

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

Wednesday, April 22, 2026, 6:00 PM

BOARD ROOM

395 Wakesiah Avenue

Nanaimo, BC V9R 3K6

Policy 218 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.

The southeastern part of Vancouver Island, the Gulf Islands and the lower Fraser River are the traditional territories of the Coast Salish Peoples. For thousands of years, the Coast Salish people have lived in, travelled and fished the waterways of the Salish Sea.

The hul'q'umi'num language is the language of this land. Hul'q'umi'num traditionally, and to this day, unites the Snaw Naw As, Snuneymuxw and Stz'uminus peoples as one family and on whose territories we stand today.

We also give thanks to the ancestors, hereditary leaders, matriarchs and creatures big and small for looking after the rich resources and cultural teachings of this land.

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	7
8.	SECTION 72(3) REPORT	
8.1	Section 72(3) Report	11
	<i>That the Section 72(3) Report from the Closed Board of Education meeting on March 11, 2026, and the Special Closed Board of Education meeting on April 15, 2026, be received.</i>	
9.	ANNOUNCEMENTS AND REMINDERS	
	Strategic Directions Committee Meeting: May 13, 2026	
	Board of Education Meeting: May 27, 2026	
	Statutory Holiday: May 18, 2026 (Victoria Day)	
10.	PRESENTATIONS	
10.1	Sean Walsh, Principal, Qwam Qwum Stuwixwulh School Re: Qwam Qwum Stuwixwulh School's FESL	
10.2	Ricki Bartlett, Principal, Elena Kemp, Vice-Principal, Jeff Hasenauer, Vice Principal and Aaron Halsall, Vice-Principal, Nanaimo District Secondary School Re: Nanaimo District Secondary School FESL	
10.3	NDTA Acting President - Megan Simmer Re: 2026-2027 Draft Annual Budget	13
10.4	CUPE 606 - President Jeff Virtanen Re: 2026-2027 Draft Annual Budget	
11.	CORRESPONDENCE	
11.1	G. Korpan Re: Optimal Hours for School <i>That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and file the correspondence from G. Korpan.</i>	17

11.2 L. Heisler 18

Re: Testimony on Children & Education

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and file the correspondence from L. Heisler.

11.3 Vancouver Island Children's Book Festival Society 20

Re: Author/Illustrator School Visits

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive and file the correspondence from Vancouver Island Children's Book Festival.

12. STRATEGIC DIRECTIONS COMMITTEE REPORTS 21

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt Policy - Trustee Onboarding and Criminal Record Check.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give the Cilaire Elementary School BC Hydro Right-of-Ways Bylaw, 2026 all three readings at this evening's meeting on April 22, 2026.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Cilaire Elementary School BC Hydro Right-of-Ways, 2026, being a Bylaw that provides BC Hydro and Telus with Right-of-Ways associated with construction and protecting access to the electric and communications works.

Read for a first time this 22nd day of April, 2026.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Cilaire Elementary School BC Hydro Right-of-Ways, 2026, being a Bylaw that provides BC Hydro and Telus with Right-of-Ways associated with construction and protecting access to the electric and communications works.

Read for a second time this 22nd day of April, 2026.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Cilaire Elementary School BC Hydro Right-of-Ways, 2026, being a Bylaw that provides BC Hydro and Telus with Right-of-Ways associated with construction and protecting access to the electric and communications works.

Read for a third time and adopted, this 22nd day of April, 2026.

13. SENIOR STAFF REPORTS

- 13.1 Robyn Gray
Re: Superintendent's Update
- 13.2 Mark Walsh, Secretary-Treasurer 26
Re: Election By-Law and Appointment of Election Officers
That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt amended Trustee Elections Bylaw No. 2.
Read for a 3rd time and adopted this 22nd day of April, 2026.
That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pursuant to Section 58(1) and (2) of the Local Government Act, appoint Secretary-Treasurer Mark Walsh as the Chief Electoral Officer for conducting the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election and that Karen Matthews be appointed as Deputy Chief Election Officer for the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election in the absence of the Chief Election Officer.
- 13.3 Mark Walsh, Secretary-Treasurer 33
Re: Capital Plan Bylaw No. 2026/27-CPSD68-01

That the Board of Education of School District No.68 (Nanaimo-Ladysmith) give the Capital Bylaw No. 2026/27-CPSD68-01 all three readings at one meeting, today, this 22nd day of April 2026.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as "School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01" being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2026/2027 School Year.

Read a first time this 22nd day of April, 2026.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as "School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01" being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2026/2027 School Year.

Read a second time this 22nd day of April, 2026.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as "School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01" being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2026/2027 School Year.

Read a third time and adopted, this 22nd day of April, 2026.

- | | | |
|------|---|----|
| 13.4 | Gillian Robinson, Executive Director of Communications | 50 |
| | Re: Ladysmith Primary Expansion and Ladysmith Intermediate Replacement - