

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

**Wednesday, November 13, 2024, 6:00 PM
ONLINE MICROSOFT TEAMS MEETING**

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

Pages

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. APPROVAL OF THE MINUTES

4

That the minutes of the Business Committee meeting held on October 9, 2024, be approved.

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

8.1	Mark Walsh, Secretary-Treasurer & Taunia Sutton, Associate Secretary-Treasurer	9
	Re: 1st Quarter Financial Report	
8.2	Mark Walsh, Secretary-Treasurer & Gillian Robinson, Executive Director of Communications	16
	Re: Rutherford Re-Opening – Catchment Boundary Minor Review	
	<i>The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommended minor catchment boundary changes as shown below in this Action Sheet.</i>	
8.3	Mark Walsh, Secretary-Treasurer	18
	Re: Public Interest Disclosure Act: Annual Report	
8.4	Mark Walsh, Secretary-Treasurer	20
	Re: Administrative Procedure 513 - Purchasing (Update)	
8.5	Piet Langstraat, Interim Superintendent	30
	Re: Inclement Weather	
9.	CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING	
10.	UNFINISHED BUSINESS	
11.	NEW BUSINESS	
11.1	Greg Keller, Board Chair	
	Re: Notice of Motion - Policy 2.1	
	<i>That the Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) amend the policy committee work plan to include the review and update of Policy 2.1, Role of the Board.</i>	
12.	FOR INFORMATION	

13. QUESTION PERIOD

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

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

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

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

14. ADJOURNMENT

That the meeting be adjourned.

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

October 9, 2024

Trustees	L. Lee, Chair M. Robinson, Vice Chair T. Brzovic N. Bailey G. Keller C. Morvay L. Pellegrin T. Rokeby T. Harris
Staff	P. Langstraat, Interim Superintendent/CEO M. Walsh, Secretary-Treasurer L. Tait, Deputy Superintendent K. Matthews, Manager Admin. Services
Representatives	CUPE Representative: Jeff Virtanen NDTA Representative: Joanna Cornthwaite NSAA Representative: Lisa Frey

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

There were none.

3. DELETIONS TO THE AGENDA

There were none.

4. CHANGE IN ORDER

There was no change in order.

5. APPROVAL OF THE AGENDA

B24/10/09-01

IT WAS MOVED BY Trustee Harris

IT WAS SECONDED BY Trustee Keller

That the Agenda be approved.

CARRIED UNANIMOUSLY

6. APPROVAL OF THE MINUTES

B24/10/09-02

IT WAS MOVED BY Trustee Morvay

IT WAS SECONDED BY Trustee Keller

That the minutes of the Business Committee meeting held on September 11, 2024, be approved.

CARRIED UNANIMOUSLY

7. PRESENTATIONS

There were none.

8. SENIOR STAFF REPORTS

8.1 Zeyad Merchant, Director of Information and Technology & Mark Walsh,
Secretary-Treasurer

Re: Confronting Today's Real Challenge of Cybersecurity Risk

Zeyad Merchant provided a high-level overview of the cybersecurity challenges facing the district, the current state of the District's defenses, and some of the ongoing and planned work to improve security. An information sheet is attached to the agenda.

8.2 Mark Walsh, Secretary-Treasurer

Re: Hammond Bay Elementary School – Waterworks Right-of-Way

Mark Walsh advised that the City of Nanaimo has requested access to a portion of the Hammond Bay Elementary School property, located at 1025 Morningside Drive, for the purpose of checking and maintaining a new water meter. An action sheet is attached to the agenda.

B24/10/09-03

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Harris

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pass all three readings of the Bylaw cited as “Hammond Bay Elementary School Waterworks Right-of-Ways Bylaw, 2024” in one meeting, and that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Hammond Bay Elementary School Waterworks Right-of-Ways Bylaw 2024, being a bylaw that provides the City of Nanaimo with Right-of Ways associated with access to a water meter at the Hammond Bay Elementary School Site, pursuant to Section 65(5) of the School Act, R.S.B.C. 1996, c. 412.

CARRIED UNANIMOUSLY

8.3 Mark Walsh, Secretary-Treasurer

Re: Pleasant Valley School – Waterworks Right-of-Way

Mark Walsh advised that the City of Nanaimo has requested access to a portion of the Pleasant Valley School property, located at 6201 Dunbar Road, for the purpose of checking and maintaining a new double check valve detector assembly. An action sheet is attached to the agenda.

B24/10/09-04

IT WAS MOVED BY Trustee Harris

IT WAS SECONDED BY Trustee Keller

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pass all three readings of the Bylaw cited as “Pleasant Valley Elementary School Waterworks Right-of-Ways Bylaw, 2024” in one meeting, and that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Pleasant Valley Elementary School Waterworks Right-of-Ways Bylaw 2024, being a bylaw that provides the City of Nanaimo with Right-of Ways associated with access to water, sewage and drainage works at the Pleasant Valley Elementary School Site, pursuant to Section 65(5) of the School Act, R.S.B.C. 1996, c. 412.

CARRIED UNANIMOUSLY

8.4 Mark Walsh, Secretary-Treasurer

Re: Gabriola School Field

Mark Walsh provided a report on the history, current state, and strategy moving forward for field maintenance on the play field at Gabriola Elementary. An information sheet is attached to the agenda.

8.5 Mark Walsh, Secretary-Treasurer & Taunia Sutton, Associate Secretary-Treasurer

Re: Enrolment Update

Mark Walsh and Taunia Sutton provided an update on the change in student full time equivalent enrolment and the change in overall student headcount following the 1701 student data collection on September 30, 2024. An information sheet is attached to the agenda.

8.6 Mark Walsh, Secretary-Treasurer & Justin Taylor, Assistant Director Planning & Operations

Re: Annual Vandalism Report

Mark Walsh and Justin Taylor provided a Report on facilities' activities related to the Vandalism AP. This report provided information on District vandalism from July 1, 2023, to June 30, 2024. An information sheet is attached to the agenda.

8.7 Piet Langstraat, Interim Superintendent

Re: NDSS and LIS Advocacy Plan

Piet Langstraat presented a possible advocacy plan for the replacement of Nanaimo District Secondary School and a new build of Ladysmith Intermediate School.

8.8 Mark Walsh, Secretary-Treasurer

Re: Policy Framework

Mark Walsh provided the Board an update on the motion and a Policy framework and workplan for the Board's consideration. An action sheet is attached to the agenda.

B24/10/09-04

IT WAS MOVED BY Trustee Harris

IT WAS SECONDED BY Trustee Rokeby

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy framework presented by the Policy Committee subject to Board approval of individual policies.

CARRIED UNANIMOUSLY

8.9 Mark Walsh, Secretary-Treasurer

Re: Policy Committee Work Plan

Mark Walsh outlined the Policy Committee's priorities for the 2024-25 year. An action sheet is attached to the agenda.

B24/10/09-05

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Harris

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2024-2025.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

There was none.

10. UNFINISHED BUSINESS

There was none.

11. NEW BUSINESS

There was none.

12. FOR INFORMATION

13. QUESTION PERIOD

There were no questions.

14. ADJOURNMENT

The meeting adjourned at 7:48 pm.

B24/10/09-06

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Rokeby

That the meeting be adjourned.

CARRIED UNANIMOUSLY

NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET

DATE: November 13, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary Treasurer
SUBJECT: 2024-25 First Quarter Financial Report (Q1)

Background

In alignment with Policy 2.21 Financial Planning and Reporting, this information sheet provides the quarterly financial report for the period of July 1, 2024, to September 30, 2024 (Q1). In addition to the district's first quarter financial results verifying that expenses for the period align with planning and that there are no significant areas of concern at this time, comparative information for the prior year is included in order to confirm the results are consistent with expected performance and trends.

Discussion

At September 30th the district has recorded all revenues received and expenses incurred for the first quarter, as well as updated the budget to reflect additional funding since the presentation of the Preliminary Annual Budget in May 2024, along with the corresponding expenses. Note, however that because the 2023-24 Financial Statements are not approved until late September, accumulated operating surplus allocations, and deferred revenues related to Special Purpose Funds were recorded after September 30th so not reflected in Q1.

With respect to revenues received and expenses incurred, at the end of the first quarter the district is 25% through the fiscal year, however, revenues flow to the district pursuant to funding and/or contractual payment schedules, and categories of expenses will vary depending on whether they relate to 10- or 12-month operations. Figures presented within the *Summary of Revenues and Expenses* provide the districts original budgeted figures, updated budget figures at September 30th, and all the associated changes. As well, actual revenues received, and expenses recorded for the period have been included to confirm that results align with targets.

Since the approval of the 2024-25 Annual Budget there have only been two changes of note with regards to revenues at the end of the first quarter which includes an additional \$1.850M for the 1% Cost of Living Wage Adjustment (COLA), and a small reduction to the original estimate for the SkilledTradesBC revenue as available funding under this Program was slightly less than the prior year (\$22K).

Pursuant to the 1% Cost of Living wage adjustment, all expense categories relating to staffing and replacement costs have increased, as have the corresponding benefit costs. There has also been a small decrease to the services and supply budget to account for resources being converted into staffing (Teacher FTE) as well as some shifted to account for escalating replacement costs.

Additional expenses account for the staffing added within the first quarter to support actual student enrolment and needs versus preliminary estimates. Important to note that although the Q1 budget reflects a deficit of \$988K due to the cost of this additional staffing, the supportive revenue flowing from the 1701 Student Data Collection was not recorded until after September 30th thus not represented within Q1. A balanced budget inclusive of all confirmed revenues, expenses and accumulated operating surplus allocations will be presented within the 2024-25 Amended Budget within the second quarter financial report (Q2).

Operating Fund Update:

2024-25 Operating Fund - Summary of Revenues and Expenses						2023-24 Comparator		
	Actuals at Sept 30	2024-25 Amended Budget - Q1	% Collected or Spent	Change	2024-25 Annual Budget	Actuals at Sept 30	2023-24 Amended Budget - Q1	% Collected or Spent
Revenues - Operating								
Ministry of Education Grant	19,613,187	172,671,447	11%	1,849,594	170,821,853	18,135,138	162,329,337	11%
Other Provincial	51,929	366,916	14%	(22,000)	388,916	70,169	260,416	27%
International Student Tuition	1,163,025	5,629,500	21%	-	5,629,500	987,343	5,250,250	19%
Other Revenue	357,224	2,680,601	13%	-	2,680,601	208,272	2,270,724	9%
Rentals & Leases	225,821	670,000	34%	-	670,000	117,711	600,000	20%
Investment Income	349,256	1,000,000	35%	-	1,000,000	367,824	1,100,000	33%
Total Revenues (before LC Transfer and Surplus Allocation)	21,760,442	183,018,464	12%	1,827,594	181,190,870	19,886,457	171,810,727	12%
Expenses - Operating								
Salaries								
Teachers	8,181,039	81,604,774	10%	1,479,706	80,125,068	7,974,699	76,904,082	10%
Administrative Officers	2,562,913	10,699,470	24%	529,891	10,169,579	2,426,596	9,928,961	24%
Education Assistants	1,442,409	13,404,827	11%	168,345	13,236,482	1,220,346	12,191,620	10%
Support Staff	3,170,508	14,636,647	22%	146,894	14,489,753	2,957,544	14,165,758	21%
Other Professionals	1,327,064	5,900,097	22%	(74,488)	5,974,585	1,271,855	5,446,123	23%
Substitutes	545,589	6,732,254	8%	184,346	6,547,908	454,793	5,381,041	8%
Total Salaries	17,229,522	132,978,069	13%	2,434,694	130,543,375	16,305,833	124,017,585	13%
Benefits	3,856,909	34,097,783	11%	598,183	33,499,600	3,679,763	31,728,270	12%
Total Salaries and Benefits	21,086,431	167,075,852	13%	3,032,877	164,042,975	19,985,596	155,745,855	13%
Services & Supplies	3,618,357	17,000,973	21%	(216,922)	17,217,895	3,538,452	16,206,837	22%
Total Expenses	24,704,788	184,076,825	13%	2,815,955	181,260,870	23,524,048	171,952,692	14%
Net Revenue (Expense)	(2,944,346)	(1,058,361)		(988,361)	(70,000)	(3,637,591)	(141,965)	
Restricted Surplus								
Unrestricted Surplus		670,000		-	670,000			
Local Capital/TCA Transfers	(3,177,453)	(600,000)			(600,000)	(2,879,366)		
Surplus (Deficit)	(6,121,799)	(988,361)		(988,361)	-	(6,516,957)	(141,965)	-

2024-25 Operating Fund - Summary of Revenue and Expense Changes	
Opening Revenue - Annual Budget	181,190,870
Changes in Revenue	
Labour Settlement Funding for the 1% COLA and Executive Compensation increases	1,849,594
Skilled Trades BC funding adjustment for 2024/25 confirmed enrolment	(22,000)
Total change in Revenue	1,827,594
Closing Revenue - Q1	183,018,464
Opening Expense - Annual Budget	
Changes in Expense	
Cost of Living Wage increases	1,857,178
Skilled Trades BC expense adjusted	(22,000)
Additional staffing added per enrolment (Revenue to follow 1701 updates in October)	862,657
Other Miscellaneous expense updates	118,120
Total change in Expense	2,815,955
Closing Expense - Q1	184,076,825
Net Revenue Expense - Q1	(1,058,361)
Add Restricted Surplus Appropriation	670,000
Reduce by amount Transferred to Local Capital	(600,000)
Budgeted Surplus(Deficit) - Q1	(988,361)

With regards to the Operating Fund's financial results at September 30th, the % collected in revenue and % spent under expenses aligns with expected results at this time and compares to results during the same quarter in the prior fiscal year. Although we are watching replacement costs closely, at the end of the first quarter they were on target, but only represent 1/10th of the school year. One item of note under Revenue relates to Rentals and Leases where we are at 34% collected this year and only 20% last year which is due to addition income received for the Election that wasn't budgeted for.

