day, Earth Day |

Education Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Proposed Preliminary Annual Budget Presentation

Business Committee - MEETING AGENDA ITEMS

- ☐ Partner Group Budget Presentations

Board Business:

- ☐ Preliminary Annual Budget discussions continued
- ☐ Current Year 3rd Quarter Report
- ☐ Continuation of Administrative Procedures Review
- ☐ Capital Plan Presentation (if not completed in April)

Special Business Meeting (May 15, 2024):

- ☐ Annual Budget discussions continued

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) (If ready)
- ☐ Litigation Update (Closed Board)

Governance:

- ☐ NLSF Board of Directors Presentation to the Board

Reminders & Important Dates

- ☐ Indigenous Graduation ceremonies
- ☐ Possible Special Business Meeting if required for Budget

Education Committee - MEETING AGENDA ITEMS

Celebrating the 2023/2024 School Year

- Video Presentation
- District Review Story

Board Business:

- ☐ BAA Course(s) Approval

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ NDTA Professional Development Report (Presentation)
- ☐ Review and recommendation on 5-Year Capital Plan
- ☐ Multi-Year Financial Plan
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) if not completed in May
- ☐ Approve 5-year Capital Plan
- ☐ Approve Multi-Year Financial Plan
- ☐ District Review Story (Final Yearly Operational Plan Update)
- ☐ Approve terms of engagement with auditor and audit plan (Closed Meeting)
- ☐ Exempt Compensation (Closed Meeting)

Board Governance:

- ☐ Superintendent Growth Plan Review (Closed Meeting)

Reminders & Important Dates

- ☐ Ministry Data: Student Enrollment Report, Graduation Numeracy Assessment Report and 6 Year Completion Rate Report released
- ☐ Recognize National Indigenous Day
- ☐ Graduation ceremonies

July/August

Board Governance:

- ☐ Board Q4 Governance meeting – Board Annual Planning Session

Board Business:

- ☐ Review Annual Surplus for Allocation (First Board Meeting – Aug/Sept)
- ☐ Review Superintendent Operational Plan (including annual targets for achieving the District's Goals).

Major 2023/24 Initiatives

Board Governance:

- ☐ Strategic Plan
- ☐ Development and partnership of Selby Site
- ☐ Ad Hoc Student Voice Committee
- ☐ NDSS Advocacy
- ☐ LIS Planning
- ☐ Rutherford Re-opening

Board Business:

- ☐ Continue to Update District Policies and Administrative Procedures

As Required

- ☐ Attend Trustee development/orientation sessions
- ☐ Attend school functions (as required)
- ☐ Hear appeals as needed
- ☐ Long Range Facility Committee updates
- ☐ Environmental Sustainability and Stewardship Committee updates
- ☐ Attend Board Liaison meetings as outlined in the Trustee calendar
- ☐ Ministry Reporting

Monthly

- ☐ Superintendent update – on matters relating to CEO responsibilities and significant organizational concern.
- ☐ Deputy Superintendent updates on educational matters.
- ☐ Operations update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards)

Board Advocacy

- ☐ Capital Projects
 - Meetings with MLAs
- ☐ Ministry of Education
Indigenous Teacher Pay
- ☐ BCSTA
 - Provincial Council Motions
 - VISTA Motions
- ☐ BCPSEA
 - AGM Motions

Governance Collaboration

- ☐ Snuneymuxw First Nation:
 - QQS
- ☐ City of Nanaimo:
 - Truth & Reconciliation Environmental Collaboration
- ☐ Regional District of Nanaimo:
 - Recycling and compost initiatives
- ☐ Town of Ladysmith:
 - LIS Renewal Planning
- ☐ District of Lantzville:
 - To be determined

Board Governance Development

- ☐ Quarter 1 – September
- ☐ Quarter 2 – January
- ☐ Quarter 3 – April
- ☐ Quarter 4 – August 2023
 - Review Board's Annual Work Plan
 - Approve Board Development Plan

Policy Committee Work Plan

1.0 Foundation & Direction

1.3 Continuous Improvement of Instruction and Assessment

2.10 Governance & Management

2.XX - Role of Secretary-Treasurer (Work led by whole Board)

2.0 Inclusion Policy (in progress)

2.13 – Superintendent Review (Work led by whole Board)

2.3.2 – Code of Conduct (Work led by whole Board)

2.4 – Role of Chair and Vice Chair (Policy Committee Subcommittee)

2.8 – Aboriginal Education

3.0 Operational Expectations

3.XX – Childcare

3.XX - Catchment & Student Enrolment

3.XX – Student Voice

3.7 – Role and Responsibility of Superintendent (to be combined with Sup Review 2.13)

3.8 Transportation

X.XX – Field Trips

Other

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
ACTION SHEET**

DATE: September 27, 2023
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Amendment to Capital Plan Bylaw No. 2023/24-CPSD68-03

Recommendation:

That the Board of Education approve the amendment to Capital Bylaw No. 2023/24-CPSD68-01 to read Capital Bylaw No. Capital Bylaw No. 2023/24-CPSD68-03, reflecting the Ministry of Education and Child Care's amendment to the Annual Programs Funding Agreement.

Background:

The Ministry of Education and Child Care has agreed to provide \$30,000 for each electric bus the District purchases through the Ministry's Bus Acquisition Program. The District has recently ordered two new electric buses.

The Ministry has also agreed to fund kitchen equipment for Woodlands Secondary School (phase 1). Currently, Food4Schools is operating a food depot at Woodlands Secondary School. Please note that despite the program being completely operated by a third party (NLSF) because we own the facility, we were eligible to receive funds for upgrading. The depot was previously outfitted with refrigeration and freezers, dry storage as well as space to sort and prepare weekly grocery orders. This space will be adapted for immediate/short term food preparation needs (Phase 1) however it is not adequate for food preparation in the long-term (Phase 2).

Phase 1 – Address Immediate Needs

- Add provision of pre-made food items (sandwiches, wraps, muffins, bagged fruit/veggies etc.) along with grocery deliveries. Initially starting with schools needing most support and rolling out to additional schools.
- Woodlands food depot - install water supply in existing food depot and move sinks/tables) into main depot space.
- Equip the food preparation area with additional refrigeration/freezer, storage, prep tables

Phase 2 will be prioritized in future FIP (Food Infrastructure Requests).

The District is receiving an additional \$280,000 towards the approved Carbon Neutral Capital Program HVAC upgrade project at Brechin Elementary. As the Board is aware, Brechin received approval for \$602,000 in funding for an HVAC upgrade project, however, due to higher-than-estimated tender results the project was over-budget. After discussion on the scope of the project the Ministry agreed to contribute additional funds which allowed the project to proceed.

To obtain this funding the District must complete the Minor Capital Plan amendment process. The first step of this process was completed in April, 2023, when the Board approved the amendments to the proposed five-year Minor Capital Plan for 23/24 submission. The Ministry has now provided us with an amended Capital Plan Response Letter and Annual Program Funding Agreement, copies of which are attached. The next step in this process is for the Board to approve the amendment to the Bylaw. Once approved by the Board, it will be forwarded to the Ministry for final approval and will allow the District to draw funds for incurred project expenses.

Appendices:

Appendix A: April 12, 2023 Action Sheet

Appendix B: Capital Plan Response Letter – Amended September 15, 2023

Appendix C: Annual Programs Funding Agreement – Amended September 15, 2023

Appendix D: Capital Plan Bylaw No. 2023/24-CPSD68-03 – as amended





NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: April 12, 2023
 TO: Business Committee
 FROM: Mark Walsh, Secretary-Treasurer
 SUBJECT: Capital Plan Bylaw No. 2023/24-CPSD68-01

Recommendation:

The Business Committee recommends that that Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2023/24-CPSD68-01 in one meeting and adopt Capital Plan Bylaw No. 2023/24-CPSD68-01.

Background:

As the Board is aware, a capital bylaw is required under the School Act (S. 143). It is non-financial in nature and, only one bylaw is required for all capital projects approved by the Ministry. The bylaw once adopted by the Board, authorizes the Secretary Treasurer to execute project and funding agreements related to the expenditures contemplated by the underlying capital plan.

The Capital Planning cycle consists of:

1. The Capital Plan preparation process starts in the spring with major capital program submissions due June 30th and minor capital program submissions due September 30. During this period of time a lot of communication goes back and forth between our Facilities department and Capital Branch staff at the Ministry of Education. The Ministry of Education and Child Care provided districts with a five-year Capital Plan intake spreadsheet and Capital Plan instructions in early spring.
2. The Capital Plan intake/submission process considers the following:

Minor Capital:

- a. School Enhancement (SEP)
- b. Carbon Neutral Capital (CNCP)
- c. Bus Acquisition (BUS)
- d. Playground Equipment (PEP)
- e. Building Envelope (BEP)
- f. School Food Infrastructure Program

Major Capital:

- a. Additions (EXP)
- b. New Schools
- c. Site Acquisitions
- d. Replacements (REP)
- e. Demolitions
- f. Seismic Mitigation (SMP)

3. Before submitting the 5-year Capital Plan for approval, a Board must approve the proposed Capital Plan for its school district by resolution. This resolution must be provided to the Ministry as part of the submission process. At this stage, a bylaw is not required. The Board approved the 2023/2024 plan in June 2022, and the Secretary-Treasurer signed the resolution.
4. Ministry staff spend the summer and fall reviewing all 60 school district submissions and they provide approval for school district plans in the spring, at around the same time as the new year in take process commences.

To date, the Board has:

1. Approved the 2023/2024 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolution in June 2022.
2. Received the Response letter dated March 9, 2023, approving funded projects by the Ministry.

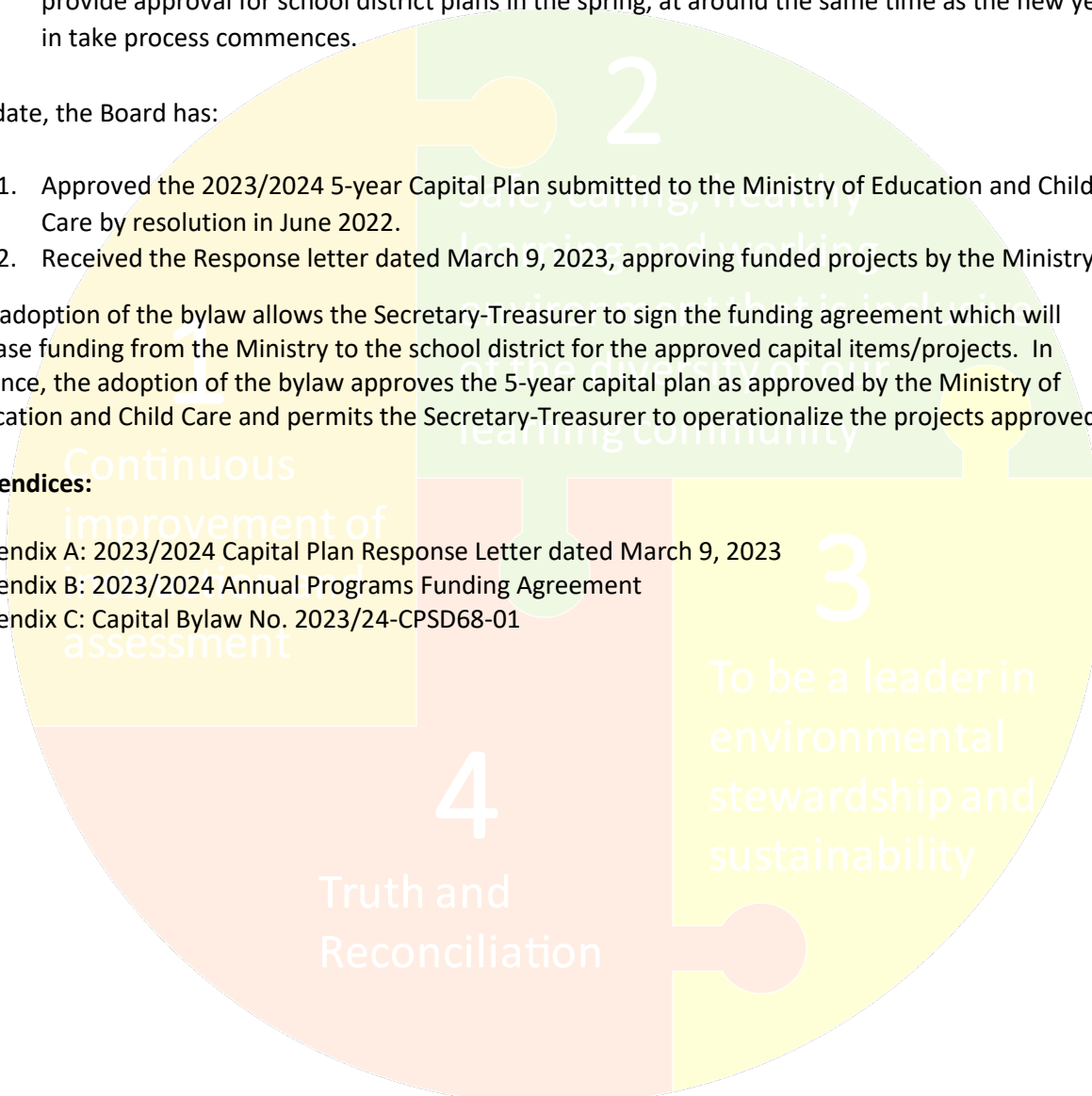
The adoption of the bylaw allows the Secretary-Treasurer to sign the funding agreement which will release funding from the Ministry to the school district for the approved capital items/projects. In essence, the adoption of the bylaw approves the 5-year capital plan as approved by the Ministry of Education and Child Care and permits the Secretary-Treasurer to operationalize the projects approved.

Appendices:

Appendix A: 2023/2024 Capital Plan Response Letter dated March 9, 2023

Appendix B: 2023/2024 Annual Programs Funding Agreement

Appendix C: Capital Bylaw No. 2023/24-CPSD68-01



September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent
School District No. 68 (Nanaimo-Ladysmith)

Capital Plan Bylaw No. 2023/24-CPSD68-03

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

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.

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

New Projects

Project #	Project Name	Project Type	Comments
154916	North Oyster Elementary	Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible
150074	Ladysmith Primary	Addition	Project has been supported for planning (business case). Please submit PDR to Ministry as soon as possible

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150397	Ladysmith Intermediate	Seismic	Please submit Concept Plan to Ministry as soon as possible

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
Cedar Community Secondary	SEP – HVAC Upgrades	\$723,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

Ladysmith Secondary	SEP – Interior Construction Upgrades	\$420,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Brechin Elementary	CNCP – HVAC Upgrades	\$882,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Woodlands Secondary	FIP – Kitchen Equipment	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
680	A2 Over 6350Kg (24-33) with 3 wheelchair spaces	\$148,144	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
681	A2 Over 6350Kg (24-33) with 3 wheelchair spaces	\$148,144	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
ADDED	Supplementary school bus funding for 2 (new) electric buses	\$60,000	Funding applicable to the electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

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 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 1st, 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.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

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. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,

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

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of September 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Education and Child Care (the “Ministry”)

OF THE FIRST PART

AND: the Board of Education of School District No. 68 (Nanaimo-Ladysmith) (the “Board”)

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

“Agreement” means the Annual Programs Funding Agreement;

“Board” or “Board of Education” means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

“Business Day” means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

“Capital Funding Grant” means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

“Certificate of Approval” means the Certificate of Approval described in paragraph 3.04;

“Eligible Expenditure(s)” means those expenditure(s) areas more particularly described in paragraph 3.01;

“Event of Force Majeure” means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

“Minister” means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

“Ministry” means the Ministry of Education and Child Care of the Province of British Columbia;

“Project” means the project(s) described in paragraph 3.01;

“Schools Protection Program” means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the “Schools Protection Program Reference Manual” and all amendments and updates to the program and manual;

“Treasury Board” means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Cedar Community Secondary	SEP – HVAC Upgrades	\$723,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Ladysmith Secondary	SEP – Interior Construction Upgrades	\$420,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Brechin Elementary	CNCP – HVAC Upgrades	\$882,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Woodlands Secondary	FIP – Kitchen Equipment	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
----------------------	--------------------------	---------------------------	---------------------

680	A2 Over 6350Kg (24-33) with 3 wheelchair spaces	\$148,144	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
681	A2 Over 6350Kg (24-33) with 3 wheelchair spaces	\$148,144	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
ADDED	Supplementary school bus funding for 2 (new) electric buses	\$60,000	Funding applicable to the electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the

Financial Administration Act ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2024;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A).

7. NOTICE

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 68 (Nanaimo-Ladysmith)
395 Wakesiah Ave, Nanaimo, BC, V9R 3K6
Attention: Mark Walsh, Secretary-Treasurer
Email: mark.walsh@sd68.bc.ca

b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Nathan Whipp
Email: Nathan.Whipp@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:

- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 68 (Nanaimo-Ladysmith) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Kings Printer for print production;
4. Kings Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

CAPITAL BYLAW NO. 2023/24-CPSD68-01.03
CAPITAL PLAN 2023/24

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 68 (*Nanaimo-Ladysmith*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (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 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated ~~March 9, 2023~~, is hereby adopted.
September 15, 2023
2. This Capital Bylaw may be cited as *School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2023/24-CPSD68-01.03*

As amended September 15, 2023

READ A FIRST TIME THE 26th DAY OF APRIL, 2023

READ A SECOND TIME THE 26th DAY OF APRIL, 2023

READ A THIRD TIME AND ADOPTED THE 26th DAY OF APRIL, 2023



 Board Chair


 Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2023/24-CPSD68-01* adopted by the Board the 26th day of April, 2023

03



 Secretary-Treasurer

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: September 27, 2023
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary-Treasurer
SUBJECT: Revised 2022-2023 Surplus Allocation

Recommendation:

That the Board of Education of School District No. 68 (Nanaimo- Ladysmith) approve the recommendations contained in this Action Sheet to allocate the unrestricted surplus to support the Board's goals.

Background:

On August 30, 2023, staff presented the Board with the preliminary 2022-2023 year-end surplus position. At the September 13, 2023, Business Committee Meeting additional recommendations were made with regards to the unrestricted surplus balance. (Both Information Sheets are attached). Subsequent to the Business Committee Meeting we noted an error on the surplus schedule which overstated the Indigenous Education year-end surplus position and understated the unrestricted surplus balance by \$12,520, which has now been corrected.

Discussion:

The original surplus recommendation presented on August 30, 2023, noted the Indigenous Education Program year-end surplus position as \$144,184 which has now been revised to \$131,664. Additionally, a transfer to Local Capital in the amount of \$2,700,000 was proposed, leaving an unrestricted surplus balance of \$471,752

On September 13, 2023, two additional recommendations were brought forward for ELL and EA staffing needs, utilizing the unrestricted balance of \$471,752. However, due to the error that was recently noted and corrected, the unrestricted balance was restated to \$484,271.

Further, the accumulated surplus schedule has been updated to include the additional surplus recommendation for the staffing needs identified, utilizing the full unrestricted balance.

For clarity purposes, the accumulated surplus position and recommendations are being provided in the order they were presented and have occurred.

Board Meeting - August 30, 2023

Note 13 Accumulated Surplus		
OPERATING FUND	2022-2023	2021-2022
Accumulated Operating Surplus	8,579,310	7,818,360
<u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u>		
Staffing Contingencies	250,000	600,000
Replacement Cost Contingencies	250,000	400,000
	<u>500,000</u>	<u>1,000,000</u>
<u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u>		
District Benefit Plans - Premium Balance	2,539,431	2,575,232
Revenue for 23/24 received in 22/23 for ICY Team	717,241	-
Teacher Mentorship Grant	259,621	261,758
Indigenous Education Programs	144,184	415,443
Bargaining/CUPE Table Money Carry-Over	41,020	-
Trustee Professional Development/Travel	19,716	-
Outreach Program	-	55,938
Seamless Day Kindergarten Pilot	-	50,000
Health & Safety	-	17,800
Total	3,721,213	3,376,171
<u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u>		
School Opening Costs - Yr. 1 Operating Costs	600,000	-
School Equipment (Enrolment)	250,000	-
School Supplies	223,356	134,367
Undelivered purchase orders /outstanding obligation at June 30th	100,490	563,343
Active Transportation	12,500	-
Total	1,186,346	697,710
<u>Unrestricted Operating Surplus Reserve:</u>	3,171,752	2,744,479
Summary of Accumulated Operating Surplus		
Total Internally Restricted Surplus Appropriated by the Board	5,407,558	5,073,881
Total Unrestricted Surplus	3,171,752	2,744,479
Total Accumulated Operating Surplus	8,579,310	7,818,360
CAPITAL FUND		
Investment in Tangible Capital Assets	29,935,253	27,909,196
Local Capital	4,616,185	7,221,058
Capital Surplus	34,551,438	35,130,254
TOTAL ACCUMULATED SURPLUS	43,130,748	42,948,614
<i>Proposed transfer to Local Capital</i>	<i>2,700,000</i>	<i>1,000,000</i>
Revised Unrestricted Operating Surplus Balance, pending Board approval	471,752	1,744,479
Revised Local Capital Balance, pending Board approval	7,316,185	8,221,058

Business Committee Meeting – September 13, 2023

After the recommended transfer of \$2,700,000 to Local Capital, two additional items were proposed:

2. Education Assistants - We continue to see a large number of students with additional needs arriving at all schools, and teams are stretched to provide safe support for them. One-time surplus funds will be used to provide additional educational assistant support across the system.
3. ELL Teaching Support - There are increasing numbers of students arriving through the Central Vancouver Island Multicultural Society (CVIMS), many of whom are refugees and may require additional interventions. One-time surplus funds will increase the English Language Learner (ELL) specialist teacher time (school-based) for a number of schools, as well as increasing the district-ELL teacher time (district-based) to provide comprehensive support across the system.

The combined allocation for item #2 and #3 was **\$471,752** which was the unrestricted balance.

Regular Board Meeting – September 27, 2023

The accumulated surplus balance has been adjusted to reflect the correct year-end Indigenous Education Program surplus position. The adjusted amount of \$12,520 reverted to unrestricted surplus and was then applied to items #2 and #3 above, increasing that surplus allocation from \$471,752 to \$484,271. This surplus allocation, as per Policy 2.16, has been inserted under the Reserve for Anticipated Unusual Expenses.

The final Accumulated Surplus Schedule is noted below:

Note 13 Accumulated Surplus		
OPERATING FUND	2022-2023	2021-2022
Accumulated Operating Surplus	8,579,310	7,818,360
<i><u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u></i>		
Staffing Contingencies	250,000	600,000
Replacement Cost Contingencies	250,000	400,000
2023/24 Staffing Additions for ELL and EA Support	484,271	-
	<u>984,271</u>	<u>1,000,000</u>
<i><u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u></i>		
District Benefit Plans - Premium Balance	2,539,431	2,575,232
Revenue for 23/24 received in 22/23 for ICY Team	717,241	-
Teacher Mentorship Grant	259,621	261,758
Indigenous Education Programs	131,664	415,443
Bargaining/CUPE Table Money Carry-Over	41,020	-
Trustee Professional Development/Travel	19,716	-
Outreach Program	-	55,938
Seamless Day Kindergarten Pilot	-	50,000
Health & Safety	-	17,800
Total	<u>3,708,693</u>	<u>3,376,171</u>
<i><u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u></i>		
School Opening Costs - Yr. 1 Operating Costs	600,000	-
School Equipment (Enrolment)	250,000	-
School Supplies	223,356	134,367
Undelivered purchase orders /outstanding obligation at June 30th	100,490	563,343
Active Transportation	12,500	-
Total	<u>1,186,346</u>	<u>697,710</u>
<i><u>Unrestricted Operating Surplus Reserve:</u></i>	<u>2,700,000</u>	<u>2,744,479</u>
Summary of Accumulated Operating Surplus		
Total Internally Restricted Surplus Appropriated by the Board	5,879,310	5,073,881
Total Unrestricted Surplus	2,700,000	2,744,479
Total Accumulated Operating Surplus	8,579,310	7,818,360
CAPITAL FUND		
Investment in Tangible Capital Assets	29,935,253	27,909,196
Local Capital	4,616,185	7,221,058
Capital Surplus	<u>34,551,438</u>	<u>35,130,254</u>
TOTAL ACCUMULATED SURPLUS	43,130,748	42,948,614
<i>Proposed transfer to Local Capital</i>	<i>2,700,000</i>	<i>1,000,000</i>
Revised Unrestricted Operating Surplus Balance, pending Board approval	0	1,744,479
Revised Local Capital Balance, pending Board approval	7,316,185	8,221,058

Appendix A - Surplus Information Sheet August 30, 2023

Appendix B – Surplus Information sheet September 13, 2023



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
INFORMATION SHEET**

DATE: August 30, 2023
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: 2022/23 Summary of Accumulated Operating Surplus

Background:

This memo is intended to provide the Board with a preliminary review of the district's end of fiscal year financial position. Like in previous years it will provide a general overview that aligns with the draft financial statements to be presented at the September Business Committee along with recommended motions associated with the surplus.

Overall, the District continues to maintain a positive financial position without growing its surplus which shows that the Board is able to maintain a prudent reserve while at the same time support today's students with today's dollars.

Discussion:

In accordance with the Board's Accumulated Operating Surplus (Reserves) policy, it is appropriate for the Board to maintain a reasonable operating surplus, with consistent rules and guidelines in place to manage financial risk by ensuring there are the resources necessary to meet both planned and unplanned obligations, while spending as much of the district's resources as possible on current or multi-year programs, services, or initiatives.

District surplus is categorized as either internally restricted for particular use, or unrestricted. Under restricted surplus there are three unique categories:

- Anticipated Unusual Expenses: Identified one-time or intermittent projects not able to be funded by current year revenues.
- Financial Constraints/Targeted Funds: Grants, revenues, or financial commitments that extend beyond the current fiscal year are restricted for future use.
- Operations Spanning Multiple School Years: Situations where operating surplus funds may need to be carried over to future years.

Accumulated surplus may also be used to support the districts Local Capital balance, for specific capital initiatives that have clear linkage to the Board's strategic goals, as well as any future capital cost share expectations related to major capital projects that are identified in the board's five-year Capital Plan and approved by the Ministry for concept plan or business case development at the time the project is brought forward for funding approval.

Information Sheet: 2022/23 Surplus Allocation Recommendation

The surplus allocation schedule below presents the 2022-23 accumulated surplus position which includes the items staff have identified as restricted, categorized into the reserve balances as described above, as well as the unrestricted balance.

The 2022-23 financial statements are currently prepared in draft, pending completion of the final stages of the audit, and discussions and approval of the restricted surplus allocations by the Board of Education. Pending approval, the information below would be reflected as Note 13 in the audited financial statements.

Note 13 Accumulated Surplus		
OPERATING FUND	2022-2023	2021-2022
Accumulated Operating Surplus	8,579,310	7,818,360
<i><u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u></i>		
Staffing Contingencies	250,000	600,000
Replacement Cost Contingencies	250,000	400,000
	<u>500,000</u>	<u>1,000,000</u>
<i><u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u></i>		
District Benefit Plans - Premium Balance	2,539,431	2,575,232
Revenue for 23/24 received in 22/23 for ICY Team	717,241	-
Teacher Mentorship Grant	259,621	261,758
Indigenous Education Programs	144,184	415,443
Bargaining/CUPE Table Money Carry-Over	41,020	-
Trustee Professional Development/Travel	19,716	-
Outreach Program	-	55,938
Seamless Day Kindergarten Pilot	-	50,000
Health & Safety	-	17,800
Total	<u>3,721,213</u>	<u>3,376,171</u>
<i><u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u></i>		
School Opening Costs - Yr. 1 Operating Costs	600,000	-
School Equipment (Enrolment)	250,000	-
School Supplies	223,356	134,367
Undelivered purchase orders /outstanding obligation at June 30th	100,490	563,343
Active Transportation	12,500	-
Total	<u>1,186,346</u>	<u>697,710</u>
<i><u>Unrestricted Operating Surplus Reserve:</u></i>	<u>3,171,752</u>	<u>2,744,479</u>
Summary of Accumulated Operating Surplus		
Total Internally Restricted Surplus Appropriated by the Board	5,407,558	5,073,881
Total Unrestricted Surplus	<u>3,171,752</u>	<u>2,744,479</u>
Total Accumulated Operating Surplus	8,579,310	7,818,360
CAPITAL FUND		
Investment in Tangible Capital Assets	29,935,253	27,909,196
Local Capital	4,616,185	7,221,058
Capital Surplus	<u>34,551,438</u>	<u>35,130,254</u>
TOTAL ACCUMULATED SURPLUS	43,130,748	42,948,614
<i>Proposed transfer to Local Capital</i>	<i>2,700,000</i>	<i>1,000,000</i>
Revised Unrestricted Operating Surplus Balance, pending Board approval	471,752	1,744,479
Revised Local Capital Balance, pending Board approval	7,316,185	8,221,058

Summary of Surplus by Category:

Anticipated Unusual Expenses:

The Anticipated Unusual Expense Reserve is for identified one-time or intermittent projects not able to be funded by current year revenues. The following amounts have been added to this reserve category in 2022-23:

Information Sheet: 2022/23 Surplus Allocation Recommendation

Language (LOU17). We have received preliminary funding, however it may or may not be adequate pending the September 30 compliance requirement. If on September 30, these funds are not required, the board will have the opportunity to utilize them for additional staffing if they choose, or the funds would remain unspent and become part of the unrestricted surplus balance.

Replacement Costs - \$250,000 – These funds are reserved in the event that the 2023-24 replacement costs exceed budgeted levels due to the ongoing uncertainty with the *Employment Standards Act* regulations and post pandemic usage. In 2022-23, the district used approximately \$125,000 of the contingency and with the end of year trend of less failure to fills the amount remains but has been lowered.

Financial Constraints/Targeted Funds

The Financial Constraints/Targeted Funds Reserve is for grants, revenues, or financial commitments that extend beyond the current fiscal year but are restricted for future use.

The restricted items within this reserve total \$3,721,213 the largest being the benefit premium balance of \$2,539,431. This item was added for the first time in 2020-21 per requirement from our auditors to be in compliance with Public Sector Accounting Standards. The majority of this amount is restricted by the providers to cover claims incurred but not yet recorded, however some of the balance could be utilized by the board.

The remaining items include revenue received in 22/23 specifically for the 23/24 Integrated Child and Youth (ICY) Clinical Counsellors and Youth Peer Support Working positions as part of the ICY teams, unspent Teacher Mentorship Grant, the Indigenous Education year-end balance (significantly less than previous years), a planned surplus from our CUPE bargaining process, and Trustee professional development funding.

Operations Spanning Multiple School Years

This year there are a number of items in the Operations Spanning Multiple Years Reserve. A few of the items were previously placed under the financial constraint envelope (e.g., purchase order) but have been shifted based on Ministry guidance. The items are as follows:

- School opening costs – These funds are to support costs associated with reopening Rutherford Elementary which could include capital costs (e.g., furniture and desks), as well as first year operating costs.
- School Equipment (Enrolment) – The District has a budget to support additional enrolment (e.g., desks for a new class). However, these funds are insufficient in the current year to cover the additional needs particularly at the secondary level.
- School Supplies – Monies left unspent in schools and remaining in school budgets. These may be for supplies or larger projects and are at the discretionary use of schools.
- Purchase Orders – Purchases made in the previous school year that had yet to be delivered.
- Active Transportation – Projects planned in 2022-23 that were not able to be expended, therefore the funds are restricted to be used in 2023-24.

Unrestricted Operating Surplus

After the allocation of the accumulated operating surplus into the restricted reserves noted above, prior to any transfers to Local Capital, the unrestricted operating surplus is \$3,171,751.

A transfer of \$2,700,000 is being proposed to Local Capital in order to fund the district's annual technology plan as well as to support planned projects and capital acquisitions during the multi-year Local

Information Sheet: 2022/23 Surplus Allocation Recommendation

Capital Schedule as presented below.

Local Capital 2023-24					
Multi-Year Local Capital Plan					
<u>Revenue</u>	2022/23 YE Financial Position	Budget 2023-24	Budget 2024-25	Budget 2025-26	4 + Yrs.
Deferred Revenue per F/S	7,221,058	4,616,185	2,550,000	1,400,000	-
Other - Project reclassification	31,115				
	7,252,173	4,616,185	2,550,000	1,400,000	-
<u>Operating Fund and/or Accumulated Surplus Transfers</u>					
Transfer necessary to support three-year planning	-	1,850,000	-	-	-
Technology / Infrastructure Upgrades	1,035,546	850,000	750,000	-	-
Total Transfer from Operating	1,035,546	2,700,000	750,000	-	-
Investment Income	237,421	200,000	175,000	175,000	175,000
Total Revenue	8,525,140	7,516,185	3,475,000	1,575,000	175,000
<u>Planned Local Capital Projects</u>					
Board Goal - Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement					
Equitable Access to Technology (Wi-Fi)	1,227,252	900,000	-	-	-
Technology Plan	547,841	850,000	250,000	250,000	-
Learning Studios	31,714	275,000	250,000	250,000	-
Board Goal - To be a leader in environmental stewardship and sustainability					
Environmental Sustainability	11,233	50,000	50,000	50,000	-
Landscape Sustainability	3,327	5,000	-	-	-
Environmental Upgrades - General	811,443	-	-	-	-
E-Bus	157,074	50,000	50,000	-	-
Outdoor Learning Fund	130,364	261,000	-	-	-
Board Goal - Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community					
Accessibility	23,936	50,000	50,000	50,000	-
School Enhancement Projects	16,833	50,000	50,000	50,000	-
Board Goal - Truth and Reconciliation					
Syeyutsus Support	34,233	50,000	50,000	50,000	-
Long Range Facilities Plan (LRFP)					
Vehicle Replacement Program/AMP	81,179	650,000	300,000	300,000	-
District Equipment/Signage	164,005	25,000	25,000	25,000	-
Enrollment Growth Space Needs	263,958	750,000	500,000	450,000	-
Bayview Acquisition Fund	236,471	50,000	-	-	-
Support of Pending/New Capital Projects	112,507	250,000	100,000	100,000	-
Turf Field Expense	-	700,000	-	-	-
Pleasant Valley HVAC Support	52,920	-	-	-	-
LIS/NDSS/Rutherford - Capital Contributions	-	-	400,000	-	2,500,000
Residual Prior Yr. Project Expense	2,664	-	-	-	-
Contingent Reserve	-	185	-	-	-
Total Projects/Expenses	3,908,955	4,966,185	2,075,000	1,575,000	2,500,000
Fund Balance	4,616,185	2,550,000	1,400,000	-	(2,325,000)

Note 1: The current allocations are subject to change if emergent needs arise

The Local Capital schedule represents the district's long-range planning that falls outside of the Capital Programs that are funded by the Ministry of Education and Child Care. This schedule will be presented to the Business Committee in September as part of the newly required Multi Year Financial Plan but is being shared in advance to provide additional relevance to the district's operating surplus and Local Capital positions.

It is important to note that the districts accumulated Local Capital balance will reduce as spent year-over-year. An increase in the balance is contingent on transfers from the Operating Fund, the Accumulated Operating Surplus balance, or from the sale of district properties. Further, the projects identified within

Information Sheet: 2022/23 Surplus Allocation Recommendation

the Local Capital schedule are future commitments for the most part, major changes would require significant discussion and planning.

To ensure the Board can make an informed decision, additional information can be found below. This schedule presents the accumulated surplus position, the recommended surplus allocations, as well as multi year financial planning that reflects the estimated unspent surplus balances that will carry to subsequent years, showing the amount available for future operations over the course of the financial plan.

The figures shown assume that there will be no annual operating surpluses that would increase the accumulated balances in each of the three years presented, nor annual operating deficits that would reduce the available balances.

Accumulated Operating Surplus Schedule			
<i>2022-23 to 2024-25</i>			
	2022-23	Timeline/Notes:	Board Goals
<u>Accumulated Operating Surplus</u>	8,579,310		
<u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u>			
Staffing Contingencies	250,000	Allocated per emergent needs	1,3
Replacement Cost Contingencies	250,000	Allocated per emergent needs	1,3
	<u>500,000</u>		
<u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u>			
District Benefit Plans - Premium Balance	2,539,431	Balance may vary per Carrier - TBD	
Revenue for 23/24 received in 22/23 for ICY Team	717,241	2023-24	1,2,3
Teacher Mentorship Grant - Jointly managed with NDTA	259,621	Multi Years	1,3
Indigenous Education Programs	144,184	2023-24	1,3,4
Bargaining/CUPE Table Money Carry-Over	41,020	2023-24	1,3
Trustee Professional Development/Travel	19,716	2023-24	3,4
	<u>3,721,213</u>		
<u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u>			
School Opening Costs - Yr. 1 Operating Costs	600,000	2024-25	1,2,3,4
School Equipment (Enrolment)	250,000	2023-24	1,2,3
School Supplies	223,356	2023-24	1,3,4
Undelivered purchase orders /outstanding obligation at June 30th	100,490	2023-24	1,2
Active Transportation	12,500	2023-24	2,3
	<u>1,186,346</u>		
Total Restricted Operating Surplus	<u>5,407,559</u>		
Opening Unrestricted Operating Surplus	3,171,751		
Less, Proposed transfer to Local Capital	<u>(2,700,000)</u>	See Local Capital 3 Year Plan/Schedule	
Closing Unrestricted Operating Surplus Balance (pending Board approval)	<u>471,751</u>		
<u>Multi Year Financial Planning</u>			
<u>Anticipated carry-forward to 2023-24</u>			
Unrestricted Surplus Balance	471,751		
District Benefit Plans - Premium Balance (Financial Obligation, Retained)	2,539,431	Balance may vary per Carrier - TBD	
Teacher Mentorship Grant (Estimated unspent portion retained)	250,000	Residual Balance TBD	
School Opening Costs - Yr. 1 Operating Costs	600,000		
Replacement Cost Contingencies (Potentially unspent in 23/24)	250,000	Emergent needs or carried forward	
Total Estimated retained Surplus Balance, carried to 2024-25	<u>4,111,182</u>		
<u>2024-25 Anticipated use of Surplus</u>			
Opening Surplus Balance (Assumes no 2023/24 year end surplus/deficit to affect balance)	4,111,182		
Less District Benefit Plans - Premium Balance as must be retained	(2,539,431)	Balance may vary per Carrier - TBD	
Less Teacher Mentorship Grant - Jointly managed with NDTA (Financial obligation)	<u>(250,000)</u>		
Surplus available for future operations	<u>1,321,751</u>		
Proposed transfer to Local Capital to support multi year planning	<u>(750,000)</u>	See Local Capital 3 Year Plan/Schedule	
Accumulated Surplus Balance available for future operations (25/26)	<u>571,751</u>	Planning TBD	

Board Goals

- 1 Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- 2 Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community
- 3 To be a leader in environmental stewardship and sustainability
- 4 Truth and Reconciliation

As

previously noted, the Ministry of Education and Child Care now requires the Board to maintain a Multi Year Financial Plan, currently being completed in draft for presentation at the September Business Committee Meeting. The financial plan includes estimated current and future year's resources, including

Information Sheet: 2022/23 Surplus Allocation Recommendation

any planned appropriation of accumulated operating surplus, to prepare, plan and implement strategies to achieve strategic long-term goals and priorities both operationally, as well as to enhance student outcomes.

Note that the anticipated carryforwards presented under the Multi Year Financial Planning section of the schedule are best estimates, actual year end results will adjust the figures and future financial plans accordingly.

As presented in the Surplus Schedule, if the Board approves the recommended transfer of \$2,7000,000 from the \$3,171,751 unrestricted operating surplus balance, the remaining balance available for allocation at this time would be \$471,751. However, the Board may also choose to retain some or all of the balance for future operations.

It should be noted that staff have determined that significant additional ELL needs have arisen through summer enrollment. In addition, support for inclusion is also a priority and the Board can anticipate recommendations associated with these need areas for the use the of funding.

As mentioned above, this memo is provided to the Board as information and will return to the Business Committee and then again to the Board in September, along with recommended allocation of any unrestricted surplus.



NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

ACTION SHEET

DATE: September 13, 2023
 TO: Business Committee
 FROM: Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary-Treasurer
 SUBJECT: 2022-2023 Surplus Allocation

Recommendation:

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommendations contained in this Action Sheet to allocate the unrestricted surplus to support the Board's goals.

Background:

On August 30, 2023, staff presented the Board with the preliminary 2022-2023 year-end surplus (the information sheet is attached). The district ended the year in a positive financial position, adding to the accumulated operating surplus balance. Much of the surplus is already accounted for, however, there are also amounts available to the Board to support the district's needs. The purpose of the memo is for the Board to consider the recommended surplus allocation for debate and approval.

Discussion:

In accordance with the Board's Accumulated Operating Surplus (Reserves) policy 2.16, it is appropriate for the Board to maintain a reasonable operating surplus, with consistent rules and guidelines in place to manage financial risk by ensuring there are the resources necessary to meet both planned and unplanned obligations, while spending as much of the district's resources as possible on current or multi-year programs, services, or initiatives.

District surplus is categorized as either internally restricted for particular use, or unrestricted. Under restricted surplus there are three unique categories:

- Anticipated Unusual Expenses: Identified one-time or intermittent projects not able to be funded by current year revenues.
- Financial Constraints/Targeted Funds: Grants, revenues, or financial commitments that extend beyond the current fiscal year are restricted for future use.
- Operations Spanning Multiple School Years: Situations where operating surplus funds may need to be carried over to future years.

The surplus allocation schedule below presents the 2022-23 accumulated surplus position which includes the items staff have identified as restricted, categorized into the reserve balances as described above, as well as the unrestricted balance.

While the 2022-23 financial statements have not yet been finalized, the audit is substantially complete. Following the Board's approval of the recommended surplus allocations, Note 13 of the financial statements as outlined below, will be updated accordingly.