Special Purpose Fund Update:

Special Purpose funds are separate funding envelopes provided by the Ministry of Education and Child Care or other third-party sources for particular programs, functions, or activities. These individual funds are presented individually under revenue to show the amount of resources applicable to each but consolidated under expenses for financial reporting purposes. If there are unspent resources at the end of a fiscal year within a Special Purpose Fund, districts may be allowed to retain these dollars for use in the next year, pursuant to Ministry approval. In such cases the deferred revenue is added into budget in the Fall, following approval of the Financial Statements. Due to timing, the first quarter financial report does not reflect these additional resources, they were added to budget in early October and will be presented within the Amended Budget.

Since the approval of the 2024-25 Preliminary Annual Budget there have only been a few small changes to the Special Purpose Funds which are reflected below:

2024-25 Special Purpose Funds - Summary of Revenues and Expenses						2023-24 Comparator		
	Actuals at Sept 30	2024-25 Amended Budget - Q1	% Collected or Spent	Change	2024-25 Annual Budget	Actuals at Sept 30	2023-24 Amended Budget - Q1	% Collected or Spent
Revenues - Special Purpose								
Annual Facilities Grant	260,791	555,746	47%	-	555,746	346,189	555,746	62%
Learning Improvement Fund	64,429	604,087	11%	(8)	604,095	58,562	604,136	10%
French Programs	10,162	228,820	4%	-	228,820	25,881	373,820	7%
Ready Set Learn	-	68,600	0%	2,450	66,150	9	66,150	0%
Strong Start	30,254	256,000	12%	-	256,000	28,593	256,000	11%
Community Link	281,067	2,630,683	11%	21,173	2,609,510	281,440	2,542,371	11%
Classroom Enhancement Fund	1,563,959	14,539,319	11%	-	14,539,319	1,373,547	12,412,842	11%
CR4YC	400	11,250	4%	-	11,250	-	11,250	0%
Mental Health	9	51,000	0%	-	51,000	7,392	51,000	14%
BCTEA Transportation Fund	-	-	0%	-	-	-	-	0%
ECE Dual Credit/Health Dual Credit	12,237	76,000	16%	-	76,000	3,051	29,000	0%
Seamless D-K	497	55,400	1%	-	55,400	8,133	55,400	15%
SEY2KT	-	19,000	0%	-	19,000	-	19,000	0%
Student Family Affordability Fund	2,873	-	0%	-	-	4,368	-	0%
ELCCCF	37,307	175,000	21%	-	175,000	45,254	175,000	26%
Feeding Futures Fund	118,488	1,665,804	7%	-	1,665,804	41,065	1,663,981	0%
School Age Child Care Space Expansion	3,954	360,000	1%	-	360,000	-	-	0%
School Generated Funds	528,434	2,720,000	19%	-	2,720,000	479,494	2,705,000	18%
Other Misc./Deferred Revenue	103,829	148,000	70%	980	147,020	15,833	59,208	27%
Total Special Purpose Revenue	3,018,690	24,164,709	12%	24,595	24,140,114	2,718,811	21,579,904	13%
Expenses - Special Purpose								
Salaries								
Teachers	1,088,373	10,860,283	10%	4,981	10,855,302	933,700	9,342,685	10%
Administrative Officers	102,067	456,820	22%	11,663	445,157	111,190	425,977	26%
Education Assistants	279,987	2,563,232	11%	(6,819)	2,570,051	274,341	2,497,227	11%
Support Staff	53,727	375,141	14%	(9,714)	384,855	80,173	426,175	19%
Other Professionals	48,433	335,167	14%	(10,275)	345,442	27,223	109,349	25%
Substitutes	54,549	646,324	8%	1,363	644,961	40,240	596,095	7%
Total Salaries	1,627,136	15,236,967	11%	(8,801)	15,245,768	1,466,867	13,397,508	11%
Benefits	414,887	3,895,293	11%	14,071	3,881,222	354,117	3,343,974	11%
Total Salaries and Benefits	2,042,023	19,132,260	11%	5,270	19,126,990	1,820,984	16,741,482	11%
Services & Supplies	976,667	5,032,449	19%	19,325	5,013,124	897,827	4,838,422	19%
Total Special Purpose Expenses	3,018,690	24,164,709	12%	24,595	24,140,114	2,718,811	21,579,904	13%
Fund Variance	-	-		-	-	-	-	

2024-25 Special Purpose Fund - Summary of Revenue and Expense Changes	
Opening Revenue - Annual Budget	24,140,114
<u>Changes in Revenue</u>	
Community LINK increase per funding update June 2024	21,173
Ready Set Learn funding confirmed Aug 2024	2,450
Other miscellaneous adjustments	972
Total changes in Revenue	24,595
Closing Revenue - Q1	24,164,709
Opening Expense - Annual Budget	24,140,114
<u>Changes in Expense</u>	
Community LINK increase per funding update June 2024	21,173
Ready Set Learn funding confirmed Aug 2024	2,450
Other miscellaneous adjustments	972
Total changes in Expense	24,595
Closing Expense - Q1	24,164,709

With regards to the Special Purpose Fund financial results at September 30th, the % collected in revenue and % spent under expenses aligns with expected results at this time, and compares to results during the same quarter in the prior fiscal year.

Staffing Update:

Changes in Staffing since the Preliminary Annual Budget are reflected in the table below, presented under the Operating Fund, the Indigenous Education Target, and Special Purpose Funds:

2024-25 Amended Budget (Q1) Summary of Staffing Changes - All Funds				
Staffing Category	Op. Fund	Indigenous Target	SP Funds	Total FTE
Administrative Officers				
Addition of 1 VP for Dover Bay Secondary	1.000			1.000
Indigenous Ed position changed from Director to District Principal		1.000		1.000
Totals	1.000	1.000	-	2.000
Teachers				
VP added to Dover with .50 FTE Teaching Time (Now AO Staffing)	(0.500)			(0.500)
Additional staffing per enrolment Elementary Divisions/Secondary FTE	6.564			6.564
Totals	6.064	-	-	6.064
Education Assistants				
Seamless Day K correction to FTE to align with Funding			(0.063)	(0.063)
School Age Child Care Grant - EA/RA placeholder staffing moved to Operating Fund			(0.857)	(0.857)
Actual Staffing added to Operating for Child Care needs	0.427			0.427
Feeding Futures Fund increase of 5 hrs EA time for Wellington Cafeteria			0.143	0.143
Totals	0.427	-	(0.777)	(0.350)
Other Professionals				
Indigenous Ed position changed from Director to District Principal		(1.000)		(1.000)
Totals	-	(1.000)	-	(1.000)
Total All Categories	7.491	-	(0.777)	6.714

As previously noted, additional staffing along with the associated expense were added to the budget to support student enrolment in August and September, leaving the budget in a temporary deficit. However, this is only due to timing as the offsetting revenue that will flow to the district per the 1701 Student Data Collection will be confirmed in December and reflected in Q2.