Restricted Operating Surplus

We note that the Board does not have a lot of discretion with respect to the restricted surplus balance of \$5,407,558 as these reserves are either contractually required, targeted for a particular purpose, or reserved for predetermined future obligations or identified risks. Therefore, while the Board will be asked to support these restrictions there is in reality not a lot of discretion with respect to these dollars.

Note 13 Accumulated Surplus		
OPERATING FUND	2022-2023	2021-2022
Accumulated Operating Surplus	8,579,310	7,818,360
<u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u>		
Staffing Contingencies	250,000	600,000
Replacement Cost Contingencies	250,000	400,000
	<u>500,000</u>	<u>1,000,000</u>
<u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u>		
District Benefit Plans - Premium Balance	2,539,431	2,575,232
Revenue for 23/24 received in 22/23 for ICY Team	717,241	-
Teacher Mentorship Grant	259,621	261,758
Indigenous Education Programs	144,184	415,443
Bargaining/CUPE Table Money Carry-Over	41,020	-
Trustee Professional Development/Travel	19,716	-
Outreach Program	-	55,938
Seamless Day Kindergarten Pilot	-	50,000
Health & Safety	-	17,800
Total	<u>3,721,213</u>	<u>3,376,171</u>
<u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u>		
School Opening Costs - Yr. 1 Operating Costs	600,000	-
School Equipment (Enrolment)	250,000	-
School Supplies	223,356	134,367
Undelivered purchase orders /outstanding obligation at June 30th	100,490	563,343
Active Transportation	12,500	-
Total	<u>1,186,346</u>	<u>697,710</u>
<u>Unrestricted Operating Surplus Reserve:</u>	<u>3,171,752</u>	<u>2,744,479</u>
Summary of Accumulated Operating Surplus		
Total Internally Restricted Surplus Appropriated by the Board	5,407,558	5,073,881
Total Unrestricted Surplus	<u>3,171,752</u>	<u>2,744,479</u>
Total Accumulated Operating Surplus	8,579,310	7,818,360
CAPITAL FUND		
Investment in Tangible Capital Assets	29,935,253	27,909,196
Local Capital	4,616,185	7,221,058
Capital Surplus	<u>34,551,438</u>	<u>35,130,254</u>
TOTAL ACCUMULATED SURPLUS	43,130,748	42,948,614
<i>Proposed transfer to Local Capital</i>	<i>2,700,000</i>	<i>1,000,000</i>
Revised Unrestricted Operating Surplus Balance, pending Board approval	471,752	1,744,479
Revised Local Capital Balance, pending Board approval	7,316,185	8,221,058

Information pertaining to the restricted surplus recommendations was presented to the Board on August 30th, a copy of the Information Sheet has been attached for reference purposes. (Appendix A)

Unrestricted Operating Surplus

After the allocation of the accumulated operating surplus into the restricted reserves noted above, the unrestricted operating surplus balance for 2022-23 is \$3,171,752. Currently, staff is making three recommendations with respect to this balance.

1. Transfer to Local Capital – To fund the annual technology plan as well as to support the three-year local capital planning. The current Local Capital schedule is provided below for updated information as well as to provide relevance to support the recommended transfer of **\$2,700,000**

Local Capital 2023-24 Multi-Year Local Capital Plan					
<u>Revenue</u>	2022/23 YE Financial Position	Budget 2023-24	Budget 2024-25	Budget 2025-26	4 + Yrs.
Deferred Revenue per F/S	7,221,058	4,616,185	2,550,000	1,400,000	-
Other - Project reclassification	31,115				
	7,252,173	4,616,185	2,550,000	1,400,000	-
<u>Operating Fund and/or Accumulated Surplus Transfers</u>					
Transfer necessary to support three-year planning	-	1,850,000	-	-	-
Technology / Infrastructure Upgrades	1,035,546	850,000	750,000	-	-
Total Transfer from Operating	1,035,546	2,700,000	750,000	-	-
Investment Income	237,421	200,000	175,000	175,000	175,000
Total Revenue	8,525,140	7,516,185	3,475,000	1,575,000	175,000
<u>Planned Local Capital Projects</u>					
Board Goal - Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement					
Equitable Access to Technology (Wi-Fi)	1,227,252	900,000	-	-	-
Technology Plan	547,841	850,000	250,000	250,000	-
Learning Studios	31,714	275,000	250,000	250,000	-
Board Goal - To be a leader in environmental stewardship and sustainability					
Environmental Sustainability	11,233	50,000	50,000	50,000	-
Landscape Sustainability	3,327	5,000	-	-	-
Environmental Upgrades - General	811,443	-	-	-	-
E-Bus	157,074	50,000	50,000	-	-
Outdoor Learning Fund	130,364	261,000	-	-	-
Board Goal - Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community					
Accessibility	23,936	50,000	50,000	50,000	-
School Enhancement Projects	16,833	50,000	50,000	50,000	-
Board Goal - Truth and Reconciliation					
Syeyutsus Support	34,233	50,000	50,000	50,000	-
Long Range Facilities Plan (LRFP)					
Vehicle Replacement Program/AMP	81,179	650,000	300,000	300,000	-
District Equipment/Signage	164,005	25,000	25,000	25,000	-
Enrollment Growth Space Needs	263,958	750,000	500,000	450,000	-
Bayview Acquisition Fund	236,471	50,000	-	-	-
Support of Pending/New Capital Projects	112,507	250,000	100,000	100,000	-
Turf Field Expense	-	700,000	-	-	-
Pleasant Valley HVAC Support	52,920	-	-	-	-
LIS/NDSS/Rutherford - Capital Contributions	-	-	400,000	-	2,500,000
Residual Prior Yr. Project Expense	2,664	-	-	-	-
Contingent Reserve	-	185	-	-	-
Total Projects/Expenses	3,908,955	4,966,185	2,075,000	1,575,000	2,500,000
Fund Balance	4,616,185	2,550,000	1,400,000	-	(2,325,000)

Note 1: The current allocations are subject to change if emergent needs arise

2. Inclusion Supports - We continue to see a large number of students with additional needs arriving at all schools, and teams are stretched to provide safe support for them. One-time surplus funds will be used to provide additional inclusion supports including educational assistant support across the system.
3. ELL Supports - There are increasing numbers of students arriving through the Central Vancouver Island Multicultural Society (CVIMS), many of whom are refugees and may require additional interventions. One-time surplus funds will increase the English Language Learner (ELL) specialist teacher time (school-based) for a number of schools, as well as increasing the district-ELL supports, likely in the form of teacher time (district-based) to provide comprehensive support across the system.

The combined allocation for item #2 and #3 would be to the max of the remaining unrestricted surplus balance after the transfer to Local Capital, which is **\$471,752**

Important reminder that surplus allocations are one-time cost items that do not carry into subsequent years, unless further surplus allocations support the continuation, or budgetary reallocations provide the resources to add the staffing to the operating budget on a go-forward basis.

Summary

In accordance with Policy 2.16 and Administrative Procedure AP524, a reasonable operating surplus can protect the district from unforeseen circumstances including a potential deficit, to roll over targeted monies in the Operating Fund to a future year, to fund onetime initiatives that would otherwise not be supportable, to respond to emergent circumstances or needs, and to mitigate financial risk. An accumulated operating surplus indicates that a school district has net resources that can be used to provide future one-time or multi-year services, which are in addition to ongoing operational costs.

With the district ending fiscal 2022-23 in a favorable surplus position the Board is able to provide the onetime staffing needs identified by our educational leaders, in addition, to continue to support district technology initiatives and local capital operations.

Appendix A - Surplus information Sheet August 30, 2023

Appendix B – Draft Financial Statements Discussion and Analysis

Appendix C – Draft 2022-23 Audited Financial Statements

DRAFT

2023-24 to 2025-26

Multi-Year Financial Plan

NANAIMO LADYSMITH PUBLIC SCHOOLS - SD68
395 WAKESIAH AVENUE, NANAIMO, BC V9R 3K6 • WWW.SD68.BC.CA



Contents

Purpose3
District Overview and Board of Education4
Strategic Plan5
Syeyutsus Framework6
The Path to “Success for All”7
The Multi-Year Financial Plan8
Guiding Principles for Budget and Financial Planning8
Budget and Multi-Year Financial Development.9
Financial Planning and Budget Creation9
Multi-Year Financial Planning and Budget Timeline.10
Community Engagement11
Risk Mitigation12
Student Enrolment13
Operating Revenue15
Staffing FTE/Expense17
Supplies and Services Expense18
Estimated Multi-Year Financial Position (Operating)19
Accumulated Operating Surplus Schedule 2022-23 to 2024-2522
Summary and Appendix24



Purpose

The purpose of the newly required Multi-Year Financial Plan (MYFP) is to initiate a more standardized process where districts are estimating current and future year's resources in order to prepare, plan and implement strategies to achieve strategic long-term goals and priorities both operationally, and to enhance student outcomes. In addition, the new MYFP is intended to provide greater transparency and accountability for the planning and reporting of the financial resources managed by the Board of Education.

The Multi-Year Financial Plan and Report is not intended to replace, but to enhance the financial reporting currently required by the Ministry of Education and Child Care, and to provide the Ministry and community stakeholders with a sense of the districts preliminary long range financial estimates and educational planning. This additional layer of financial oversight, in conjunction with the other ongoing requirements, ensures the district is actively planning in both the short, and long-term, to improve operational and educational outcomes.

In order to provide relevance as to where this process/report fits within the current annual reporting structure required by the Ministry, the following provides an overview of the obligations, intended purpose, and interconnectivity of each; all of which must align with the districts Strategic Plan.

STRATEGIC PLAN

The Framework for Enhancing Student Learning Policy directs boards to develop and implement multi-year strategic plans, supported by operational and financial plans. *The Strategic Plan outlines the district's overall goals and describes how they intend to achieve them, focused on improving student educational outcomes. (Due every three years)*

ANNUAL BUDGETS

Pursuant to section 156 of the School Act, Boards of Education are required to prepare and submit annual and annual amended budgets in the format, with the information, and at the time required by the Ministry of Education and Child Care. The annual budgets must be prepared in accordance with the Accounting Practices Order, the Financial Planning and Reporting Policy and the K-12 Accumulated Operating Surplus Policy. *The annual and amended budgets outline the districts estimated revenues and planned expenses for the year, in alignment with the Strategic Plan, where targets can be measured, financial outcomes assessed, and future planning altered where necessary to improve student outcomes, efficient business operations, and effective long-term planning. (Due June 30th and Feb 28th, annually)*

NEW - MULTI-YEAR FINANCIAL PLAN AND REPORT (MYFP)

Boards will use the Plan to demonstrate how financial resources are used to support boards' strategic planning and operational needs to enhance student educational outcomes. *Where the annual budget outlines the districts planning for the current year, the multi-year financial plan is intended to estimate revenues and plan expenses over a greater period allowing the district to set long- term priorities and work towards future goals. (Preliminary dates = between June 30th and September 29th annually, to align with the FESL)*

FRAMEWORK FOR ENHANCING STUDENT LEARNING REPORT (FESL)

In alignment with the Strategic Plan, Boards of education are required to provide an annual report on student performance and outcomes using specified measures. *Student performance is based on numerous factors, including the number of resources available to support them which are provided through the annual and amended budgets, so as much as the intent of the FESL is to measure student performance, it also indicates if resources are adequate or if they should be modified to improve student outcomes. This may not always include adding resources to the system but could mean shifting resources to best serve student needs per determined outcomes. (Due between June 30th and September 29th, annually)*

FINANCIAL STATEMENT DISCUSSION AND ANALYSIS REPORT (FSD&A)












In conjunction with the districts Audited Annual Financial Statements, the Financial Statement Discussion and Analysis Report introduces the financial statements and provides an analytical overview of the school district's financial activities in a format able to be interpreted by the public and community stakeholders. *Like the Framework for Enhanced Student Learning Report which provides student outcomes and allows the district to assess if future year planning needs to be altered to improve student outcomes, the Financial Statements, and the accompanying FSD&A provides the results of the district's financial planning and allows those to be analyzed, assessed, and potentially shifted in future years for improved educational and/or operational outcomes. (Due September 29th, annually)*

For further information, please note the Appendices at the end of this report for links to the associated district Policies and Administrative Procedures. Also, please visit our District Website at sd68.bc.ca to access the Strategic Plan, as well as the Annual and Amended Budgets and Financial Statements.

District Overview

Nanaimo Ladysmith Public Schools (NLPS) is the second largest school district on Vancouver Island and resides within the traditional territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations. In addition, NLPS is a proud community partner with Tillicum Lelum Aboriginal Friendship Centre and Mid Island Métis Nation. The district claims approximately 15,350 students, with approximately 2,700 students identifying as Indigenous and 1,300 students with special needs. The district offers a full range of programs from kindergarten to grade 12 with additional programs for pre-school and adult learners. There are: twenty-eight elementary schools; eight secondary schools (including Learning Alternatives and Career Technical Centre); one distributed learning school – Island ConnectEd (K12); and approximately 2,200 employees. The district encompasses the City of Nanaimo, the towns of Ladysmith and Lantzville, Gabriola Island, North Oyster, Cedar and many other communities which represent a population of 132,623 (2021 Census), and we are one of the fastest growing communities in Canada. The district's consolidated annual budgeted bylaw expense is \$200 million.

BOARD OF EDUCATION

 <p>Greg Keller BOARD CHAIR</p>	 <p>Charlene McKay VICE-CHAIR</p>	
 <p>Chantelle Morvay TRUSTEE</p>	 <p>Leana Pellegrin TRUSTEE</p>	 <p>Leanne Lee TRUSTEE</p>
 <p>Tom Rokeby TRUSTEE</p>	 <p>Naomi Bailey TRUSTEE</p>	 <p>Tania Brzovic TRUSTEE</p>
 <p>Mark Robinson TRUSTEE</p>	 <p>Scott Saywell SUPERINTENDENT /CEO</p>	 <p>Mark Walsh SECRETARY TREASURER /CFO</p>

Strategic Plan

Our strategic plan defines the key areas of focus as we work together to support student learning in order to achieve our vision of Success for All.

The district's goals and objectives are guided by the four goals of the Board's Strategic Plan:

- Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement
- Safe, caring, and healthy learning and working environment that is inclusive of the diversity of our entire learning community
- To be a leader in environment stewardship and sustainability
- Truth and reconciliation

VISION

Courageous, innovative, inclusive, and personalized learning community that inspires success for all.

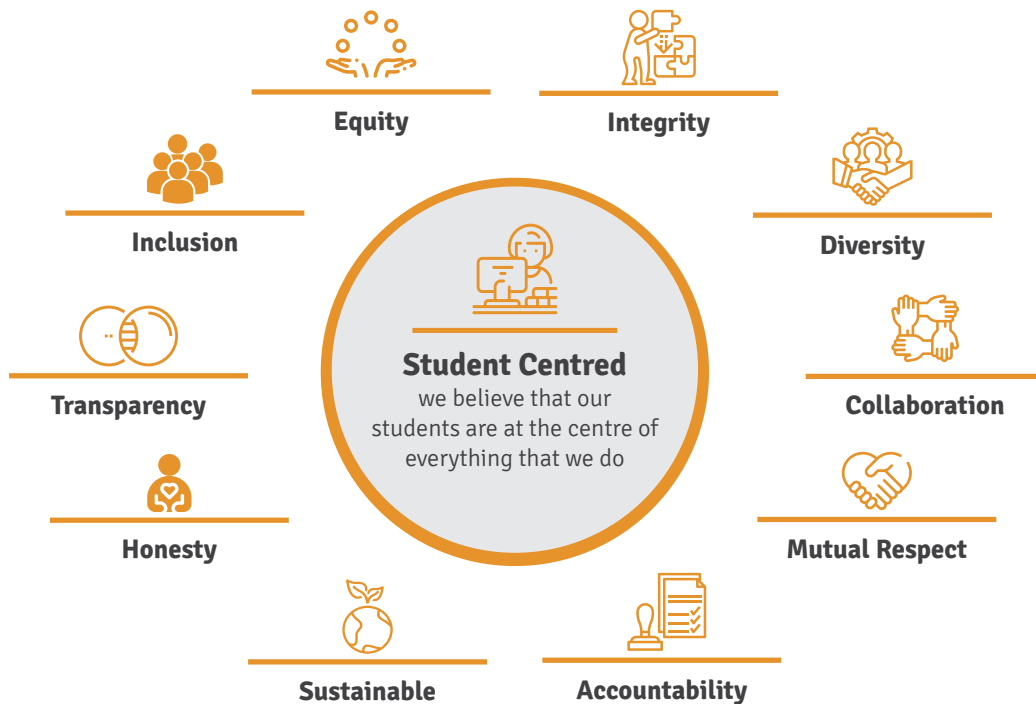
MISSION

To educate all students to become confident, curious, and caring citizens by creating an inspiring, inclusive, and healthy environment to work, learn and play.

TAGLINE

Success for All!

VALUES



Syeyutsus Framework

Truth and Reconciliation is a significant goal of Nanaimo Ladysmith Public Schools (NLPS). The goal of reconciliation was established by the Board of Education in response to Canada's Truth & Reconciliation Calls to Action and is underpinned by the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). In partnership, NLPS and Indigenous Knowledge Keepers are committed to continue working together on the journey of reconciliation.

Nanaimo Ladysmith Public Schools commits to honoring the land and using this Framework to guide and inform by:

- Working with our students, staff, Indigenous Knowledge Keepers, and community partner groups in a spirit of respect, courage, and vulnerability to bridge together different views and beliefs, in a restorative caring way.
- Providing ongoing and meaningful learning opportunities for all students, staff, and community partner groups.



The Path to “Success for All”

The Strategic Plan outlines the district’s overall goals and guides decisions both educationally and operationally.

The following provides a high-level look at some of the district’s current initiatives, key indicators of student success, and the timeline for the initiative.

Goal	Initiatives	Indicators of Success	Timeline
Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement	Numeracy series with Carole Fullerton – Elementary Focus	Improved Numeracy FSA and Student Learning Survey data	2022 - 2025
	Create a plan to maintain the innovative pathways at a school and grow them to other schools	Increased graduation rates	2022 - 2025
	Refresh language / literacy instruction and intervention in early years (K-3) French Immersion settings	Improved report card data	2022 - 2024
		Improved retention rates in FRIMM programs	
	Enhance understanding of Tier 1 Systems of Support	Improved report card data	2022 - 2025
	Elementary VP/New P Series to support school based leadership	Increased understanding of the role of educational leader	2022 - 2025
	Manager’s Learning Series – focus on leadership development		2022 - 2025
	Develop Early Years and Child Care framework and timeline to support learning opportunities and child care support	Creation of framework and timeline	2022 - 2024
	Focus Schools/ Literacy Capacity Building	Literacy data, Student Learning Survey, report card data	2022 - 2024
Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community	Network of Inquiry and Innovation	Improved student success based on inquiry question as published in case studies. Over 12 schools participated this year.	2022 - 2025
	Tier 3 Elementary Outreach opportunities		2022 - 2024
	Review, reframe and refresh the tiered models of support through ongoing capacity building opportunities for Inclusion Support Teachers, Counsellors and Itinerant Specialists	Improved report card data	2022 - 2025
		Increased graduation rates	
	Enhance IST teacher capacity in providing functional curriculum and programming to students with intellectual disabilities	Increased completion rates	2022 - 2025
	Enact Children in Care Framework, including tracking of student data and engaging assigned mentors.	Increased number of students who feel welcome, safe, connected and have a sense of belonging in the schools.	2022 - 2024
		Increased number of students who feel there are 2 or more adults in the school who care about them.	
To be a leader in Environmental Stewardship and Sustainability	Apply updated Violent Threat Risk Assessment district processes as part of supportive planning processes.	Increased number of staff who have completed “Assessment of Risk to Others” VTRA training.	2022 - 2025
	Continue to refine Transition Planning structures and processes	Improved transition rates	2022 - 2025
	Zero Waste initiatives in schools	Increase number of schools that are “zero waste” by 2-4 each yr.	2022 - 2025
	Regional District of Nanaimo - Environmental focused inquiries	Increase number of inquiry teams by 2 schools each year	2022 - 2025
Truth and Reconciliation	Outdoor Education	Increase number of elementary staff trained (OCC); every secondary school has an outdoor education program	2022 - 2025
	English First Peoples 10 support and implementation	Full implementation of Indigenous Grad requirement	2022 - 2025
	Curriculum Implementation Day	Widely attended by all staff/departments throughout the district	2022 - 2023
	Learning with Syeyutsus (speaker series, dinner series)	Increase number of school and district staff teaching and leading through a culturally responsive lens (Syeyutsus lens)	2022 - 2025
	Nacu mat Tatult	Culturally responsive practices evident in classrooms	Ongoing
	8 Hulqiminum Language Teachers and Resources	Increase number of school staff and students using Hulqiminum as a part of teaching and learning	Ongoing
	Indigenous Students Success programs (satellite site, outreach, Ind ed teams).	Increase Indigenous student success (grad rates/ dogwoods etc.)	Ongoing
	Transformative Reconciliation (decolonization of systems and structures within the educational organization).	Increase number of school and district staff teaching and leading through a culturally responsive lens (Syeyutsus lens)	Ongoing

The Multi-Year Financial Plan

The multi-year financial plan is not a budget, it is intended to provide a summary of the guiding principles, criteria and information used to make financial decisions in support of the district's strategic plan and to estimate revenues and plan expenses over a greater period, allowing the district to set long- term priorities and work towards future goals.