The net staffing change in the Indigenous Education Target Budget is zero as it relates to a reclassification of the lead position. This was noted within the Annual Budget presentation as recruitment was underway and the classification of the position was subject to the hiring.

The small shift in EA staffing under the Special Purpose Funds was to update budgets with actual staffing applicable to each Fund since the estimates placed into the Preliminary Annual Budget. Although it appears that EA hours have been reduced, this is not the case, a substantial amount of EA staffing has been added but is not reflected in the first quarter financial report due to timing.

Changes in FTE - 24/25 Annual Budget vs. 24/25 Annual Budget @ Q1									
Staffing Category	24/25 Annual Budget			Change			24/25 Q1		
	Op	SPF	Total	OP	SP	TOTAL	Op	SPF	Total
Teachers	807.067	110.983	918.050	6.064	-	6.064	813.131	110.983	924.114
Admin Officers	68.100	2.900	71.000	2.000	-	2.000	70.100	2.900	73.000
Education Assistants	282.035	52.310	334.345	0.427	(0.777)	(0.350)	282.462	51.533	333.995
Support Staff	239.775	28.606	268.381	-	-	-	239.775	28.606	268.381
Other Professionals	51.500	6.500	58.000	(1.000)	-	(1.000)	50.500	6.500	57.000
Total FTE	1,448.477	201.299	1,649.776	7.491	(0.777)	6.714	1,455.968	200.522	1,656.490

Investment Update:

The district's total investments are summarized below:

Investment	Purchase Date	Rate	Total Investment	
Central Deposit Program (CDP)	historical balance	4.45%	8,322,329	[1]
Coast Capital Savings - GIC - 4 year fixed	03-Nov-22	5.45%	4,000,000	
Coast Capital Savings - GIC - 18 month fixed	03-Jul-24	5.25%	2,947,122	
Coast Capital Savings - GIC - 12 month fixed	03-Jul-24	5.25%	1,000,000	

[1] - the current rate is 3.95% as a result of the rate decrease of 0.50% on October 23, 2024

In July 2024, the 1 year cashable after 90 days First West Credit Union GIC matured and was reinvested into a 12- and 18-month fixed rate GIC. Given the expectation that rates were going to decrease, this was a way to lock in funds at a higher rate while creating a ladder investment strategy where the GIC's mature at differing times over the next couple of years.

Since June 2024, interest rates have decreased 1.25%. As a result, the Investment Income revenue budget within the 2024-25 Operating Fund has been reduced by \$350K in order to ensure we are accounting for the faster than anticipated rate decline, as well as to capture the fact that the interest earned on the fixed investments will not be paid out until the GIC's mature in subsequent fiscal years. Note that this adjustment was done in early October so not reflected within this first quarter financial report. Leading up to the 2024-25 Amended Budget presentation in early February, we will continue to monitor rates to determine if additional adjustments are required.

Capital Fund Update:

Pursuant to required Capital Plan submissions, which include details on district priorities, Ministry of Education and Child Care approves selected projects on an annual basis. Projects fall under multiple categories that include site acquisition, new school construction, school additions or renovations as well as various capital programs for expansions, seismic mitigation, risk management services, bus purchases and maintenance to extend the useful life of school buildings and enhance playground facilities.

The districts updated Capital Project Schedule is reflected below, along with the total spent in each project to September 30th.

2024-25 Capital Budget - Revenue/Expense Schedule									
2024-09-30 (Q1)									
Capital Projects		Total Project COA	WIP Yr. 1	WIP Yr. 2	WIP Yr. 3	WIP Yr. 4	2024/25 Annual Budget	2024-25 Expenses at Sept 30 (Q1)	Balance Remaining
School Addition	Hammond Bay	11,277,098	1,955,466	5,337,659	3,358,037	740,451	-	114,515	26,342
	Ladysmith Primary	TBD	-	-	-	-	-	-	(140,857)
	Chase River	7,500,000	-	-	-	-	7,500,000	-	TBD
	Wellington	9,000,000	-	-	-	-	9,000,000	-	7,500,000
School Reno	Dover Bay	2,344,274	360,925	1,369,299	141,780	-	472,270	-	9,000,000
	Forest Park	1,150,000	6,132	12,209	3,400	2,707	1,125,553	9,599	472,270
	John Barsby	740,000	6,947	8,341	70	2,626	722,016	8,177	1,115,954
	LIS	33,000	6,495	18,588	33	16	7,869	-	713,839
BEP = Building Envelope Program	Mountain View	2,338,000	9,694	20,812	241	2,250,303	56,950	(9,168)	7,869
	NOE	1,322,000	4,722	29,911	853,879	379,783	53,705	20,998	66,118
	Pleasant Valley	6,713,304	994,187	3,542,970	1,516,745	39,823	619,580	28,750	32,707
	LIS	TBD	-	-	-	-	-	-	590,830
Seismic	North Oyster	TBD	-	-	-	-	-	-	TBD
	Hammond Bay	159,000	132,672	18,135	-	-	8,193	-	TBD
	Cedar Sec. HVAC	723,000	39,573	634,191	-	-	49,236	109,484	8,193
	Brechin HVAC	882,000	32,512	697,051	-	-	152,437	167,263	(60,248)
SEP/CNCP = School Enhancement Program/Carbon Neutral Capital Program	Rutherford Interior	898,200	-	-	-	-	898,200	1,193	(14,826)
	John Barsby Interior	514,573	-	-	-	-	514,573	2,385	897,007
	Randerson HVAC	678,000	47,813	-	-	-	630,187	343,940	512,188
	District - Bus x 3	505,950	-	-	-	-	505,950	-	286,248
BUS	Woodlands Kitchen	35,000	14,448	-	-	-	20,552	3,839	505,950
	Mountain View	195,000	-	-	-	-	195,000	-	16,714
	Chase River	2,382,824	292,203	1,096,612	850,745	40,962	102,302	3,269	195,000
	QQS	1,976,689	17,018	51,515	600,806	-	1,307,350	341,191	99,033
Child Care	Cilaire	2,698,085	-	-	-	-	2,698,085	4,044	966,158
	Georgia Ave	2,431,273	432	64,437	2,098,938	-	267,466	307,276	2,694,041
	Pleasant Valley	2,838,069	-	-	-	-	2,838,069	-	(39,810)
	Quarterway	1,994,355	3,651	8,556	-	-	1,982,148	-	2,838,069
	Seaview	2,594,173	4,257	10,306	50,442	-	2,529,168	-	1,982,148
								-	2,529,168
Project Totals		63,923,867	3,929,147	12,920,591	9,475,116	3,456,671	34,142,342	1,368,580	32,773,762

Note 1: Annual Budget figures are the Total Project COA, less prior year(s) WIP

Note 2: WIP stands for Work in Progress and represents project expenditures recorded in a prior fiscal year.

Note 3: COA stands for Certificate of Approval and reflects the current approved funding amount

Note 4: This list does not include Annual Facilities Grant or Local Capital funded projects

Local Capital Fund Update:

Local Capital is mainly funded by transfers from the Operating Fund, as well as from the district's portion of the sale of any surplus properties if applicable. Pursuant to long-range and multi-year planning, transfers from the Operating Fund are necessary to cover capital expenses not funded by the Ministry of Education and Child Care for items such as technology, vehicles, portable refurbishment and relocation, school site enhancements, and district equipment.

The district's updated Local Capital Project Schedule is reflected below, along with the total spent in each project to September 30th. Note that if emergent needs arrive, allocation are subject to shift as necessary.

Local Capital 2024-25					
September 30, 2024					
<u>Revenue</u>	Budget 2024-25	Sep 30 2024 Actuals (Q1)	Balance	Budget 2025-26	Budget 2026-27
Deferred Revenue per Financial Statements	4,210,696			3,635,696	2,275,000
<u>Operating Fund and/or Accumulated Surplus Transfers</u>					
Transfer necessary to support three-year planning	2,250,000			500,000	2,000,000
Technology / Infrastructure Upgrades	750,000			500,000	500,000
Unrestricted Surplus Allocations (Capital)	290,000				
<i>Total Transfer from Operating</i>	<u>3,290,000</u>			<u>1,000,000</u>	<u>2,500,000</u>
Investment Income	225,000			150,000	100,000
Total Revenue	7,725,696			4,785,696	4,875,000
<u>Planned Local Capital Projects</u>					
<u>Board Goal - Student Success</u>					
Equitable Access to Technology (Wi-Fi)	500,000	103,488	396,512	500,000	500,000
Technology Plan	750,000	229,194	520,806	750,000	750,000
Learning Studios	300,000	124,692	175,308	250,000	250,000
Enrollment Growth Space Needs	700,000	225,703	474,297	300,000	300,000
Outdoor Learning Fund	200,000	52,583	147,417	35,696	-
<u>Board Goal - Student and Employee Wellness</u>					
Accessibility	75,000	-	75,000	75,000	75,000
Environmental Upgrades	40,000	-	40,000	-	-
School Enhancement Projects	300,000	14,032	285,968	100,000	100,000
<u>Board Goal - Truth and Reconciliation</u>					
Syeyutsus Support	-	-	-	-	-
<u>Long Range Facilities Plan (LRFP)</u>					
E-Bus	-	-	-	-	-
Vehicle Replacement Program/AMP	425,000	100,763	324,237	300,000	300,000
District Equipment/Signage	-	-	-	-	-
School Site Acquisition Fund	-	-	-	-	-
Support of Pending/New Capital Projects	200,000	10,463	189,537	100,000	100,000
Residual Prior Yr. Project Expense	-	-	-	-	-
LIS/NDSS/Rutherford - Capital Contributions	600,000	-	600,000	100,000	2,500,000
Total Projects/Expenses	4,090,000	860,917	3,229,083	2,510,696	4,875,000
<u>Fund Balance</u>	3,635,696			2,275,000	0

Summary:

At the end of the first quarter there are no financial concerns of note and district operations are as expected, however, with only one month of school-based operations recorded in Q1, it is not a fulsome reflection of district performance. Notably, since September 30th there have been multiple adjustments to budgeted revenues and expenses which includes a significant increase in funded student enrolment per our 1701 Student Data Collection. In addition, following the Board's approval of the 2023-24 Audited Financial Statements late September, the accumulated operating surplus allocations as well as the year-end balances applicable to our Special Purpose Funds were added to budget subsequent to the end of the first quarter so not reflected in this report.

The second quarter financial report in February will provide a complete accounting and reporting of the confirmed and re-estimated revenues and expenses applicable to the 2024-25 school year, all of which will be incorporated into the district's Amended Annual Budget.

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

DATE: November 13, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer, Gillian Robinson, Executive Director of Communications and Privacy
SUBJECT: Rutherford Re-Opening – Catchment Boundary Minor Review

Recommendation:

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommended minor catchment boundary changes as shown below in this Action Sheet.

Background:

On May 15, 2024, the Board passed the following motion:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve in principle the Rutherford Working Group's reopening plan recommendations (the "Recommendations") including the redrawn boundaries and transfer of students in the newly created Rutherford and Frank J. Ney boundaries and send the Recommendations to the community for consultation with final approval in the fall of 2024.

On September 25, 2024 the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approved the 11 recommendations for the re-opening of Rutherford Elementary including the redrawn boundaries and transfer of students in the newly created Rutherford and Frank J. Ney boundaries. The Board directed staff to review minor catchment changes and report back to the Board in November 2025 with changes as appropriate.

Discussion:

Staff reviewed catchment boundary anomalies and addresses where distance to the new catchment school increased significantly (apart from Glen Oaks and Oakridge neighbourhoods which will be served by a bus route to Frank J. Ney). As a result:

- Somerside Place- The proposed catchment boundary divided this cul-de-sac down the middle- half McGirr and half Rutherford. Decision: Entire cul-de-sac will remain in McGirr catchment.

- Cosgrove Crescent- The northeast section of Cosgrove Crescent/Stafforshire Terrace was proposed to move from Departure Bay to Cilaire catchment creating a longer (approx. 1km) commute. Decision: Cosgrove/Stafforshire/Oxford Pl and Glenayr Drive which are situated north of Lynburn Crescent as well as Doctors Road and Departure Bay Road north of Strongingtharm and Randle Road and Battersea Road return to Departure Bay Elementary catchment.



NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET

DATE: November 13, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Public Interest Disclosure Act

Background

In November of 2023 the Board passed the Public Interest Disclosure Act policy as required by legislation. That legislation also requires yearly reporting out.

Discussion

There were no disclosures pursuant to the policy in the calendar year to November 15. We note the District is continuing to make the Policy known to staff including providing resources, adding it to on-boarding and incorporating yearly reminders to staff into our processes.

A yearly report will be added to the work plan for November.

Appendix A: Public Interest Disclosure Report – November 2024

Link to website: <https://www.sd68.bc.ca/public-interest-disclosure-act-pida/>

Public Interest Disclosure Act: Annual Report for the Nanaimo Ladysmith Public Schools (SD68)

Fiscal Year 2024

BC's *Public Interest Disclosure Act* (PIDA) provides a safe, legally protected way for current BC public sector employees (**including school districts as of December 1, 2023**) to report serious or systemic issues of wrongdoing to their supervisor, a designated officer for the district, or to the Ombudsperson. PIDA prohibits people from retaliating against employees who speak up about potential wrongdoing in the public sector. PIDA is also sometimes referred to as the "Whistleblower" Act.