The Multi-Year Financial Plan may be adjusted each year, based on the financial outcomes of actual revenue and expense versus budgeted revenue and expense, and to ensure that financial planning consistently aligns with the Board's Strategic Plan and operational direction.

The district's Annual Budget is the determined financial plan based on estimated current year revenues and expenses in support of educational outcomes and district operations. Over the course of the fiscal year, monitoring of expenses and estimated financial position is reported to publicly open Board of Education meetings on a quarterly basis.



The district Budget is created and monitored in an ongoing cycle which includes:

- Funding strategic goals and priorities
- Focus on enhancing student outcomes
- Stakeholder, student, and partner group consultations
- Adherence to Ministry of Education and Childcare policy and direction
- Compliance with Board policy and procedures, legislation, collective agreements, and other contractual obligations
- Risk assessment, mitigation strategies and management of accumulated surplus reserves
- Monitoring of financial performance and student outcomes to ensure resources are directed appropriately
- Ongoing public feedback of decisions and financial performance
- Respectful, inclusive, and caring recognition and support of all diversities within the district

Guiding Principles for Budget and Financial Planning

- The Annual Budget(s) and Multi Year Financial Plan comply with all Ministry of Education and Child Care policies, district policies, and other legislative requirements.
- The budget and financial planning and reporting process be aligned with the Board's strategic direction and goals
- Enhanced student learning, outcomes and experiences are priority
- Feedback from community and stakeholder engagement processes will be incorporated where resources allow and in alignment with board and operational goals
- Ongoing costs should not be greater than ongoing revenues
- District accumulated surplus is established and maintained in accordance with Board Policy
- Sustainable, inclusive, equitable and financially prudent resource allocations, along with risk mitigation strategies are key drivers in budget creation and long-term financial planning.



Budget and Multi-Year Financial Development

Financial planning includes setting priorities and decision criteria to ensure resources are aligned with strategic goals and direction, enhancing student outcomes and efficient operations.

- Maximize success/completion rates for all students
- Optimize schools and facilities as safe, healthy, and inclusive learning and workspaces
- Provide all students with safe, equitable and inclusive access to schools and programs
- Provide greater supports and opportunities to embed Indigenous culture, teachings, and provide a variety of pathways for every student to meet his/her desired learning outcomes
- Maximize support for student learning in literacy and numeracy
- Provide adequate and sustainable budgets for facilities and technology to sustain necessary infrastructure and space needs
- Optimize the use of technology as a tool to support student learning and organizational efficiencies
- Support student and employee wellness throughout the district
- Optimize organizational capacity through ongoing leadership enhancement opportunity and succession planning
- Reduce the impact of operations on the environment through continuously improved sustainability practices

Financial Planning and Budget Creation

School districts are required to submit two budgets per year, the Annual Budget is based on estimated student enrolment, revenues and expenses, the Annual Amended Budget is updated based on actuals.

When creating the district's Annual Budget, the prior year's Annual Amended Budget is the starting point, budgets are not rebuilt from a zero base each year as educational programs are ongoing, and many operational costs are fixed. One time revenue and expenditures, along with any appropriated surplus's are removed, then adjustments are made to account for updated student enrolment estimates, estimated Ministry of Education and Child Care funding levels, and other revenue and expenditure changes deemed necessary per review of all budget categories in order to ensure the district has accounted for all known variables, inflation, areas of risk, current year initiatives in support of enhanced student outcomes, and any required adjustments to respond to the emergent or strategic needs of the district.

Following creation of the base Annual Budget and Financial Plan the community and partner group engagement process takes place, as well, the Board of Education deliberates and determines if the budget accurately represents their goals and objectives and that, where resources allow, partner group feedback is incorporated. Final adjustments may be required to present a collaborative budget, fully aligned with the district's strategic plan.

Multi-Year Financial Planning and Budget Timeline

*Actual dates per annum all TBD

January	BCM - Operating Grant update provided to the Board per Ministry of Education and Child Care December recalculation announcement
February	BCM - Amended Annual Budget and Q2 report presented to Board BCM - Enrolment estimates presented and approved by Board
March	RBM - Community engagement process concludes, Budget feedback is reviewed
April	BCM - Proposed Preliminary Annual Budget is completed, Preliminary Budget Summary presented
May	ECM - Proposed Preliminary Annual Budget presented - budget discussions begin
May	BCM - Budget deliberations BCM - Partner Group presentations BCM - Quarterly Financial Report presented to the Board (Q3)
May	Special Business Committee Meeting - Budget deliberations continue
May	RBM - Preliminary Annual Budget is Finalized and approved by the Board, or forwarded for to June Business further discussion and to Regular Board for approval
June	BCM - Budget is finalized and recommended to Board for approval if not approved at the May 24 RBM
June	RBM - Preliminary Annual Budget Approved by Board - if applicable
September	BCM - Financial Statements presented to the Board (Q4 Report) BCM - Surplus presentation and recommendations if applicable BCM - Multi Year Financial Report presented to the Board
September	RBM - Multi Year Financial Plan approved by the Board RBM - Financial Statements approved by the Board RBM - Surplus allocations approved by the Board if applicable
November	BCM - Quarterly Financial Report (Q1) presented to the Board. BCM - Budget Calendar for the coming year BCM - Community Engagement – Student Voice Sessions

ECM-Education Committee Meeting

BCM-Business Committee Meeting

RBM-Regular Board Meeting

Community Engagement

Nanaimo Ladysmith Public Schools recognizes the value of public participation, values the wisdom of our community and is committed to creating appropriate opportunities for students, staff, the local community, education partners, our local First Nations, and Mid Island Métis Nation through a meaningful engagement process. The district also recognizes that public participation is an important step in the decision-making process that provides the Board an opportunity to make well-informed, data-driven and community inspired decisions.

The district will approach every public participation process with a goal to be student-centred while taking direction from the Syeyutsus Learning Framework. The district commits to honouring the land and using the Framework to guide and inform by:

1. Working with our students, staff, Indigenous Knowledge Keepers, and community partner groups in a spirit of respect, courage, and vulnerability to bridge together different views and beliefs, in a restorative caring way.
2. Providing ongoing and meaningful learning opportunities for all students, staff, and community partner groups.

With every public participation opportunity, the district will value:

- Transparency and Accountability - It will clearly communicate public participation opportunities, the process it intends to follow and will share the results and outcome of its decision-making process.
- Inclusivity - With direction from the Inclusion Policy, it will provide public participation opportunities based on the principles of respect, acceptance, safety, and equity.
- Authenticity - The community will be given the opportunity to participate in a variety of avenues. The district will discern all respectful and authentic feedback during the decision-making process.
- Relevance - All public participation, no matter in-person or electronic, will be received and considered provided it is relevant to the respective engagement process.

Engagement opportunities during the Budget and Financial Planning cycle include but are not limited to the following:

- ThoughtExchange Surveys/Questions
- Student Voice Sessions
- Sessions with our Leaders for Learning Group (Indigenous Partners Group)
- Teams or “Town Hall” Virtual Sessions
- Budget and Financial Literacy Sessions
- Individual Stakeholder Meetings
- Social Media Engagements
- Email Feedback

Information, ideas, recommendations, and wisdom gathered throughout the engagement sessions will be incorporated into the district’s multi-year financial plan where it aligns with the Strategic or Operational Plans, or in support of enhanced student outcomes as much as available resources, educational planning, and delivery parameters permit.

Risk Mitigation

The Board of Education recognizes that there are circumstances that cannot be anticipated in a given fiscal year so strategies to identify, evaluate and prioritize potential impacts affecting ongoing business and educational operations must be considered and factored into the budget and multi year financial planning processes.

KEY STRATEGY OBJECTIVES:

- Identify and prioritize key risks that may inhibit the district from reaching its strategic goals.
- Implement strategies to monitor and respond to potential or emerging situations and events.
- Maintain a reasonable amount of accumulated operating surplus, in adherence to Policy 2.16 Accumulated Operating Surplus (Reserves) to be in a position to respond to unforeseen events or cost pressures.

Some of the risk factors notable to school districts that are monitored during each budget and financial planning cycle include:

- | | |
|---|--|
| • Funding constraints | • Quality of facilities |
| • Variations in student enrolment from projections | • Data protection and privacy/Information Technology |
| • Recruitment and retention (both instruction and administration) | • Secure environment for educators, students, stakeholders |
| • Organizational capacity | • Labour Relation issues |
| • Delivery of new academic curriculum | • Attendance management |
| • International Student Program continuity | • HRIS System continuity |
| • Competition with other education providers | • Mental Health and Wellness |

If an area of risk is identified within the budget and financial planning process that requires resources, they would be accounted for using current dollars, or using accumulated operating surplus.

The new Accumulated Operating and Surplus Policy includes the requirement for multi-year planning with regards to available surplus balances, part of which would include identified risk factors, or risk contingencies for ongoing complexities such as replacement costs and staffing.



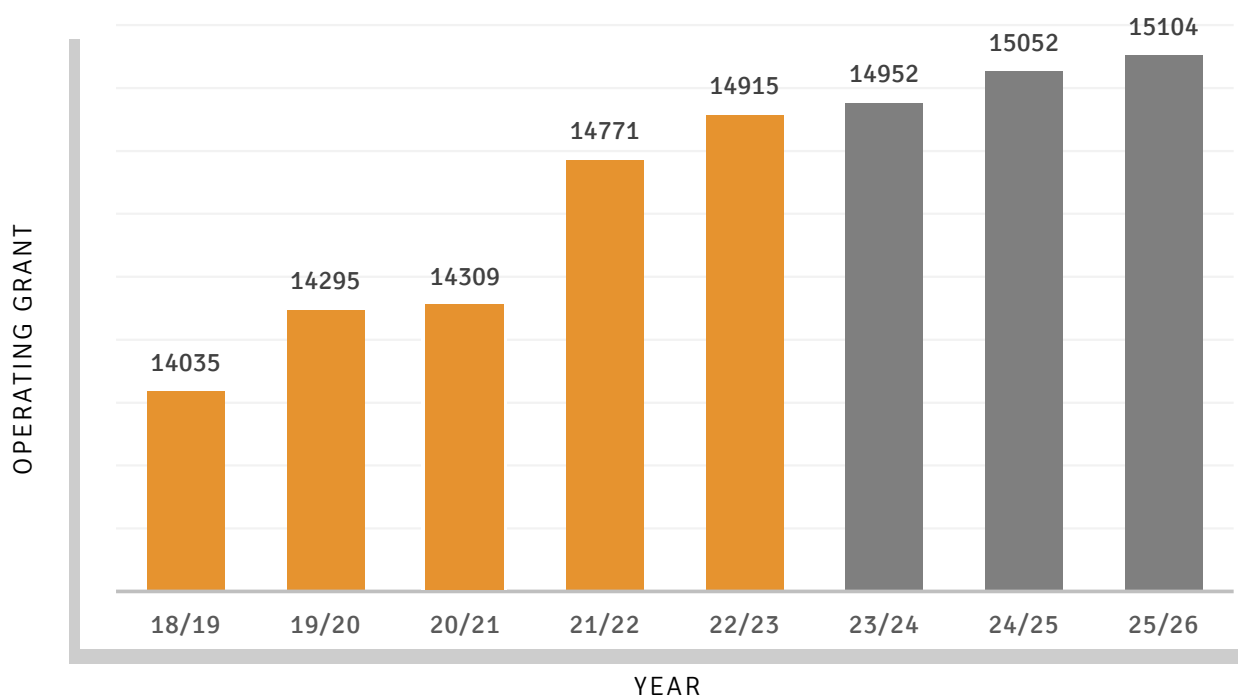
Student Enrolment

The most significant source of school district funding is generated by the student population. Funding is provided for basic student enrolment, as well as a number of supplemental funding categories.

The Ministry of Education and Child Care collects student enrolment data three times per school year (September, February, and May) where September accounts for the majority of the Operating Fund, the February and May counts capture additional information subsequent to the September count.

For financial planning purposes, the Ministry requires three-year enrolment projections, the first year provides the district's Operating Grant. Each year the projections are updated using current statistics, knowledge, and trends.

The chart below includes historic enrolment figures, as captured in the September Data Collections, as well as the estimates for the next three years.



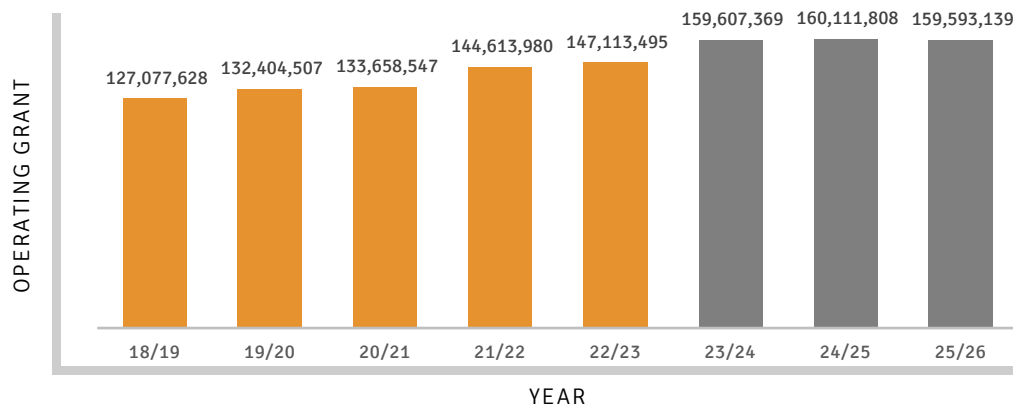
Ministry of Education and Child Care provides funding for student enrolment using a Funding Allocation System (FAS), which includes per pupil rates as well as supplemental funding categories based on per pupil rates and other formulae. The district is able to use the FAS to estimate future revenues, however, note that any of the per pupil rates or supplemental funding categories are subject to change.

The Ministry of Education and Child Care requires that all School Districts in British Columbia provide a three-year enrolment estimate, due each year in mid-February. Year one of the projection is used to calculate our “estimated” Operating Grant allocation for the upcoming school year. The funding generated from this estimate via the Ministry of Education and Child Care’s Funding Allocation System (FAS) is announced in mid-March and provides the largest source of revenue in support of our Preliminary Annual Budget. Year two and three estimates are used to facilitate provincial, and district based budgeting and financial planning.

The district's three-year enrolment estimates, along with the estimated funding is presented below:

February 2023 - Three Year Student Enrolment Projection, with October 2022 Actuals	Actual Oct 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
September Student FTE Enrolment				
Elementary Schools FTE Enrolment (K-7)	8875.000	8860.000	8838.000	8838.000
Secondary Schools FTE Enrolment (8-12)	5389.126	5470.226	5592.070	5643.720
Career Tech FTE Enrolment (CTC)	78.811	75.000	75.000	75.000
Alternate Schools FTE	285.000	285.000	285.000	285.000
Distributed Learning (K-9) FTE	219.000	195.000	195.000	195.000
Distributed Learning (10-12) FTE	63.563	63.168	63.168	63.168
Adult Education FTE (Non-Graduates only)	4.875	4.000	4.000	4.000
Total September Student Funded FTE	14915.375	14952.394	15052.238	15103.888
Change in Basic Funded Student Enrolment - SEPTEMBER		37.019	99.844	51.650
Supplemental Funding Categories				
Level 1 Special Needs	20	18	17	16
Level 2 Special Needs	585	567	555	513
Level 3 Special Needs	188	172	161	154
English Language Learning	927	925	900	900
Indigenous Education	2511	2450	2450	2450
FEBRUARY ENROLMENT - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees				
Continuing Education FTE - Non-Graduate Adults	4.000	0.000	0.000	0.000
Distributed Learning FTE K-Grade 9 (School-Age)	5.000	5.000	5.000	5.000
Distributed Learning FTE Grades 10-12 (School-Age)	106.000	92.911	92.911	92.911
Distributed Learning FTE - Non-Graduate Adults	4.000	0.000	0.000	0.000
Level 1 Special Needs Growth (All Schools)	0.000	0.000	0.000	0.000
Level 2 Special Needs Growth (All Schools)	10.000	10.000	10.000	10.000
Level 3 Special Needs Growth (All Schools)	5.000	2.000	2.000	2.000
Newcomer Refugees FTE (Standard & Alternate only)	0.000	0.000	0.000	0.000
ELL FTE (applies to Newcomer Refugees only)	0.000	0.000	0.000	0.000
February Sub Total	119.000	97.911	97.911	97.911
February Enrolment Changes		-21.089	0.000	0.000
MAY ENROLMENT - Continuing Education and Distributed Learning				
Continuing Education FTE - Non-Graduate Adults	0.000	0.000	0.000	0.000
Distributed Learning FTE K-Grade 9 (School-Age)	0.000	0.000	0.000	0.000
Distributed Learning FTE Grades 10-12 (School-Age)	59.000	58.110	58.110	58.110
Distributed Learning FTE - Non-Graduate Adults	0.000	0.000	0.000	0.000
May Sub Total	59.000	58.110	58.110	58.110
May Enrolment Changes		-0.890	0.000	0.000
Total District Funded FTE for the year	15093.375	15108.414	15208.259	15259.909
Total Operating Grant change in FTE		15.039	99.845	51.650

Funding generated by student enrolment is calculated by the Ministry of Education and Child Care using their Funding Allocation System (FAS) where the consolidated total is provided via the Operating Grant; historical Operating Grant totals are reflected below:



Multi-Year Estimates – Operating Revenue

Using the district's enrolment projection to calculate the estimated operating grants, then accounting for other known or anticipated revenues, the following reflects the overall expected revenue in each of the next three years. The board will manage and allocate their allotment based on local spending priorities that align with both the mandate of the Ministry of Education and Child Care and the school district's strategic and operational plans.

NLPS - Multi-Year Financial Plan - Revenue										
MOECC - Operating Grant		2023/24	2024/25	2025/26	2023/24	2024/25	2025/26	2023/24	2024/25	2025/26
September Enrolment		Per Pupil Funding Rates			Funded FTE			Funding		
Standard (Regular) Schools		8,625	8,920	9,115	14,405.226	14,505.070	14,556.720	124,245,074	129,385,224	132,684,503
Alternate Schools		8,625	8,920	9,115	285.000	285.000	285.000	2,458,125	2,542,200	2,597,775
Distributed Learning		6,960	6,980	6,985	258.168	258.168	258.168	1,796,849	1,802,013	1,803,303
Adult Education (Non-Graduates)		5,505	5,525	5,530	4.000	4.000	4.000	22,020	22,100	22,120
Preliminary Estimates					14,952.394	15,052.238	15,103.888	128,522,069	133,751,537	137,107,701
Adjustment to Preliminary Sept Enrol Estimate			8,920	9,115	-	80.000	25.000	-	713,600	227,875
Total September Enrolment					14,952.394	15,132.238	15,128.888	128,522,069	134,465,137	137,335,576
Unique Student Supplements										
Home Schooling		250	250	250	79.00	79.00	79.000	19,750	19,750	19,750
Course Challenges		270	278	284	20.00	20.00	20.000	5,400	5,560	5,680
Level 1 Special Needs		49,070	50,500	51,500	18.000	17.000	17.000	883,260	858,500	875,500
Level 2 Special Needs		23,280	23,875	24,350	567.000	555.000	555.000	13,199,760	13,250,625	13,514,250
Level 3 Special Needs		11,760	12,000	12,250	172.000	161.000	161.000	2,022,720	1,932,000	1,972,250
English Language Learning		1,735	1,775	1,810	925.000	900.000	900.000	1,604,875	1,597,500	1,629,000
Indigenous Education		1,710	1,750	1,775	2,450.000	2,450.000	2,450.000	4,189,500	4,287,500	4,348,750
Total Unique Student Supplements					-	-	-	21,925,265	21,951,435	22,365,180
Other Funding Categories										
Equity of Opportunity Supplement								893,901	899,000	902,500
Salary Differential Supplement								3,388,329	3,450,000	3,490,000
Unique Geographic Factor Supplement								3,546,944	3,618,634	3,640,890
Education Plan Supplement								134,195	134,536	135,434
February Data Count (New SPED/DL/ELL)					97.911	97.911	97.911	792,221	794,129	794,608
May Data Count (New DL Only)					58.110	58.110	58.110	404,446	405,608	405,898
Total Other Funding Supplements					156.021	156.021	156.021	9,160,036	9,301,907	9,369,330
Total September Enrolment					14,952.394	15,132.238	15,128.888	128,522,069	134,465,137	137,335,576
Total Unique Student Supplements								21,925,265	21,951,435	22,365,180
Total Other Funding Categories					156.021	156.021	156.021	9,160,036	9,301,907	9,369,330
LEA Recovery								(1,498,724)	(1,498,724)	(1,498,724)
Grand Total - Operating Grant					15,293.340	15,288.259	15,284.909	158,108,646	164,219,756	167,571,363
Other Operating Fund Revenues:										
Other Ministry of Education and Child Care		Pay Equity						160,000	160,000	160,000
Other Ministry of Education and Child Care		Student Transportation Fund						244,630	244,630	244,630
Other Ministry of Education and Child Care		Support Staff/PFA Benefit Grants						162,920	220,000	220,000
Other Ministry of Education and Child Care		FSA Grant						15,693	15,693	15,693
Other Ministry of Education and Child Care		Early Learning Funding						2,221	2,221	2,221
Other Ministry of Education and Child Care		Labour Settlement Funding						2,783,091	-	-
Other Ministry of Education and Child Care		Rebates						20,000	20,000	20,000
Other Provincial Revenue								260,416	285,000	285,000
Tuition (International)								5,250,250	6,100,000	6,350,000
LEA Revenue								1,498,724	1,498,724	1,498,724
Other School Districts								320,000	350,000	380,000
Cafeteria Revenue								275,000	350,000	375,000
BC Hydro Energy Grant								50,000	50,000	50,000
Miscellaneous Grants								127,000	130,000	130,000
Rentals and Leases								600,000	650,000	675,000
Investment Income								1,100,000	975,000	900,000
Total Operating Revenue								170,978,591	175,271,024	178,877,631



ASSUMPTIONS - ENROLMENTS

- Enrolments used for revenue estimates were those contained within the district's 'Three-year Enrolment Estimates', submitted to the Ministry of Education and Child Care (February 2023)
- An additional enrolment category was added, "Adjustment to Preliminary Sept Enrol Est." for anticipated growth subsequent to the Feb 2023 estimates
- Note that short-term enrolment projections are the basis for financial planning, the district's long-term (10 yr.) estimates are relevant to capacity and capital planning purposes

ASSUMPTIONS - FUNDING

- 2024/25 basic per pupil rates were calculated to include the 1.25% COLA not yet incorporated, as well as the 2% General Wage Increase (GWI) due July 2024; then rounded per historic analysis of funding vs GWI's year-over-year
- 2025/26 basic per pupil rates were calculated to include the 2% GWI due July 2025; then rounded per historic analysis of funding vs GWI's year-over-year
- Amounts under "Other Funding Categories" were derived using the Ministry of Education and Child Care's funding estimator tool, however, some complexities with the estimator were noted which required some manual interventions to mitigate
- Inflation has not been factored into any of the Ministry of Education and Child Care funding rates or supplemental categories
- Amounts under "Other Operating Fund Revenues", have been estimated using historic data and high-level projections

Multi-Year Estimates – Staffing FTE/Expense

District staffing is not anticipated to increase over the period of this financial plan. Over the last number of years, the district has been in a period of enrolment growth that required significant investment in staffing. At this time growth has slowed, future enrolment is less certain, and budgeted staffing levels are sufficient to support district needs. If student enrolment exceeds projections however, the revenues generated will fund the staffing necessary to support the additional students.