PIDA Definition: 7(1)(a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.

More information about what constitutes wrongdoing is available online at:

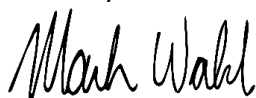
<https://bcombudsperson.ca/public-interest-disclosure/resources-for-public-bodies/>

Report

	2024
Section 38(1) Disclosures of wrongdoing in respect of SD68	0
Section 38 (2) Number of Disclosures received, including referrals of disclosures: And the number acted on: Not acted on:	0 0 0
Number of investigations commenced as a result of a disclosure:	0
In the case of an investigation that results in a finding of wrongdoing (i) A description of wrongdoing, (ii) Any recommendations, including those made by the Ombudsperson, and (iii) Any corrective action taken in relation to the wrongdoing or the reasons why no corrective action was taken;	0 0 0
Any other information prescribed by regulation	0

Attestation

I certify that the above report is true and correct.



Mark Walsh
Secretary-Treasurer

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

DATE: November 13, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Administrative Procedure 513 - Purchasing

Background

As part of our ongoing review of our Administrative Procedures to ensure currency, we have reviewed AP 513 – Purchasing (the “AP”).

Discussion

This AP has been updated to reflect recommendations from the District’s Auditors. Specifically, it provides the Chair of the Board with purchasing authority with respect to authorizing Superintendent expenses. Prior to this change the Secretary-Treasurer signed off on such expenses. The change reflects best practice as suggested by the auditors.

It has also been updated to incorporate the Syeyutsus Reconciliation Framework. Specifically, the District has been trying to incorporate the culture of local nations into our schools, including with respect to physical representation such as welcome figures or poles. However, as previously drafted the District would technically have to get three quotes for the provision of service. However, the practice has been to seek the direction of the Local Nation. The AP change reflects this practice.

Appendix A: AP 513 – Purchasing

Administrative Procedure 513 – Purchasing



AP 513 – Purchasing

Purpose

The purpose of this administrative procedure is to ensure that School District 68 (“SD68”) procurement of materials, goods, equipment, and services is at an optimum value for the life cycle costs of purchases.

Background

The Finance Department is authorized to commit SD68 to the purchase of goods and services in addition to binding agreements such as purchase orders, equipment leases and contracts.

Objectives

- Processes established for efficient and appropriate utilization of SD68 funds
- Transparency and accountability in the use of SD68 funds for the acquisition of goods, services, and capital assets
- Procurement that meets SD68’s quality and safety requirements, at competitive prices and in a consistent manner
- Compliance with required legislation, regulations, policies, and procedures
- Risks identified, assessed, and managed throughout the procurement process
- Encourage the assessment of environmental factors associated with the procurement of goods and seek sustainable options when possible

Scope

This administrative procedure document applies to all employees of SD68, as well as contractors and consultants while engaged by SD68, who are involved in the acquisition of goods, services, and capital assets.

It is applicable to all procurement regardless of the ultimate source of funding, unless specifically indicated otherwise by the funding source.

Definitions

“Contract”	is a legally binding agreement for one party to provide goods or services to the other party, in exchange for payment or other form of consideration, subject to terms and conditions.
“Electronic Bidding System”	is a provincial or national electronic tendering service (e.g., BC Bid) designed to facilitate the procurement process within the public and private sector business communities.
“Procurement”	is the process of acquiring goods, works and services, covering both acquisitions (by any means, including by purchase, rental, lease, trade, or conditional sale, of goods, services, or construction) from external third parties. Procurement is to include sourcing, contracting, and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, purchasing, contract awarding, and conflict of interest.



"Purchase Order" ("PO")	is a legally binding agreement sent to vendors to place an official order of goods and/or services. A purchase order with an authorized signature is authority to purchase on behalf of SD68.
"Request for Proposal" ("RFP") or "Request for Expression of Interest and Qualifications" ("REIQ")	is a document used to solicit bids from potential vendors interested in supplying a good, service or capital asset. The RFP or REIQ outlines the bidding process, mandatory vendor requirements, timelines for bid submission and contractual terms and conditions.
"Request for Quotation" ("RFQ")	is a written invitation for vendors to submit a quote to supply a particular good, service or capital asset.
"Quote"	is a written or verbal statement of price, terms of sale and description of goods and/or services offered by a vendor.
"Sole Source"	is the procurement of goods, services, or capital assets from a supplier in the absence of applying a competitive procurement process (e.g., RFP, RFQ, etc.).
Invitation to Tender ("ITT")	is a process used to solicit Tenders from vendors for the provision of goods, services, or capital assets where the specifications, terms, conditions, and other details are set out in the invitation and the bids are evaluated primarily on price, without further negotiations. If the purchase proceeds, SD68 is obligated to place the order with the supplier who has offered the best value or the best price. The supplier is obligated to honor the price and quality of the product if the goods, services, or capital assets are placed on order within the limitations of the quotation offer.
"Tenders"	are offers made by vendors in response to an ITT received before a closing date and time specified in the ITT document.
"Vendor"	includes supplier or potential supplier of goods and/or services and may be a contractor or consultant.

Guiding Principals

1. Spending Authority

Students and staff members are not to commit SD68 for payment of goods and services and may not sign rental agreements (except car rentals), leases, licenses, or agreements with any vendor except when specifically approved to do so as outlined in the following table:

Threshold	Delegated Purchasing Authority
\$100 or less	All staff
\$5,000 or less	Vice-principals, Capital Project Coordinators, Facilities Planners, General Foreman, DAC Exec. Assistants, Chair of the Board (for Superintendent Only)
\$10,000 or less	Principals, Buyers, Department Managers
\$25,000 or less	Finance Manager, Department Directors, Assistant Superintendents
\$50,000 or less	Facilities/Operations Managers, Director of Information Technology
\$75,000 or less	Executive Director, Planning & Operations (or acting), Director of Finance
\$75,000 or above	Secretary Treasurer, Associate Secretary Treasurer, Deputy Superintendent, or Superintendent
Unforeseen Expenditures above \$100,000	Secretary Treasurer, Superintendent and/or Deputy Superintendent (two signatures required on unforeseen expenditures in excess of \$100,000 which shall be reported to the Board).

2. Methods of Procurement

Except where otherwise noted in the attached procedure or where governed by other policies, all purchases and financial commitments for materials, goods, equipment, and services are to be made through the Finance Department, staff reimbursement and/or Purchasing Cards (“P-Cards”).

All computer hardware and software purchases must be approved by the Information Technology department, and all photocopier purchases must be approved by the Purchasing department.

2.1 Process of Reimbursements

To be reimbursed for authorized expenses, employees must fill out a Cheque Requisition Form, attach original copies of receipts showing proof of payment (and confirmation of shipment for online orders), and submit it to the Finance Department.