The financial plan presented below includes an increase in Teacher staffing levels only in order to support the small increase in estimated student enrolment. Additional cost increases relate to negotiated general wage increases as well as replacement and benefit cost estimates.

<u>NLPS - Multi-Year Financial Plan - Staffing FTE/Expense</u>									
	2022/23 Amended Budget	2023/24 Annual Budget	2024/25 Estimate	2025/26 Estimate	2022/23 Year End Actuals	2023/24 Annual Budget	23/24 Revised Annual Budget	2024/25 Estimate	2025/26 Estimate
Salaries	Staffing - FTE				Staffing - Expense				
Teachers	789,573	796,551	800,050	802,050	71,880,669	75,944,624	76,904,085	78,907,292	80,759,712
Administrators	68,000	67,000	67,000	67,000	9,189,332	9,350,921	9,928,963	10,127,543	10,330,094
Education Assistants	274,176	272,033	272,033	272,033	11,445,371	11,925,846	12,191,623	12,435,456	12,684,166
Support Staff	239,895	237,847	237,847	237,847	12,925,774	13,939,815	14,165,757	14,449,073	14,738,055
Other Professionals	49,500	49,500	49,500	49,500	5,071,198	5,196,109	5,424,873	5,533,371	5,644,039
Substitutes					5,705,002	5,281,130	5,364,168	5,471,452	5,580,882
Substitute Adjustment								250,000	300,000
Total FTE/Salaries	1421.144	1422.931	1426.430	1428.430	116,217,346	121,638,445	123,979,469	127,174,187	130,036,948
<i>Anticipated Changes in FTE</i>		<i>1.787</i>	<i>3.50</i>	<i>2.000</i>					
Employee Benefits					28,595,698	31,111,939	31,736,327	32,212,372	32,695,558
Total Salaries and Benefits Expense					144,813,044	152,750,384	155,715,796	159,386,559	162,732,506

ASSUMPTIONS – STAFFING FTE/EXPENSE:

- 2022/23 FTE figures are as noted in the 2022/23 Amended Annual Budget presentation (February 2023)
- 2023/24 FTE figures are as noted in the 2023/24 Annual Budget presentation (May 2023)
- 2024/25 and 2025/26 FTE is status quo except for teachers, where to account for preliminary enrolment estimates increases of 3.5FTE in 24/25 and 2.0FTE in 25/26 have been added
- 2022/23 YE Salaries are the district's year-end expenses as shown in the Financial Statements, pending internal audit confirmation
- 2023/24 AB Salaries were taken from the 2023/24 Annual Budget
- Revised 2023/24 expense amounts include the Cost-of-Living Adjustment (COLA) Grant (\$2.783 Million) that was provided for wage increases just following the approval of the Annual Budget
- 2024/25 and 2025/26 Teacher salary expenses have been increased by the 3.5FTE and 2.0FTE previously noted for growth
- 2024/25 and 2025/26 staffing expenses for all Categories have been incremented by the negotiated 2% GWI
- 2024/25 and 2025/26 replacement expenses were incremented by 2%, then, the expenses were manually adjusted to align with 22/23 actuals, projected out
- 2024/25 and 2025/26 benefits expenses were incremented by 1.5%, this category requires significant analysis pending external rates/usage: very high-level estimates

Multi-Year Estimates – Supplies and Services Expense

Service and supplies are expected to increase due to inflationary cost pressures, estimated expenses are shown below, along with notable assumptions.

- Figures presented under 2022/23, 2023/24 and 2023/24 Revised are from the same sources as identified within the Staffing section
- 2024/25 and 2025/26 expenses include 2% inflationary increase for most categories, but the Supplies category was inflated by 1.5% and Pro-D/Travel by 1% as these have some controllable costs
- 2024/25 and 2025/26 Utilities includes 2% inflationary increase then, the expenses were manually adjusted to align with 22/23 actuals, projected out

NLPS - Multi-Year Financial Plan - Services and Supplies Expense					
	2022/23 Year-End Actuals	2023/24 Annual Budget	23/24 Revised Annual Budget	2024/25 Estimate	2025/26 Estimate
Services and Supplies					
Services	4,494,707	4,796,029	4,753,073	4,848,135	4,945,098
Student Transportation	116,791	114,268	114,268	116,554	118,886
Professional Development/Travel	896,957	937,177	937,177	946,549	956,015
Rentals and Leases	8,088	8,395	8,395	8,479	8,564
Dues and Fees	633,775	713,733	713,733	728,008	742,569
Insurance	392,571	373,800	373,800	381,276	388,902
Supplies	6,116,009	6,128,437	5,934,895	6,026,886	6,120,303
Utilities	2,720,777	2,373,277	2,427,454	2,476,004	2,525,525
Utilities ADJ				352,574	339,263
Total Services and Supplies	15,379,675	15,445,116	15,262,795	15,884,465	16,145,125

Estimated Multi-Year Financial Position (Operating)

Multi-Year Financial Plan Revenues/ Expenses	Actual 2021/22	Actual 2022/23	Budgeted 2023/24	Revised 2023/24	Projected 2024/25	Projected 2025/26
REVENUES						
Provincial Grants						
Ministry of Education	143,134,229	152,904,386	158,714,110	161,497,201	164,882,300	168,233,907
Other	348,112	284,891	260,416	260,416	285,000	285,000
Tuition	4,464,819	5,764,336	5,250,250	5,250,250	6,100,000	6,350,000
Other Revenue	3,023,312	2,501,949	2,270,724	2,270,724	2,378,724	2,433,724
Rentals and Leases	481,958	671,436	600,000	600,000	650,000	675,000
Investment Income	293,955	1,138,420	1,100,000	1,100,000	975,000	900,000
Total Operating Revenue	151,746,385	163,265,418	168,195,500	170,978,591	175,271,024	178,877,631
EXPENSES						
Salaries						
Teachers	67,367,202	71,880,669	75,944,624	76,904,085	78,907,292	80,759,712
Administrators	8,590,327	9,189,332	9,350,921	9,928,963	10,127,543	10,330,094
Educational Assistants	10,655,729	11,445,371	11,925,846	12,191,623	12,435,456	12,684,166
Support Staff	12,597,376	12,925,774	13,939,815	14,165,757	14,449,073	14,738,055
Other Professionals	4,743,476	5,071,198	5,196,109	5,424,873	5,533,371	5,644,039
Substitutes	5,678,401	5,705,002	5,281,130	5,364,168	5,721,452	5,880,882
Total Salaries	109,632,511	116,217,346	121,638,445	123,979,469	127,174,187	130,036,948
Employee Benefits	26,851,113	28,595,698	31,111,939	31,736,327	32,212,372	32,695,558
Total Salaries and Benefits	136,483,624	144,813,044	152,750,384	155,715,796	159,386,559	162,732,506
Services and Supplies						
Services	4,001,685	4,494,707	4,796,029	4,753,073	4,848,135	4,945,098
Student Transportation	67,906	116,791	114,268	114,268	116,554	118,886
Professional Development & Travel	642,752	896,957	937,177	937,177	946,549	956,015
Rentals and Leases	52,963	8,088	8,395	8,395	8,479	8,564
Dues and Fees	751,755	633,775	713,733	713,733	728,008	742,569
Insurance	375,632	392,571	373,800	373,800	381,276	388,902
Supplies	5,303,818	6,116,009	6,128,437	5,934,895	6,026,886	6,120,303
Utilities	2,758,629	2,720,777	2,373,277	2,427,454	2,828,578	2,864,788
Total Services and Supplies	13,955,140	15,379,675	15,445,116	15,262,795	15,884,465	16,145,125
Total Operating Expense	150,438,764	160,192,719	168,195,500	170,978,591	175,271,024	178,877,631
Operating Surplus (Deficit) for the year	1,307,621	3,072,699	-	-	-	-
Less Interfund Transfers To Local Capital	(5,299,500)	(1,035,546)	-	-	-	-
Less Tangible Capital Assets Purchased	(1,348,501)	(1,276,203)	-	-	-	-
Total Operating Surplus (Deficit) for the Year	(5,340,380)	760,950	-	-	-	-
Operating Surplus (Deficit), beginning of year	13,158,740	7,818,360	8,579,310	8,579,310	1,100,000	350,000
Restricted for future use	-	-	-	(1,989,879)	-	-
Restricted financial obligation, retained	-	-	-	(2,789,431)	-	-
Planned transfers to Local Capital	-	-	-	(2,700,000)	(750,000)	-
Total Operating Surplus (Deficit) for the year	(5,340,380)	760,950	-	-	-	-
Operating Surplus (Deficit), end of year	7,818,360	8,579,310	8,579,310	1,100,000	350,000	350,000

ASSUMPTIONS - ESTIMATED MULTI-YEAR FINANCIAL POSITION:

- 2021/22 and 2022/23 Actuals are those represented in the district's Financial Statements (22/23 pending internal audit confirmation)
- 2023/24 figures are from the 2023/24 Annual Budget as submitted to the Ministry of Education and Child Care (May 2023)
- Revised 2023/24 amounts include the Cost-of-Living Adjustment (COLA) Grant (\$2.783 Million) that was provided for wage increases just following the approval of the Annual Budget
- 2024/25 and 2025/26 account for revenue and expense changes as previously noted
- 2023/24 Interfund Transfer is the appropriation of accumulated operating surplus proposed to be transferred to Local Capital to support multi year planning
- 2023/24 Restricted for future use in 2023/24 includes the restricted surplus items that will be expensed in fiscal 2024
- 2023/24 Restricted financial obligation, retained - represents restricted funds that are not readily available for use
- 2023/24 Operating Surplus (Deficit), end of year is the total estimated carry-forward accumulated surplus amount for use in 2024/25
- 2024/25 - Of the remaining Operating Surplus balance, it is proposed that \$750,000 be transferred to Local Capital
- 2025/26 Surplus balance is the estimated total amount available to support operations

NOTE - For each of the three fiscal years, there are no estimated annual operating net revenues in excess of expenses (Surplus), nor net revenues less than expenses (Deficit), to impact the carry-forward accumulated surplus balance

Further to the above noted assumptions that support the Multi-Year Financial Plan, there are a number of other complexities and factors that are notable to our long-range financial planning.

1. Important to note that the district does have a significant funding disadvantage, that if rectified by the Ministry of Education and Child Care, would afford the district the opportunity to enhance the educational services offered to students. Pay Equity was funding provided to all districts in the province, targeted to mitigate the variance between male and female dominated positions in the late 1990's. This fixed Grant continues today. Ministry funding is predominately based on student enrolment; however, Pay Equity was provided based on compensation structures at a particular point in time. Nanaimo Ladysmith Public Schools had made significant strides to close the gap between pay inequities during the late 1990's so when funding came into place, our district required very little funding to complete salary equity. What this means is that we had already incorporated the cost into our operating budget, in advance of the funding being calculated and provided, minimizing our portion that would have recovered those costs, indefinitely. For relevance, our district receives approximately 2.42% of the total Operating Grant funding for all 60 districts, however we receive .31% of the total Pay Equity Grant for all 60 districts. Based on current Pay Equity funding for like sized districts, Nanaimo Ladysmith Public Schools would receive approximately \$2.5 million. Based on 2.42% of the Pay Equity funding envelope, our district would receive approximately \$1.3 million. The district's ongoing funding is \$160,000.
2. Currently the Ministry of Education and Child Care does not provided funding for Technology, specifically hardware and software. It is up to districts to fund using Operating, Accumulated Operating Surplus, or Local Capital dollars. In the past number of years, the district has made upgrading our technology infrastructure a priority, some of which was funded by our Annual Facilities Grant, the remainder using our Local Capital Fund. Further, we have continued to invest in technology in support of student learning and operational efficiencies. Historically we have funded our annual technology plan by transferring Operating Fund dollars over to our Local Capital Fund, however, in recent years we've opted to rely solely on our Local Capital Fund balance, leaving our Operating Fund to support student learning and district operations. Going forward, we do not anticipate enough annual Operating Fund dollars to support a transfer to Local Capital for technology and our Local Capital Fund balance is expected to be fully exhausted within the next three years. Without annual operating surpluses, which we are not anticipating, we will not have funds to transfer over and replenish our Local Capital Fund, impacting our ability to keep up with the costs of technology upgrades.

3. Local Capital funding comes from either the sale of any surplus properties and/or through transfers from the Operating Fund, or transfers from available Accumulated Operating Surplus balances. As noted above, in recent years the district has made technology upgrades a priority, expending significant Local Capital dollars. Future financial planning indicates a lack of Accumulated Operating Surplus available to replenish our Local Capital Fund, and the district lacks surplus properties available for sale. Further, Ministry of Education and Child Care requires districts to contribute to significant Capital Projects, which are funded by either Accumulated Operating Surplus or Local Capital. Currently we are estimating a required contribution of approximately \$2.5 million in the next five years which will exhaust our Local Capital Fund, and limit our ability to fund other district priorities, such as technology, classroom space constraints, accessibility projects and other capital projects and acquisitions not funded by the Ministry.
4. Multi-year financial planning shows that the district's Accumulated Operating Surplus balance will be exhausted by 2025/26, unless additional annual operating surpluses are recorded, which is not anticipated, nor are annual deficits. However, Ministry of Education and Child Care funding levels are uncertain as well many revenue and expense variables which makes it extremely difficult to estimate a future year-end financial position with reasonable certainty. Accordingly, the district's Financial Plan assumes no loss or gain in the Accumulated Operating Surplus balance, planning accounts for future transfers to Local Capital, annual appropriations where applicable, and maintains funds that have a third-party interest.
5. Ministry of Education and Child Care funding rates are unknown in advance making projections extremely difficult to do without making significant assumptions that may or may not be accurate. In this Multi-year Financial Plan, the district has endeavored to be optimistically cautious in both revenue and expense estimates, utilizing Surplus and Local Capital reserves for anything other than direct educational and operational costs.

We do note however, that if the district received funding from the Ministry of Education and Child Care for Technology, as well as equalized our Pay Equity funding, we would not only be able to maintain the annual Technology Plan without taking dollars out of the classroom but would also be able to invest in additional programming and/or educational supports.



The following charts present the Accumulated Operating Surplus Schedule and the Multi-year Local Capital Plan:

Accumulated Operating Surplus Schedule 2022-23 to 2024-25			
	2022-23	Timeline/Notes:	Board Goals
<u>Accumulated Operating Surplus</u>	8,579,310		
<u>Restricted Surplus Reserve for Anticipated Unusual Expenses:</u>			
Staffing Contingencies	250,000	Allocated per emergent needs	1,3
Replacement Cost Contingencies	250,000	Allocated per emergent needs	1,3
2023/24 Staffing Additions for ELL and EA Support	484,271	2023-24	1,3,4
	<u>984,271</u>		
<u>Restricted Surplus Reserve for Financial Constraints/Targeted Funds:</u>			
District Benefit Plans - Premium Balance	2,539,431	Balance may vary per Carrier - TBD	
Revenue for 23/24 received in 22/23 for ICY Team	717,241	2023-24	1,2,3
Teacher Mentorship Grant - Jointly managed with NDTA	259,621	Multi Years	1,3
Indigenous Education Programs	131,664	2023-24	1,3,4
Bargaining/CUPE Table Money Carry-Over	41,020	2023-24	1,3
Trustee Professional Development/Travel	19,716	2023-24	3,4
	<u>3,708,693</u>		
<u>Restricted Surplus Reserve for Operations Spanning Multiple School Years:</u>			
School Opening Costs - Yr. 1 Operating Costs	600,000	2024-25	1,2,3,4
School Equipment (Enrolment)	250,000	2023-24	1,2,3
School Supplies	223,356	2023-24	1,3,4
Undelivered purchase orders /outstanding obligation at June 30th	100,490	2023-24	1,2
Active Transportation	12,500	2023-24	2,3
	<u>1,186,346</u>		
Total Restricted Operating Surplus	<u>5,879,310</u>		
Opening Unrestricted Operating Surplus	2,700,000		
Less, Proposed transfer to Local Capital	<u>(2,700,000)</u>	See Local Capital 3 Year Plan/Schedule	
Closing Unrestricted Operating Surplus Balance (pending Board approval)	<u>-</u>		
<u>Multi Year Financial Planning</u>			
<u>Anticipated carry-forward to 2023-24</u>			
Unrestricted Surplus Balance	-		
District Benefit Plans - Premium Balance (Financial Obligation, Retained)	2,539,431	Balance may vary per Carrier - TBD	
Teacher Mentorship Grant (Estimated unspent portion retained)	250,000	Residual Balance TBD	
School Opening Costs - Yr. 1 Operating Costs (Planned for 2025/26)	600,000	Pending Fall 2023 Enrolment numbers	
Staffing/Replacement Contingencies (Potentially unspent in 23/24)	500,000	Emergent needs or carried forward	
Total Estimated retained Surplus Balance, carried to 2024-25	<u>3,889,431</u>		
<u>2024-25 Anticipated use of Surplus</u>			
Opening Surplus Balance (Assumes no 2023/24 year end surplus/deficit to affect balance)	3,889,431		
Less District Benefit Plans - Premium Balance as must be retained	(2,539,431)	Balance may vary per Carrier - TBD	
Less Teacher Mentorship Grant - Jointly managed with NDTA (Financial obligation)	<u>(250,000)</u>		
Surplus available for future operations	<u>1,100,000</u>		
Proposed transfer to Local Capital to support multi year planning	<u>(750,000)</u>	See Local Capital 3 Year Plan/Schedule	
Accumulated Surplus Balance available for future operations (25/26)	<u>350,000</u>	Planning TBD	

BOARD GOALS

1. Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement
2. Safe, caring, and healthy learning and working environment that is inclusive of the diversity of our entire learning community
3. To be a leader in environment stewardship and sustainability
4. Truth and reconciliation

Local Capital 2023-24 Multi-Year Local Capital Plan					
Revenue	2022/23 YE Financial Position	Budget 2023-24	Budget 2024-25	Budget 2025-26	4 + Yrs.
Deferred Revenue per F/S	7,221,058	4,616,185	2,550,000	1,400,000	-
Other - Project reclassification	31,115				
Total	7,252,173	4,616,185	2,550,000	1,400,000	-
Operating Fund and/or Accumulated Surplus Transfers					
Transfer necessary to support three-year planning	-	1,850,000	-	-	-
Technology / Infrastructure Upgrades	1,035,546	850,000	750,000	-	-
Total Transfer from Operating	1,035,546	2,700,000	750,000	-	-
Investment Income	237,421	200,000	175,000	175,000	175,000
Total Revenue	8,525,140	7,516,185	3,475,000	1,575,000	175,000
Planned Local Capital Projects					
BOARD GOAL - Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement					
Equitable Access to Technology (Wi-Fi)	1,227,252	900,000	-	-	-
Technology Plan	547,841	850,000	250,000	250,000	-
Learning Studios	31,714	275,000	250,000	250,000	-
BOARD GOAL - To be a leader in environmental stewardship and sustainability					
Environmental Sustainability	11,233	50,000	50,000	50,000	-
Landscape Sustainability	3,327	5,000	-	-	-
Environmental Upgrades - General	811,443	-	-	-	-
E-Bus	157,074	50,000	50,000	-	-
Outdoor Learning Fund	130,364	261,000	-	-	-
BOARD GOAL - Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community					
Accessibility	23,936	50,000	50,000	50,000	-
School Enhancement Projects	16,833	50,000	50,000	50,000	-
BOARD GOAL - Truth and Reconciliation					
Syeyutsus Support	34,233	50,000	50,000	50,000	-
Long Range Facilities Plan (LRFP)					-
Vehicle Replacement Program/AMP	81,179	650,000	300,000	300,000	-
District Equipment/Signage	164,005	25,000	25,000	25,000	-
Enrolment Growth Space Needs	263,958	750,000	500,000	450,000	-
Bayview Acquisition Fund	236,471	50,000	-	-	-
Support of Pending/New Capital Projects	112,507	250,000	100,000	100,000	-
Turf Field Expense	-	700,000	-	-	-
Pleasant Valley HVAC Support	52,920	-	-	-	-
LIS/NDSS/Rutherford - Capital Contributions	-	-	400,000	-	2,500,000
Residual Prior Yr. Project Expense	2,664	-	-	-	-
Contingent Reserve	-	185	-	-	-
Total Projects/Expenses	3,908,955	4,966,185	2,075,000	1,575,000	2,500,000
Fund Balance	4,616,185	2,550,000	1,400,000	-	(2,325,000)

With the noted assumption that there will be no increase or decrease in Accumulated Operating Surplus, as reflected in the charts, there will be a shortfall of reserves to transfer to the Local Capital Fund in support of ongoing projects such as Wi-Fi and Technology over the course of the financial plan. Depending on actual year end financial outcomes, the financial plan may be shifted depending on actual reserve levels year-over-year.