2.2 Procurement Thresholds

The following table summarizes procurement method thresholds:

Threshold	Procurement Method	Purchase Order Required?	Guidance
Goods and Services:			
\$2,000 or less	Sole Source	No	Goods and services not exceeding \$2,000 may be purchased at the discretion of the Finance Department through sole sourcing (section 2.3) or through an appropriate method of procurement (section 2).
\$10,000 or less	From pre-approved vendors, minimum of two verbal/online quotations	Yes	Sources of supply for requirements expected to exceed \$2,000 but not \$10,000 shall be determined by verbal/online quotation, from two or more sources (section 2.4).
Over \$10,000 but not exceeding \$75,000	Minimum three written quotations	Yes	Sources of supply for requirements expected to exceed \$10,000 but not \$75,000 shall be determined by written quotation, from three or more sources who are known to be able to provide the quality of goods or services required (section 2.4).
Over \$75,000	Request for Tender or Request for Proposals (depending on known specs)	Yes	Sources of supply for requirements expected to exceed \$75,000 shall be determined by public opportunity through BC Bid.
Construction:			
Up to and including \$200,000	Minimum three written quotations	Yes	Construction contracts up to \$200,000 shall be determined by written quotation, from three or more vendors known to be able to provide the quality of goods or services required.
Over \$200,000	Request for Tender or Request for Proposals (depending on known specs)	Yes	Construction contracts expected to exceed \$200,000 shall be determined by Request for Tender or Request for Proposals. A public invitation to tender shall be posted on BC Bid using an appropriate solicitation process.

SD68 complies with the spirit and intent of all applicable trade agreements, including the *Canadian Free Trade Agreement (CFTA)* and the *New West Partnership Trade Agreement (NWPTA)*.

Under NWPTA, construction is defined as:

A Construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

2.3 Sole Sourcing

Goods or services that are only available from a sole source may be exempt from the tendering process and/or the quotation process. The finance department will work with the end user to assess if a sole source situation may exist. This assessment will then be put forward for approval by the Secretary-Treasurer, and/or Superintendent.

The Secretary-Treasurer, Superintendent or delegate may authorize the immediate purchase of any item or service without recourse to the provisions of this procedure where:

- a) staff, student or public safety is in question;
- b) purchase will prevent damage to SD68 facilities;
- c) essential services will be restored;
- d) essential physical plant services will be restored
- e) funding may be lost or not obtained as a result of the delays realized when going out for tender
- f) staff can strictly prove that only one contractor is qualified, or is available, to provide the goods, services or construction;
- g) the goods or services require compatibility with existing goods or services, or may void any warranties or guarantees;
- h) the goods and services are associated with local land based Indigenous cultural practices
- i) pricing has been established by joint purchase group tenders or other public entities with the option to extend to school districts, and Government agreements available for school district use;

It is not necessary to tender or go through the quotation process for the purchase of used items, legal, investment and banking services.

Where a sole source purchase is made, the purchase order ("PO") will indicate that the purchase is sole source and supporting documentation, if available, will be attached.

2.4 Request for Quotes

Request for quotes can take the following forms:

- a) Verbal quotations:
Received from two or more supplier representatives, usually by telephone. Online price checking can count as an alternative for a verbal quotation. Such quotations are to be recorded by the Finance Department and retained with the PO.
- b) Written quotations:
Received from three or more sources in response to a written request. Responses may be submitted by fax, BC Bid, email, or mail.

2.5 Public Opportunities

Public opportunities may include but are not limited to, Request for Proposal (RFP), Request for Expression of Interest and Qualifications (REIQ), Request for Quotation (RFQ), and Invitation to Tender (ITT). Assessment of which document and process to use is dependent on the Finance department.

Once it has been decided that a public opportunity is required to purchase the goods or services, the finance department or delegate will meet with the school or department representatives to establish the product specifications and evaluation criteria if necessary.



If required, an evaluation committee will be established to evaluate the responses to the opportunity. The Committee may be made up of representatives from the school or department along with finance department staff or delegate.

The finance department or delegate will build the document for review and approval by the school Principal or Department Head. Once approved, the Buyer will post the document on BC Bid.

2.6 Responses to Public Opportunities

Submissions may be done by email, hard copy, through BC Bid or other tendering platforms, and will be received by either the finance department or delegate. Required delivery methods will be stated in the opportunity documents. The date and time of receipt will be determined by the email server for email submissions or will be time stamped by the finance department or delegate for hard copy submissions. Under no circumstances shall submissions received be opened prior to the specified closing time.

2.7 Public Opportunity Opening

Openings shall be done by the finance department or delegate witnessed by two or more SD68 employees, one of which must be a finance department employee. All persons present at the opening, (including non-SD68 employees) shall be recorded on the opening form.

Opportunities shall be:

- a) opened at the same time, after the time indicated as the closing time in the document. If the public has come to witness the opening, it shall occur not later than 15 minutes after the official closing time indicated in the document;
- b) initialled and dated by two or more SD68 employees who witnessed the opening, one of which must be a finance department employee; and
- c) recorded on the "Opening Form" which shall be signed as indicated in b above

2.8 Late Submissions

Submissions received after the closing date and time specified in the document are considered "late" and will not be accepted.

2.9 Submission Withdrawals

A bidder may withdraw an opportunity by written notice only, provided such notice is received by the finance department prior to the closing time and date set in the document.

2.10 Submission Amendments

A firm may amend its submission provided the amendment is received by the finance department in writing or by email prior to the time and due date.

2.11 Award and Contract

The award of a contract to other than the lowest bidder must be based on facts that are defensible in the event of enquiry from any source at any level.

Selection of the successful offer is based on, in no order, but not limited to, the following criteria:

- a) compliance with opportunity documents;



- b) overall cost impact to SD68;
- c) firm prices vs. approximate prices or escalation;
- d) cancellation provisions, where applicable;
- e) SD68's assessment of the ability of the bidder (and their staff) to supply the goods or services within the timeframe required by the SD68;
- f) warranty and service facilities best value based on quality, service and price;
- g) compliance with regulatory requirements;
- h) experience and reputation of the bidder/supplier;
- i) positive environmental and/or social attributes; and
- j) other criteria as deemed applicable, by the Finance Department, to the purchase being made

When opportunities are received which appear to be identical in price, compliance with specifications, discounts, location of supplier etc., and further careful review will be made to identify some reasonable criteria on which to base final selection. The importance of selecting an opportunity for reasons that can be defended is reiterated. The Secretary-Treasurer or delegate shall determine the successful bidder in the event of identical offers.

If only one submission is received, the decision to accept the offer shall be made, in conjunction with the end user, by the Secretary Treasurer or delegate.

If no submissions are received, then the district may proceed with the procurement of the goods or service by receiving a minimum of three written quotations.

A Letter of Award will be issued to the successful proponent followed by either a purchase order, supply agreement, or construction contract if applicable.