Multi Year Financial Plan - Summary

Overall, the district appears to be in a positive financial position over the next three years. We are projecting modest to medium growth that will increase district revenues. There are of course a number of issues that may have significant impact on our financial position including student enrolment, the rising cost of living and housing market which impacts enrolment, inflationary cost pressures, as well as unexpected items that may arise. In addition, there are the financial constraints of both the provincial requirement for districts to contribute their operating dollars to help fund approved capital projects, and the lack of targeted funding for the ongoing and rising cost of technology. However, the Board has advocated for funding fairness with respect to pay equity, which, if successful could drive additional revenue, offsetting some of the noted cost pressures.

Despite the unknowns, our three-year financial plan provides the public and our internal community a general sense of the health of the district from a financial perspective and confirms the alignment of the Board's resources with its strategic plan.

As noted, figures are likely to deviate significantly due to changes in funding, enrolment, and other potential factors, thus they are high level estimates only. Moreover, the Multi Year Financial Plan illustrates that future investment decisions are more likely to be reallocations of current investments rather than investments using new funding. Regardless, any shifts in educational programming will be to support students in a responsive manner that aligns with the strategic plan.

APPENDICES:

The following documents may be reference for further information.

- [Accumulated Operating Surplus \(Reserve\) Policy](#)
- [Accumulated Operating Surplus \(Reserve\) AP](#)
- [Link to Financial Planning and Reporting Policy](#)



Nanaimo Ladysmith Public Schools
395 Wakesiah Avenue, Nanaimo, BC V9R 3K6
www.sd68.bc.ca





NANAIMO LADYSMITH
PUBLIC SCHOOLS

Nanaimo Ladysmith Public Schools
395 Wakesiah Avenue
Nanaimo, BC V9R 3K6
www.sd68.bc.ca

Enhancing Student Learning Report

DRAFT

September 2023



SEPTEMBER 27, 2023

Context

What is the Enhancing Student Learning Report?

[The Framework for Enhancing Student Learning \(FESL\)](#) Policy and accompanying [Enhancing Student Learning Reporting Order \(M302/20\)](#) came into effect September 1, 2020. The Framework for Enhancing Student Learning (FESL) reflects a public commitment by Indigenous peoples and Indigenous rightsholders, and education partners to work together to continuously improve student learning for each student, and to address long-standing differences in performance amongst particular groups of students, most notably Indigenous students, children in care, and students with diverse needs.

The FESL Policy provides Boards of Education in British Columbia the system-wide planning and processes structure to improve student outcomes and ensure continuous improvement throughout the provincial public education system.

The Enhancing Student Learning Reporting Order requires Boards to submit to the Ministry of Education and Child Care an annual report in accordance with the requirements in the Order. The Order requires Boards to report on nine measures of student success relating to intellectual development, human and social development and career development. This collection of measures or indicators of success cover a range of dimensions of learning that are critical to students' overall success and is one way of communicating to the public how the school district is delivering on its promise of continual improvement.

Contents

Intellectual Development	5
Human & Social Development.	10
Career Development	12
Moving Forward	13
Conclusion.	15








The policy for FESL states that for the purpose of improving educational outcomes for all students “Boards of education will set, create and maintain a [Strategic Plan](#), annually report on student outcomes and put systems in place to continuously improve the educational outcomes for all students and improve equity for Indigenous students, children and youth in care, and students with disabilities or diverse abilities.”


Purpose

The purpose of this report is to provide a summary of the Ministry of Education and Child Care data related to the Enhancing Student Learning Reporting Order (M302/20).

The data for this report was extracted from the Ministry of Education and Child Care SharePoint site. Information on this data is also available to the public via the Ministry of Education and Child Care [website](#), including results for the [Foundation Skills Assessment \(FSA\)](#) and the [BC Student Learning Survey](#).

The student populations specified in this report are:

Indigenous students		Students who have ever self-identified as Indigenous on an enrolment collection.
Indigenous students living on reserve		Based on enrolment records, students who have been identified as 'STATUS INDIAN ON RESERVE'.
Indigenous students living off reserve		Based on enrolment records, students who have never been identified as 'STATUS INDIAN ON RESERVE'.
Students with disabilities or diverse abilities		All 12 categories including Gifted are used in identifying these students. Click here for more information on students with disabilities and diverse abilities.
Children and youth in care (CYIC)		Students who have been identified as Children/Youth in Care in the twelve months prior to September by the Ministry of Children and Family Development. Click here for more information on CYIC.



Introduction: District Context

Nanaimo Ladysmith Public Schools (NLPS) is the second largest School District on Vancouver Island and resides within the traditional territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations. In addition, NLPS is a proud community partner with the Tillicum Lelum Aboriginal Friendship Centre and the Mid Island Métis Nation.

NLPS has approximately 15,356 students, with approximately 2,511 students identifying as Indigenous and 1,320 students with diverse needs. NLPS offers a full range of programs from kindergarten to grade 12 with additional programs for pre-school and adult learners. There are: twenty-eight elementary schools, one of which is located on reserve and is co-governed with Snuneymuxw First Nation; eight secondary schools (including Learning Alternatives and Career Technical Centre); one distributed learning school – Island ConnectEd (K12); an International Student Education program; and approximately 2,200 employees.

NLPS encompasses the City of Nanaimo, the Towns of Ladysmith and Lantzville, Gabriola Island, North Oyster, Cedar and many other communities which represent a population of 170,367 (2021 Census). Our communities have a higher unemployment rate, higher percentage of lone parent families and a lower median income in relation to other School Districts in the Province, and these factors are important to consider when examining the District's results.

NLPS's amended annual consolidated budget for 2022/2023 was \$194 million.

Definitions

Foundation Skills Assessment (FSA)

Grade 4 and Grade 7 Participation

Participation is calculated as the number of writers of the assessment divided by the number of expected writers.

Grade 4 and Grade 7 Achievement

Achievement is calculated as the number of writers at or above standard divided by the number of writers. Administration takes place in November, each year and categorizes students as Emerging, On Track, or Extending.

5-Year Completion Rate

This measure is a sub model of the 6-Year Completion Rate which identifies a cohort of students putatively in Grade 8 and tracks them over time. Since it is a sub-model, it is not available until after students complete Year 6. The year represents the year these students are in their sixth year.

Post-Secondary Institute Transition (PSI)

This measure examines the number of students who are eligible to graduate and identifies the proportion of these students who make a transition into a BC public post-secondary institution.

Student Learning Survey (SLS)

Sense of Belonging

This measure is a combination of three questions on the SLS, School Belonging, Feel Welcome, and Feel Safe. The Feel Safe question is anonymous; therefore, it is included as a subcomponent of only the "All Resident Students" chart. The other three charts combine the results of the questions School Belonging and Feel Welcome.

School Belonging

This measure is a specific question on the survey where the response is connected to a student.

Feel Welcome

This measure is a specific question on the survey where the response is connected to a student.

Feel Safe

The Feel Safe question is anonymous; therefore, it cannot be broken down by other subpopulations.

Note: This report is masked according to the [Protection of Personal Information when Reporting on Small Populations policy](#) so it can be shared with the public. Numbers that are masked will not appear on the charts.

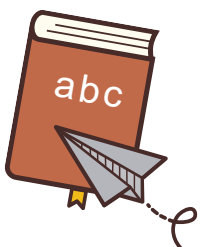
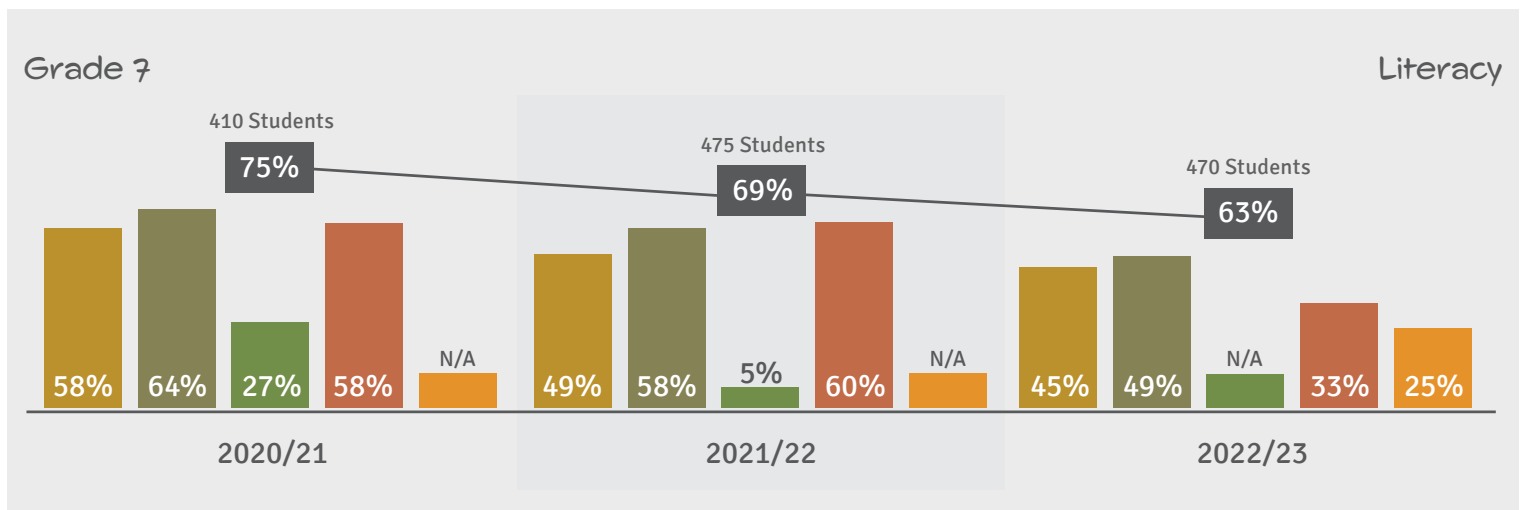
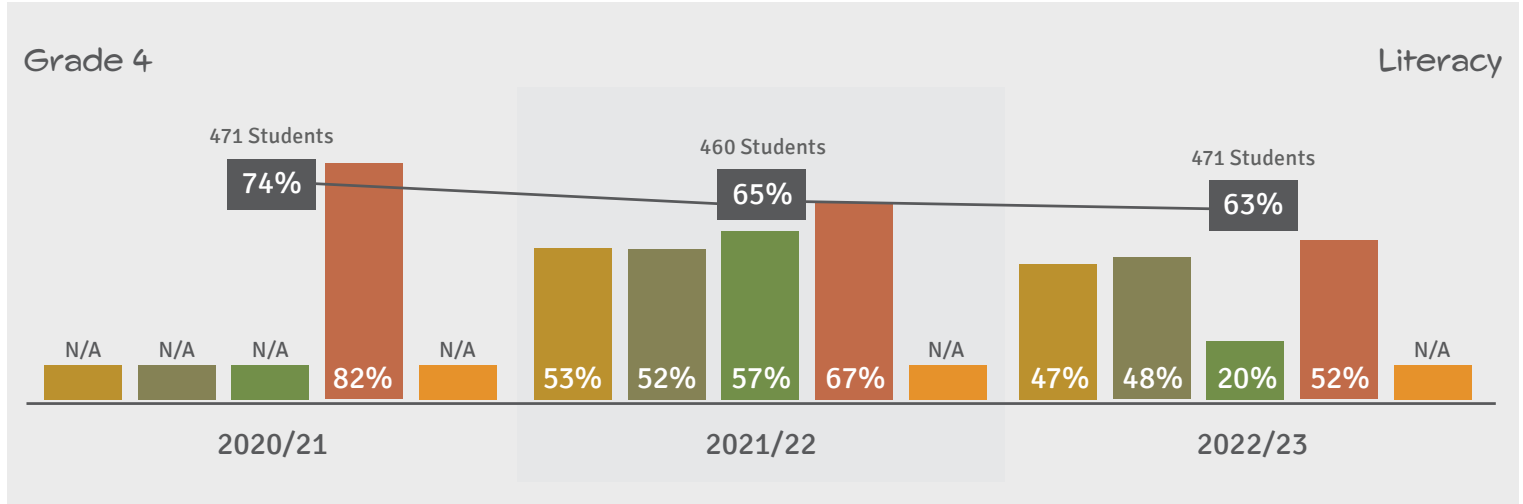
2022-23 Student Learning Outcomes

INTELLECTUAL DEVELOPMENT

Educational Outcome 1: Literacy

Measure 1.1: Grade 4 & Grade 7 Literacy Expectations

Current year and 3-year trend for the number and percentage of students in grades 4 and 7 on-track or extending literacy expectations as specified in provincial assessments.



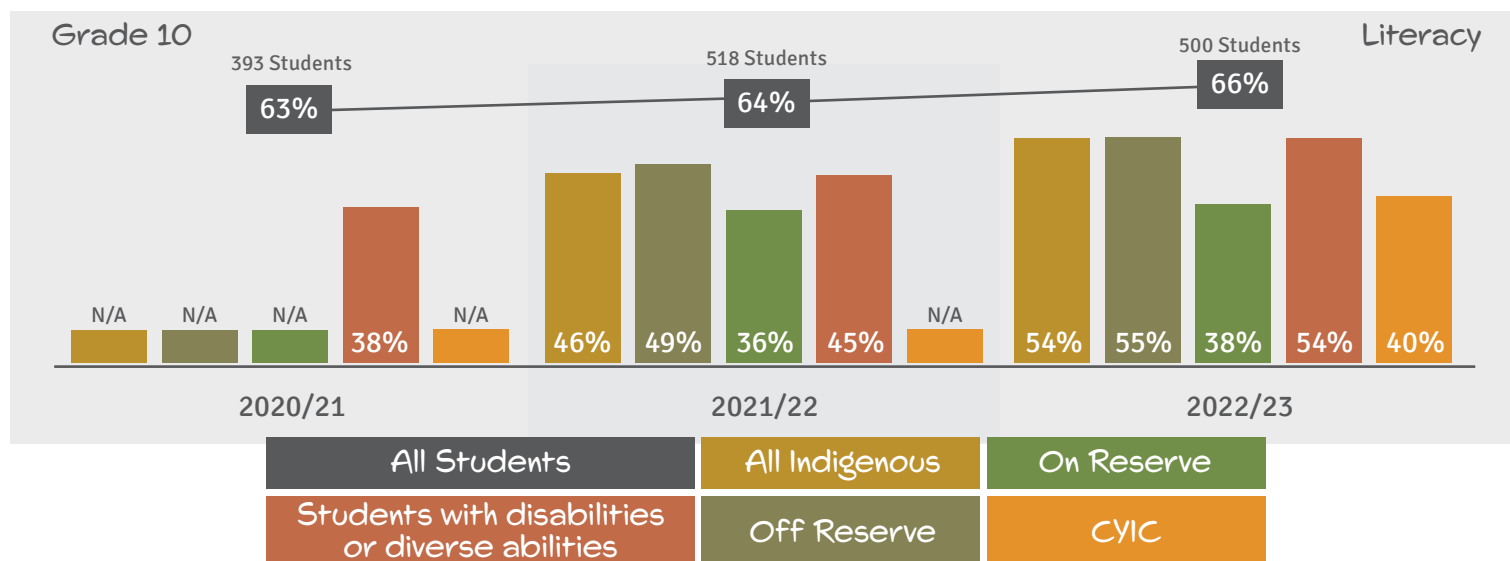
All Students	All Indigenous	On Reserve
Students with disabilities or diverse abilities	Off Reserve	CYIC

Educational Outcome 1: Literacy

Measure 1.2: Grade 10 Literacy Expectations

Current year and 3-year trend for the number and percentage of students proficient or extending literacy expectations as specified in the [Grade 10 literacy assessments](#).

Note: The measure is based on the first write of grade 10 students.



Analysis and Interpretation: What Does this Mean?

As per the changes to the assessment tool, we are only able to compare the 2021-22 results to the 2022-23 results to start to see trends and areas for support. FSA participation rates have increased this past year, meaning more students completed the assessment. However, the participation rates continue to be too low to make reliable conclusions. We will continue to use district formative assessments to guide instruction and support literacy practices. The NLPS Primary Assessment of Reading Screener (PARS) for kindergarten to grade 3 and the newly developed NLPS Intermediate Assessment of Reading Screener (IARS) for grade 4-7 are being used in every school, and district literacy coordinators are supporting teachers with changing practice.

There is a gap in achievement between provincial and district data; in addition, Indigenous learners and students with disabilities or diverse abilities are not achieving at the same levels as compared to other students. Over the course of the school year:

- We implemented tiered systems of supports with an explicit focus on our most vulnerable schools
- We continued to support the use of school data to guide literacy programming and practices within a school
- We continued to develop a shared literacy approach which includes supporting the NLPS foundational skills of reading in a more systematic manner
- We were aware that our students with diverse needs and high absenteeism required different support than some other learners and provided intensive outreach intervention, particularly to Indigenous students living on reserve.

We have seen a modest improvement in the grade 10 literacy graduation assessment results; however, the gap between all students, Indigenous students and students with diverse learning needs continues to exist. To improve the results and address the gaps, we will:

- Continue to use district-based formative assessments to guide practice
- Support the use of school data to guide literacy programming and practices within a school
- Develop and implement shared reading strategies in all curricular areas
- Continue to decolonize classroom practice and assessment, and support holistic approaches to teaching and learning. This includes the expansion of First Peoples' English courses.
- Continue to use the locally developed tracking system specific for Indigenous students to keep them on a path to graduation.

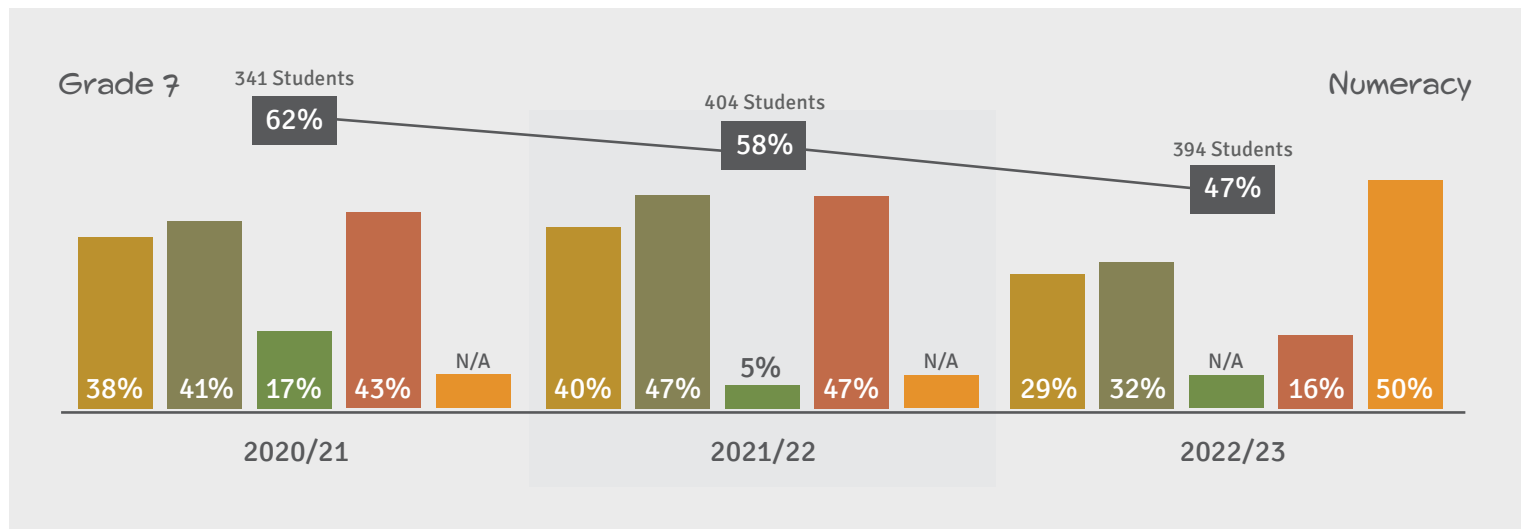
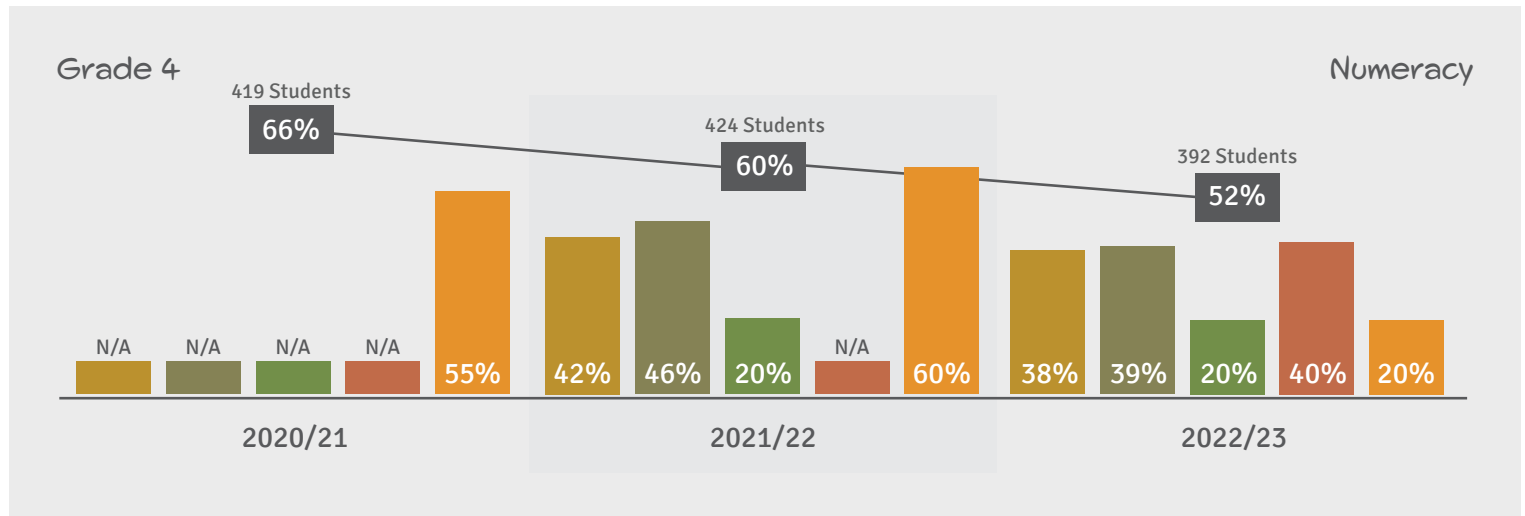
2022-23 Student Learning Outcomes

INTELLECTUAL DEVELOPMENT

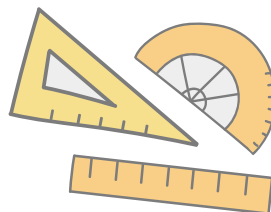
Educational Outcome 2: Numeracy

Measure 2.1: Grade 4 & Grade 7 Numeracy Expectations

Current year and 3-year trend for the number and percentage of students in grades 4 and 7 on-track or extending numeracy expectations as specified in provincial assessments.



All Students	All Indigenous	On Reserve
Students with disabilities or diverse abilities	Off Reserve	CVIC

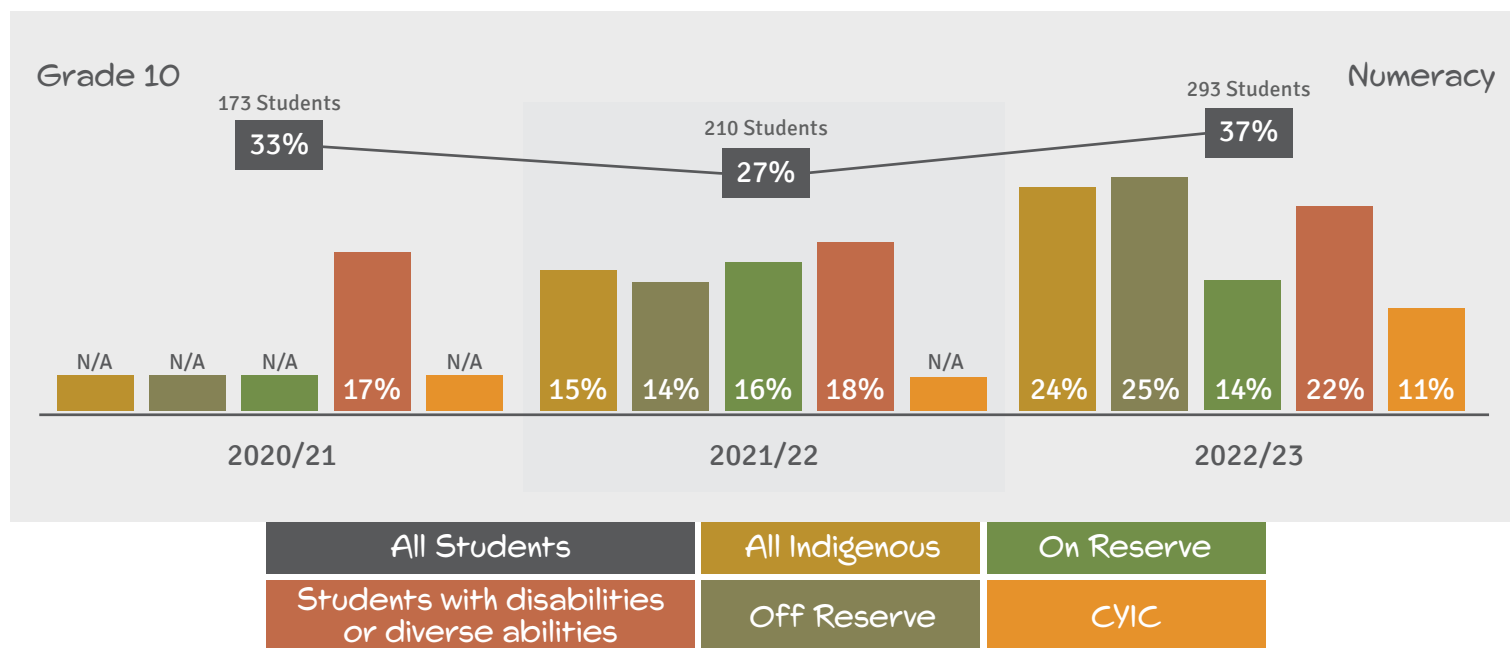


Educational Outcome 2: Numeracy

Measure 2.2: Grade 10 Numeracy Expectations

Current year and 3-year trend for the number and percentage of students proficient or extending numeracy expectations as specified in the Grade 10 numeracy assessments.

Note: The measure is based on the first-time Grade 10 students wrote the assessment.



Analysis and Interpretation: What Does this Mean?

The participation results of the FSA numeracy portion continue to be too low to make reliable conclusions. The results also indicate an achievement gap between all students, Indigenous learners, and learners with diverse abilities. To address this gap, we will:

- Support teachers with the use of the Math Indicators of Proficiency materials which provides resources and strategies to better reflect the competencies in the redesigned BC Curriculum
- Provide in-service numeracy professional learning to teachers that addresses the changes in the math curriculum, focusing on culturally responsive and hands on practices
- Build a continuum of numeracy understanding that includes implementing tier 1 supports

Specific to the Grade 10 assessment, numeracy is an area that continues to need district support to increase engagement and student achievement. The number

of students completing the Grade 10 assessment has increased significantly which will help provide more reliable data that can be used to plan in-service and professional learning for teachers. There is a gap between all students, Indigenous learners and learners with diverse abilities. To address the gap, we will:

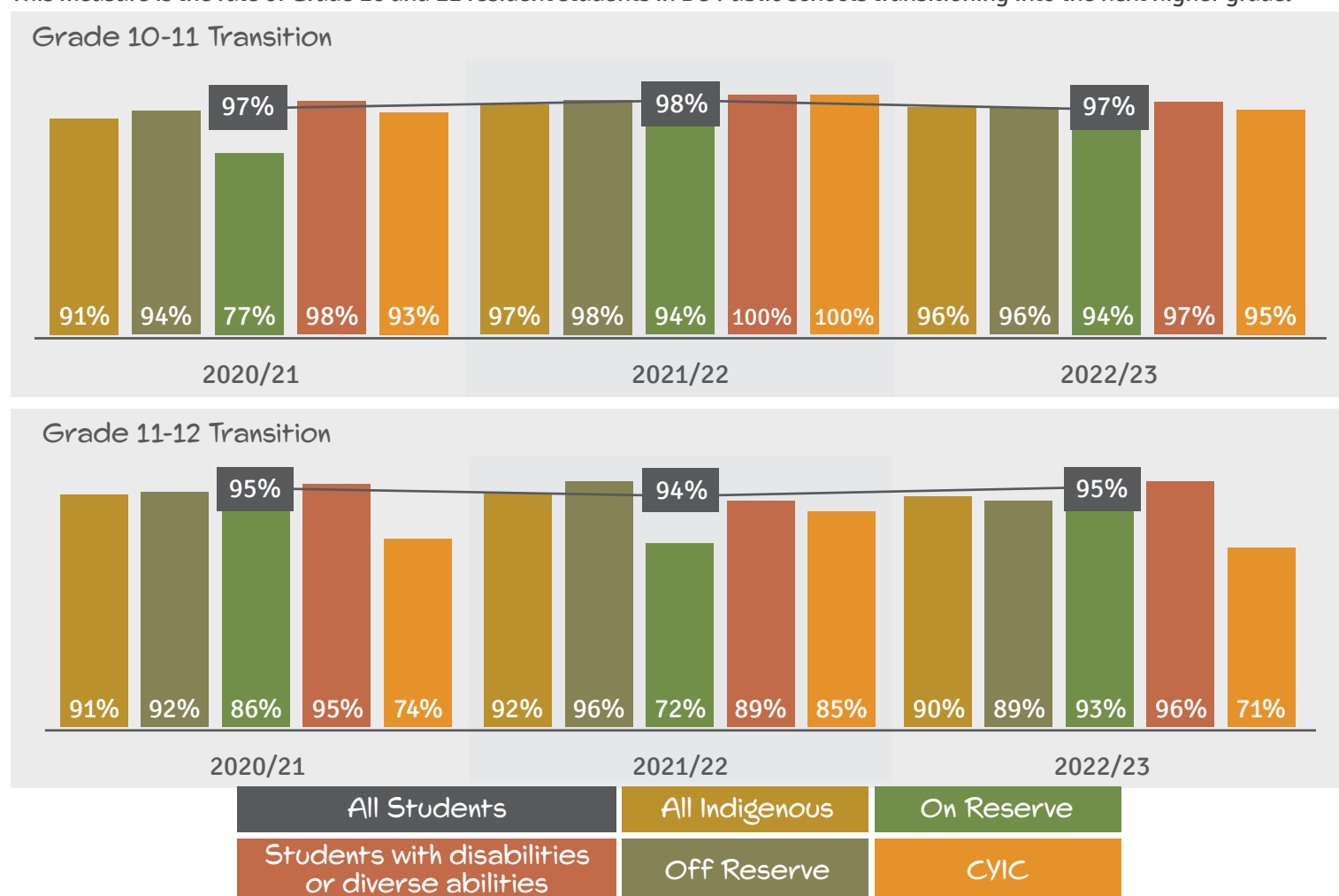
- Support the successful transition of students from elementary to secondary through collaborative networks and families of schools
- Implement the newly developed grade 7/8 formative assessment to gather data that can be used to guide practice
- Continue to focus on core numeracy strategies in Math 8 and Math 9 courses to ensure foundational numeracy skills are learned
- Provide professional learning opportunities for teachers to teach numeracy across the curriculum, focusing on culturally responsive practices and assessment

Educational Outcome 2: Numeracy

Measure 2.3: Grade-to-Grade Transitions

Number and percentage of students who are completing grade to grade transitions on time.

This measure is the rate of Grade 10 and 11 resident students in BC Public schools transitioning into the next higher grade.



Analysis and Interpretation: What Does this Mean?

We are encouraged by the consistent improvement in our results over the past two years, although we did observe a slight decline in the performance of the most recent cohort of Children and Youth in Care. This decline will require careful monitoring in the upcoming year.

Recognizing that student success and progress toward graduation hinge on their ability to enter the next grade level equipped with a strong skill set, we have implemented the following measures:

- Emphasizing proactive strategies for students in lower grades to facilitate smooth transitions from elementary to secondary
- Establishing an Inclusion Outreach Team to enhance capacity building and provide transition support for staff working with children in care and students with diverse needs and disabilities
- Encouraging school teams to review internal processes and identify opportunities for improvement. Additionally, we are intensifying our efforts within Families of Schools to aid school teams in collaborating with families across all grade levels
- Implementing a comprehensive tracking system for Indigenous students, spanning from Kindergarten through Grade 12. We offer interventions and support as needed
- Making a concerted effort to assess the needs and learning profiles of students transitioning into secondary settings, particularly those with additional needs

2022-23 Student Learning Outcomes

HUMAN & SOCIAL DEVELOPMENT

Educational Outcome 3: Students feel Welcome, Safe, and Connected

Measure 3.1: Student Sense of Belonging

Number and percentage of students in grades 4, 7, and 10 who feel welcome, safe, and have a sense of belonging in their school.

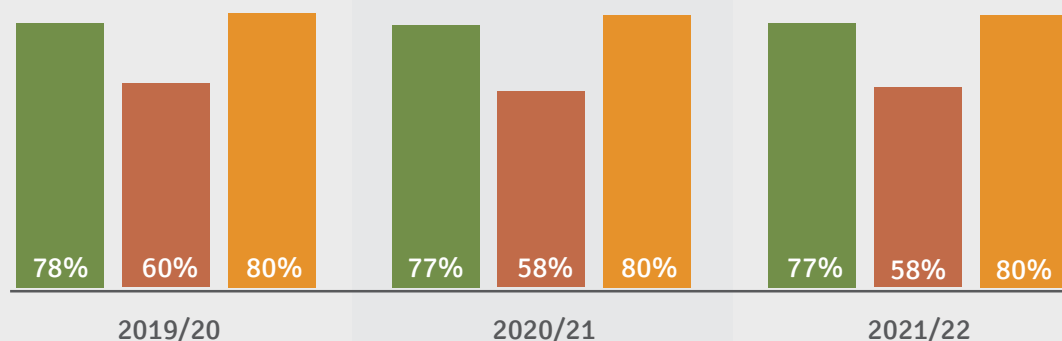
Note: Resident students in BC public schools who responded 'Often' or 'Always' to the 'Belonging' questions on the Student Learning Survey.

Do you feel welcome at your school?

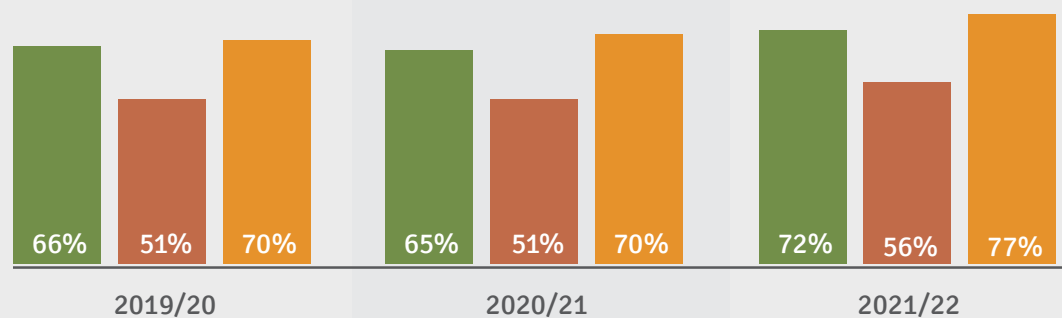
Is school a place where you feel you belong?

Do you feel safe at school?

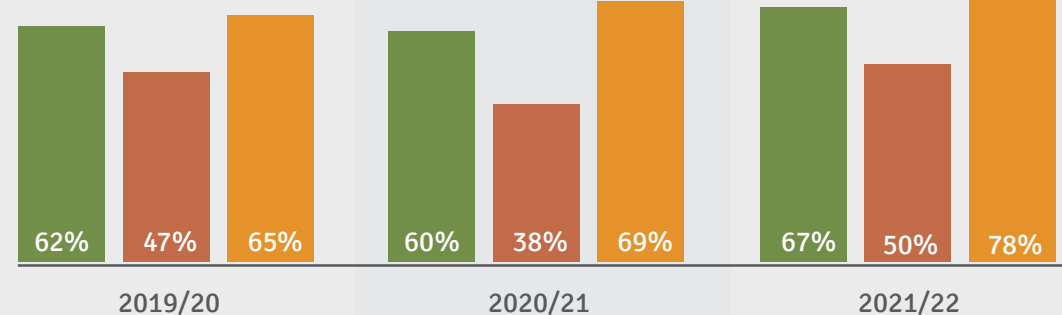
Grade 4



Grade 7



Grade 10



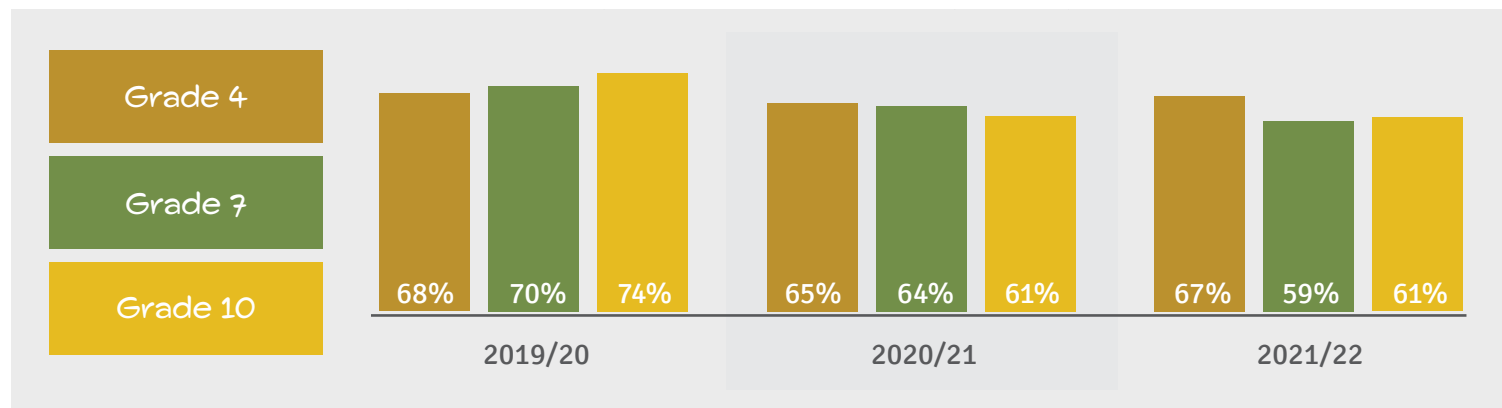
Educational Outcome 3: Students Feel Welcome, Safe, and Connected

Measure 3.2: Two or More Adults who Care About Them

Number and percentage of students in grades 4, 7, and 10 who feel there are two or more adults at their school who care about them.

Resident students in BC Public schools who responded to '2 adults' or '3 adults' or '4 or more adults' to the question, 'At your school, how many adults do you feel care about you?'.

Do you feel 2 or more adults care about you at your school?



Analysis and Interpretation: What Does this Mean?

Though our Grade 4 data shows a consistent result over the past three years it is still lower than what we would hope to see. Of greater concern is the decline in the response from our Grade 7 and Grade 10 students.

This year, we built upon the previous work regarding Compassionate Learning Systems to enhance supports related to mental health and well-being for both students and staff. We continue to rebuild connections and relationships interrupted by the Covid 19 Pandemic. To support this, we will continue our focus on Justice, Equity, Diversity, and Inclusion (JEDI). Initiatives supporting this work include:

- Enlisting the support from the Mental Health Coordinator to facilitate capacity building for elementary counsellors
- Building capacity around the implementation of the Open Parachute resources. These are mental health resources designed for both classroom use and intervention, across the grade levels
- Refining and enhancing the work being done for Children and Youth in Care; including collaboration across Ministries, data tracking and a newly enhanced mentorship initiative
- Continuing to provide intervention and support for students with significant social-emotional and self-regulation needs through the Inclusion Outreach Program
- Implementing the Integrated Child and Youth Teams; a new initiative which will bring together staff from the school district, Ministry of Children and Families, Ministry of Mental Health and Addictions, and Island Health
- Supporting secondary schools with the implementation of Transformative Reconciliation as this has an explicit connection to students' feelings of belonging
- Growing the district's capacity as a Sexual Orientation and Gender Identity (SOGI) Inclusive district, including the creation of a SOGI lead team
- Continuing to provide opportunities to surface student voice, including the creation of a district student advisory council

2022-23 Student Learning Outcomes

CAREER DEVELOPMENT



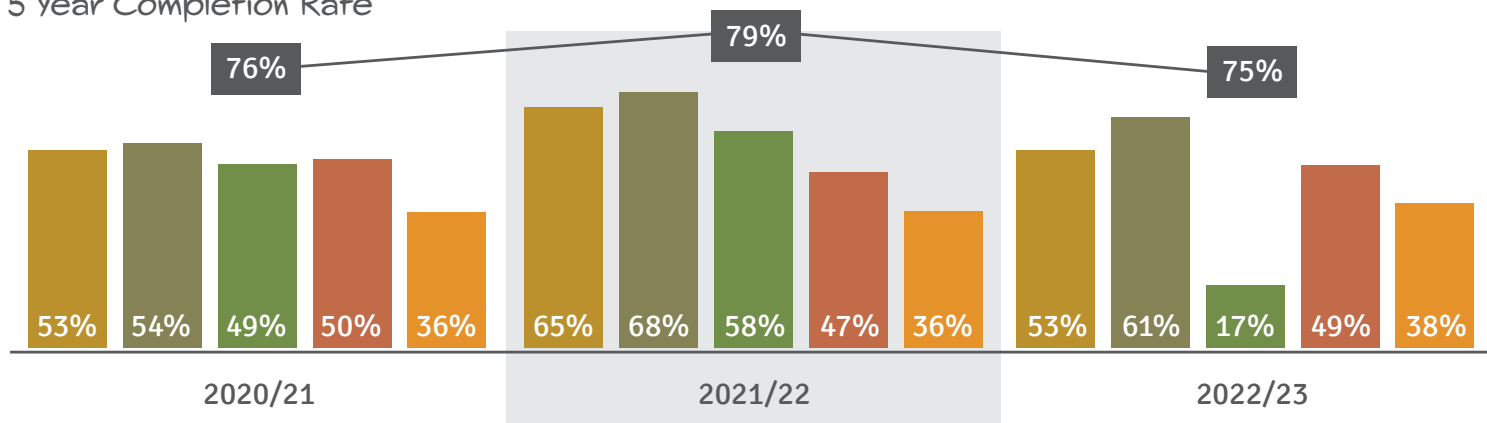
Educational Outcome 4: Students will Graduate

Measure 4.1: Achieved Dogwood Within 5 Years

Number and percentage of resident students who achieved a BC Certificate of Graduation Dogwood Diploma within 5 years of starting Grade 8.

Note: Based on a sub-model of the six-year completion rate process for resident students in BC public schools; therefore, data is not available until one year after the students have graduated ; and Data tables refers to year 6 (i.e. one year after the students have graduated).

5 Year Completion Rate



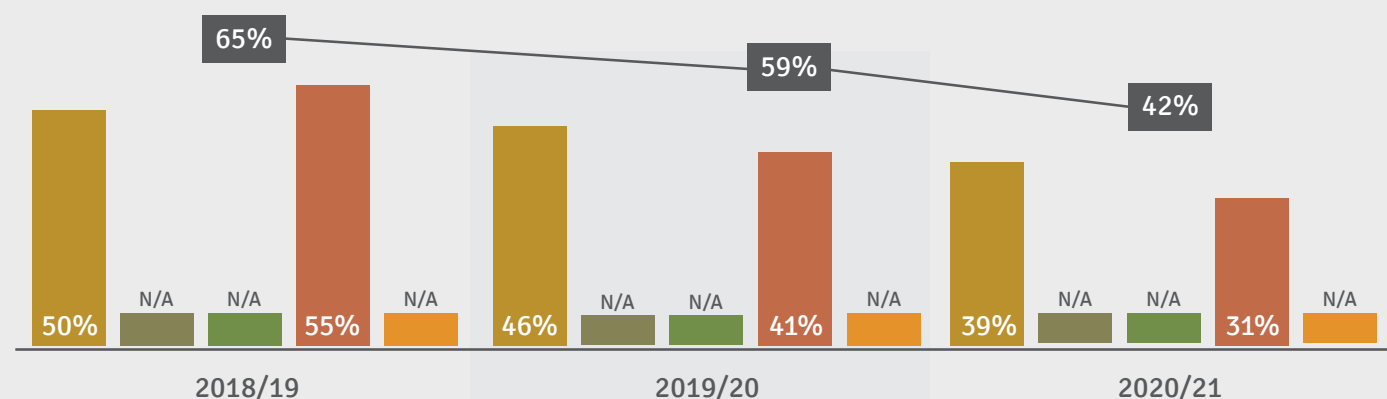
Educational Outcome 5: Life and Career Core Competencies

Measure 5.1: Transitioning to Post-Secondary

Number and percentage of students transitioning to Canadian post-secondary institutions within 1 and 3 years.

Note: Information is based on transitions of resident students in BC public schools into BC public post-secondary institutions. However, the Ministry is pursuing information for Canadian institutions.

Transitioning to Post-Secondary in the year following graduation



All Students	All Indigenous	On Reserve
Students with disabilities or diverse abilities	Off Reserve	CVIC

Analysis and Interpretation: What Does this Mean?

Our overall graduation rates are slightly lower than previous years. This was to be expected as the impacts of the COVID pandemic continue to affect students and families. Of particular concern is the graduation rate of our Indigenous students living On-Reserve.

Transition rates to post-secondary are also down from previous years. This is consistent with lower post-secondary registration across the province and increased work opportunities for graduates. We continue to offer Career and Technical training programs for students to transition to post-secondary while still enrolled in our district, as well as encouraging students to apply directly to post-secondary upon graduation. We will continue to explore new programming opportunities to engage student populations that traditionally have not pursued post-secondary education.

This year we continued to monitor the progress of each Indigenous student and youth in care. Our focus on JEDI helped ensure that we focus our energy on meeting the needs of each learner as they work toward graduation. Each

school has a plan of action to support students who did not successfully meet the 5-year graduation program to help them be successful to meet graduation requirements in year six. We will continue to support learners through the following initiatives:

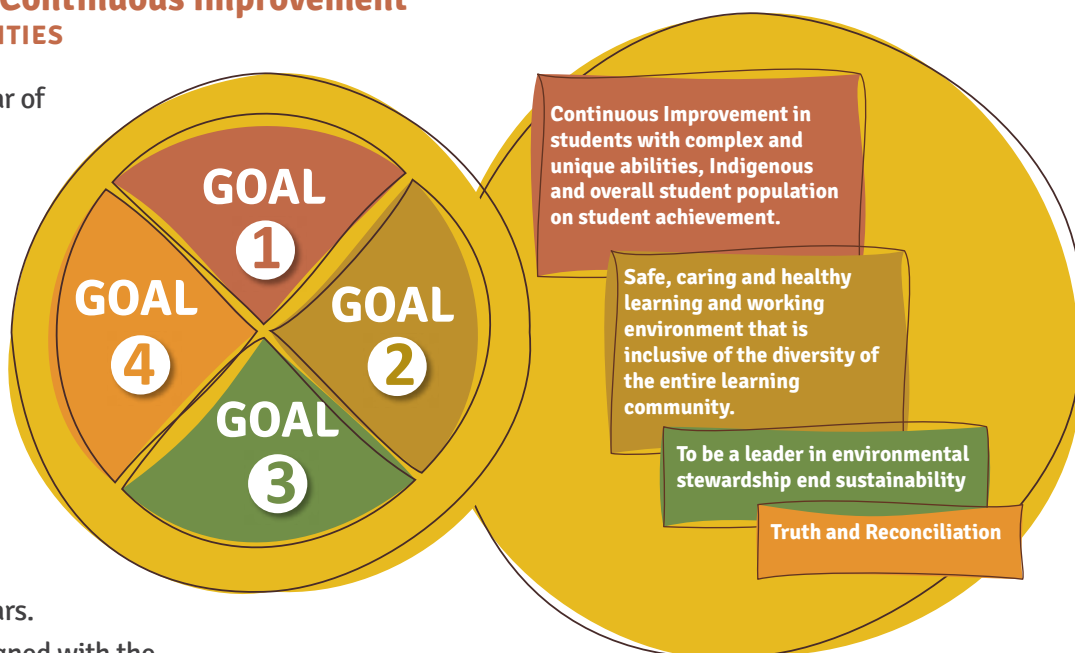
- Implementation of English First Peoples (EFP) 12 to meet the Indigenous-Focused Graduation requirement
- Work with secondary school leaders on Transformational Reconciliation
- Continue to monitor and support Children and Youth in Care
- Work with school leaders on JEDI initiatives to better meet the needs of our learners
- Continue Student Voice sessions to ensure student voice and agency in educational programming and supports

Moving Forward

Planning and Adjusting for Continuous Improvement CURRENT STRATEGIC PLAN PRIORITIES

NLPS has just completed the final year of a four-year [Strategic Plan](#) that was approved by the Board of Education in September 2019. The Strategic Plan was the result of a year of consultation with our educational partners and the NLPS community. The use of face-to-face meetings, committee meetings, web-based tools to elicit feedback and direct conversations with Indigenous educational representatives provided our guidance for the previous four years.

The resulting NLPS Strategic Plan aligned with the Ministry of Education and Child Care's Framework for Enhancing Student Learning and the goals reflected in the 2022/23 – 2024/25 Ministry of Education and Child Care's Service Plan. The NLPS Strategic Plan identified four broad goals for the district:



The [Strategic Plan](#) and the accompanying Operational Plan was reviewed by the newly elected NLPS Board of Education in early spring 2023 with the intent to develop a new Strategic Plan in the fall of 2023. The Operational Plan with updates is embedded in the [District Review Story](#).

Celebrating Successes for 2022/2023

Many of our success have been included in the analysis provided. However, we wish to emphasize certain successes that we believe continue to exert a significant influence on our ongoing efforts in the realm of continuous improvement.

- The Numeracy Learning Series with Carole Fullerton saw every school participating in a minimum of three learning sessions over the year, dedicated to enhancing Tier 1 practices
- Three collaborative learning opportunities were established to support teachers with EFP 10 and 12, involving every secondary school
- Mentorship and support were extended for the implementation of the early learning framework in primary classes, encompassing every kindergarten classroom
- Both the Secondary and Elementary District Assessment Groups, which comprise principals, vice-principals, classroom teachers, and district support teachers, actively engaged with the new k-12 reporting policy
- After-school professional learning sessions covered a range of topics, including numeracy, literacy, inquiry, outdoor education, Indigenous understandings, EFP, social justice, and sexual health
- Our SOGI initiatives were strategically focused on fostering collaboration among principals, teachers, and students in the implementation of SOGI-inclusive strategies
- We revitalized our Violence Threat Risk Assessment (VTRA) Level 1 training and associated protocols
- The Children in Care mentorship initiative was reignited after the pandemic
- A universal emphasis was placed on JEDI, with the enlistment of an external consultant to conduct an Equity Scan
- Ongoing opportunities for Student Voice were facilitated through four student panels, each centered around themes such as JEDI, budget, belonging, and strategies to enhance equity within our system
- Dinner meetings were organized for counselors and EFP teachers, providing an opportunity to gain a deeper understanding of the Syeyutsus Policy Framework through interactions with our Syeyutsus Knowledge Keepers
- A day-long session was arranged for our Human Resources team at Wildwood Eco Forest, during which they collaborated with the Syeyutsus Knowledge Keepers to integrate Indigenous knowledge into HR processes
- In September 2023, the district finalized its 3-year Accessibility Plan, outlining the identification of system requirements, priorities, and strategies aimed at improving equity of access to both our programs and facilities. Complying with this plan will significantly enhance outcomes for all students.

Strategic Engagement

Our Strategic Plan was formulated through a comprehensive process that encompassed an environmental scan and a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. This involved extensive discussions with Trustees and Senior Staff, including multiple strategic planning workshops held from January to April 2019 engaging both the Board of Education and the Senior District Leadership team. In February 2019, an Open House was organized, bringing together representatives from the district's partner groups and community members. The purpose was to exchange ideas regarding the district's strengths and opportunities for growth. Valuable insights were garnered from the community, with a particular emphasis on parents. Their input, collected through our ThoughtExchange online engagement process, played a pivotal role in helping the Board of Education determine they key strategic goals and objectives outlined in the plan.

Throughout the duration of this plan, we have navigated the challenges posed by a global pandemic while remaining steadfast in our commitment to collaborative endeavors. We have leveraged our established committee structures to seek guidance and ensure our community remains well-informed about our progress. In addition to our internal committees with CUPE, NDTA, Education and Business, we actively sought advice from and shared updates with various stakeholders, including Leaders for Learning (representatives from Indigenous Education), the Snuneymuxw Joint Education Committee, the Syeyutsus Committee (comprising Indigenous knowledge keepers), as well as the Ladysmith and Nanaimo Chambers of Commerce. We consider our efforts to be a testament to our collaborative spirit and commitment to actively participating in broader community initiatives aimed at fostering healthy communities. Moreover, we have consistently revised our goals and objectives to align with the evolving needs of our community. For additional details regarding our committee structure, please refer to the [Board Standing Committee Assignments](#).

Adjustment and Adaptations: Next Steps

Our students and families continue to teach us about being a learning organization, one that is focused on continuous improvement. Over the course of the past four years we have seen how focusing on improved results for Indigenous students, Children and Youth in Care, and students with diverse learning needs can help us develop strategies that help all students.

Under each Analysis and Interpretation we have shared some of the adjustments and adaptations we've implemented because of the data we have monitored. Also, in our [District Review Story](#) we share more information on what strategies are having an impact on student learning, strategies such as the creation of a data dashboard, multi-tiered systems of support and creating a District Principal of Early Years and Care position.

From research, we recognize that creating an environment where students are more likely to be successful takes commitment and time but also requires us to maintain a focus. We have spent resources (financial and human) on supporting leadership opportunities, teacher and staff practices, and understanding the [Syeyutsus Policy Framework](#) through various employee lenses. By creating these opportunities, we believe our staff are in a better position to serve our students and families.

Alignment for Successful Implementation

Each year the district provides a [District Review Story](#) to our Board and families with detailed progress on each of our goal areas. It updates our operational plan, noting any adjustments, and shows the progress we have made on each strategy. It accompanies our Framework report and provides more details about our efforts to align our actions across departments. Within the District Review Story you will find embedded links to Information Sheets from committee meetings on topics such as our Children and Youth in Care Framework, strategies we've implemented to support Indigenous Learning, meeting the diverse learning needs of students and Environmental Stewardship and Sustainability. We also provide data and analysis to elaborate on what we have shared in this ESL report.

Conclusion

The Strategic Plan and accompanying actions we have taken over the past years have provided us with confidence that, when we work together and focus our energies and resources on continually improving, we can make a difference in the lives of our students and families. As we move into the Fall and the development of a new Strategic Plan, we will take what we have learned and adjust our strategies accordingly. We know that Indigenous students, students with diverse learning needs, and children and youth in care deserve our increased attention and help us to understand how we can serve all students more effectively. We will continue to monitor our strategies and their impacts to ensure that no child is left behind and that we have success for all.



NANAIMO LADYSMITH
PUBLIC SCHOOLS

Nanaimo Ladysmith Public Schools
395 Wakesiah Avenue
Nanaimo, BC V9R 3K6
www.sd68.bc.ca

Motion	Comments	Assigned	Due Date	Completed
R23/08/30-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024 and add Policy 2.4 Role of Chair and Vice Chair to the Policy Committee work plan; and that following the 2023 annual general meeting of the Board a subcommittee of the Policy Committee be struck, including the current chair and vice chair as well as the newly elected Chair and Vice Chair, to make recommendations for updates on policy 2.4 to the Policy Committee.	Mark Walsh/Board Chair	Fall 2023	No
R23/06/28-04	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Nanaimo Climate Action Hub to staff for response and to the Environmental Stewardship and Sustainability Advisory Committee.	Dale Burgos	2023-07-07	Yes
R23/06/28-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from D. Ritchie to staff for response.	Dale Burgos	2023-07-07	Yes
R23/06/28-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) directs the Chair to write an open letter to Minister of Education and Child Care to request the immediate adjustment of the District's Pay Equity Supplement to reflect the District's cost of implementing Pay Equity as of 1998 or alternatively fund the District at the provincial average of Pay Equity supplements received by all District's based on FTE; and request a meeting to discuss the request.	Dale Burgos	2023-07-07	Yes

R23/06/28-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct the Board Chair to appoint an ad hoc Student Voice Committee with a mandate to identify and come up with solutions to the challenges as outlined in the report dated June 7, 2023.	Mark Walsh/Don Balcombe	Fall 2023	Ongoing
R23/05/24-10	The Board of Education of School District No. 68 (Nanaimo-Ladysmith) directs that Rutherford Elementary School be reopened as of September 2025 subject to final approval following the September 2023 confirmation of student count and that staff are directed to create a School Transition Working Group to address issues associated with reopening the facility and programming options to ensure long term viability of the facility.	Mark Walsh	Fall 2023	Ongoing
R23/04/26-18	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve proceeding with a pilot before and after school program staffed by District staff on a cost recovery basis, subject to an agreement with CUPE that the pilot is on a without prejudice basis, at Pleasant Valley Elementary and Ecole Hammond Bay.	Mark Walsh	Spring 2023	Yes
R23/03/29-05	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.	Mark Walsh	Spring 2023	Ongoing

R23/03/29-07	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to conduct further consultation as well as provide additional information with respect to potential NDSS options and report back to the Board with recommendations and next steps for the Board to consider and that Gabriola Elementary be removed from consideration to feed into Cedar Secondary School.	Mark Walsh	Spring 2023	Ongoing
R22/06/17-11	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) continue to apply for an expansion at Departure Bay in the 2023-24 capital plan with the intention of replacing portable usage at the school. Such an expansion would not be intended to expand the capacity of the school beyond 400 (the current enrollment of the school) but is intended to remove the portables at the site.	Mark Walsh		Ongoing
R22/06/17-13	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to initiate a consultation process with respect to addressing capacity issues with potentially impacted communities in Ladysmith and report back to the Board with recommendations and next steps for the Board to consider.	Mark Walsh		Yes
R20/09/23-17	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct Staff to work with the City of Nanaimo on the draft concept of making NDSS Community Field a medium sized stadium as per the draft City of Nanaimo Stadium Report.	Scott Saywell	Fall 2020	Ongoing

R20/06/24-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer Inclusion Policy 2.10 to the Policy Advisory Committee for review from an anti-racist perspective that acknowledges and address' the existence of systemic racism and provides the necessary revisions and to provide any recommended changes to the Board for consideration in the fall of 2020.	Policy Advisory Committee	Fall 2020	Ongoing
--------------	---	---------------------------	-----------	---------

TRUSTEE REPORT

Charlene McKay, Trustee

Presentation on behalf of Greg Keller, Chair:

VIU – Governance Session for Education students

Attended on behalf of Greg Keller, Chair, and presented on the trustee role in education governance. Other panel members included: Diane McGonigle, District Principal; Jessica Irving, DPAC President; and Jo Cornthwaite, NDTA President (absent Scott Saywell, Superintendent).

Location:

Zoom August 28, 2023.

Topics/Ideas Covered:

- Boards of Education
 - Election
 - Responsibility under the School Act
- Co-governance of education with Ministry of Education and Child Care
 - MECC
 - Curriculum
 - Funding for school districts – Capital and Operational
 - Provincial educational policy
 - Connection to BCPSEA and bargaining
 - Boards of Education
 - Strategic policy governance
 - Policy oversight
 - Superintendent's role for the Board
 - Budgets – Restraints and funding sources
 - Consultation for decision making
- Examples of successful strategic governance
 - Increased graduation rates
 - High investment of capital dollars for facilities
- Participated in Q & A with students and other panellists

Items for Follow Up

No follow up required.