It is recognized that tenders for select construction contracts may be authorized to be conducted by outside consultants. In these cases, the consultant will provide a recommendation for award. The use of such consultants will be reviewed and approved by the Secretary Treasurer or delegate.

The Executive Director Planning & Operations shall be responsible for the administration of construction contracts, and the services of engineers, architects and other professional and consulting services related to the construction contracts.

2.12 Access to Bids and Prices

A summary of public opportunities shall be prepared and kept on file for public information, if required.

Release of information shall be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

2.13 Bid and/or Performance Bonds (or Deposits)

In some circumstances the district may require bonding. The decision to require bonding will be made by the Finance Department in conjunction with the end user.

3. Real Property

3.1 The Secretary-Treasurer shall be responsible for the purchase and disposal of land and real property.

3.2 The Secretary-Treasurer or delegate shall administer the tendering procedures for real property, construction of works and buildings and shall maintain the original legal copies of such contracts on behalf of the School District.

- 3.3** The Secretary-Treasurer or delegate shall administer the leasing of land, real property and public facilities and shall maintain the original legal copies of all such agreements on behalf of the School District.

4. Sustainable Purchasing

- 4.1** SD68 wishes to acquire goods and services in a way that gives preference to suppliers that generate outcomes that have a positive social and environmental impact including reduction of GHG emissions, and that values the District's commitment to reconciliation. As such, where supplies and equipment are available for purchase in a sustainable manner, without significant additional costs to SD68, it is encouraged that the sustainable option be successful in the procurement process. Examples of such options include:

- a) Choosing office products with recognized green certifications,
- b) Choose options with less packaging and/or request packaging be minimal and recyclable,
- c) Buying from local suppliers,
- d) Selecting supplies/vendors that have positive social considerations,
- e) Leasing equipment for temporary needs instead of buying, or
- f) Collaborations among purchasers and suppliers to address key sustainability issues such as the carbon footprint of products or local employment for disadvantaged groups

When posting a request for proposal, whenever possible, evaluation criteria that have a sustainable component should be included. Tender documents should also include an expectation that suppliers are compliant with all applicable labour, health and safety, and environmental laws.

5. Surplus Material

- 5.1** Where equipment, vehicles or materials are considered surplus to the needs to SD68 and are expected to have resale value, the Secretary Treasurer or delegate may direct these items be disposed of in any of the following ways:

- Following an assessment of condition, the items may be kept and stored for possible use or transfer within the district.
- Used as a trade in to reduce the purchase cost of new replacement items
- Offered for sale through a public auction, such as the Province of BC Asset Investment Recovery Service

- 5.2** Where equipment or materials are considered surplus to the SD68's needs and do not have a resale value, the Secretary-Treasurer or delegate may authorize items to be:

- a) salvaged for parts;
- b) scrapped;
- c) traded in for credit against purchases;
- d) sold for a nominal amount; or
- e) donated

Equipment, vehicles, or materials will not be sold to SD68 employees unless they are the successful bidder in a public auction process.

6. Compliance Monitoring

- 6.1** Purchases in the name of SD68 and the use of district purchasing cards, documents and resources is restricted to the acquisition of goods and services required for SD68 business purposes and must follow the procedures laid out in this document.
- 6.2** The finance department is responsible for monitoring compliance with these purchasing procedures, and for following-up on potential exceptions and abnormalities.
- 6.3** The use of SD68 resources for the procurement of items or services for personal use is expressly prohibited. Where it is determined that SD68 resources were used for the procurement of items or services for personal use, the employee in question will be required to reimburse the employer for the full amount of the purchase, and the matter will be referred to Human Resources for further review.
- 6.4** Other deviations from these procedures will be reviewed with the employee in question and their supervisor and may be referred to Human Resources where there is repeated non-compliance, or where a pattern of non-compliance has been identified.

Amendments (Revision History)

Amendments to this procedural document will be published from time to time and circulated to SD68.

Version	Approval Date	Approved by	Amendment
1	1957	SD68 Management	Creation of AP 513
2	November 26, 1986	SD68 Management	Unknown
3	June 10, 2020	SD68 Management	Spending authority thresholds and procurement thresholds
4	May 10, 2023	SD68 Management	Various
5	September 20, 2023	SD68 Management	Spending authority thresholds

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

DATE: November 13, 2024
TO: Business Committee
FROM: Piet Langstraat, Interim Superintendent
SUBJECT: Inclement Weather

Background

Yearly beginning late September and ending late March, facilities staff plan for the possibility of snow events.

- Approximately 15 pieces of equipment, \$15,000 of road salt and \$27,000 of sidewalk de-icer are prepared and purchased for what is, on average, 10 event days per year
 - Funding for these supplies are diverted from maintenance supplies – meaning that if not required funding can go to other maintenance requirements.
- Labour for an individual snow event can approach \$12,000 in maintenance, not including the cost of caretakers.
 - We have approximately 32 Caretakers who would be deployed on a snow day.
 - Labour is diverted from Maintenance and Operations department duties to snow removal support ie Carpentry, Plumbing, Electrical, Grounds, Custodial, etc.
- The CUPE collective agreement allows for up to two snow days per employee. Employees working receive a day off in lieu for the snow day worked.

Discussion

On mornings where there is a possibility of inclement weather, the Transportation Manager, as early as 2:00 am, will begin the process to gather information in the determination of hazardous road conditions for school buses. This information will also be used for the Superintendent or Superintendent Designate to determine if schools shall remain open or be closed due to snow or other hazardous road conditions.

The Superintendent may also consult Facilities (and other stakeholders) with respect to conditions/status of school sites – condition of city streets, parking areas, entry/egress routes, weather warnings and forecasts, other school districts, walking conditions to school sites.

Normally, the decision is made before 6:00 am, but it must be made before 6:30 am. (6:15 am for Gabriola). There are four possibilities:

- a. Close schools
- b. Cancel bus runs but leave schools open
- c. Cancel special needs buses but other buses run and schools are open
- d. Schools are open and buses are running

Once the decision is made, the Executive Director of Communications contacts the Principals/Vice-Principals, local radio station, sends a message to all families/caregivers through School Messenger and posts an alert on the school district website.

All maintenance and custodial staff, with some exceptions, are typically deemed essential service for the purpose of snow clearing and re tasked to remove snow as a priority to support school operations.

Priority of snow removal is as follows:

1. Plowing, salting/sanding of bus drop off, staff/student parking
2. Removal of snow from interior sidewalks, ramps, main entrances and exits
3. City sidewalks in accordance with City Bylaw 5000, section 22 (1)

Plowing and/or salting crews are typically called out at 12:00 am (which typically will give enough time to address parking) with day-shift equipment operators and shoveling crews start at 6:00 am and continue with efforts to ensure sites and sidewalks are cleared. Extended events can challenge crews and equipment to keep up.

Staff continually review response to snow events to ensure operational response is as effective as possible.

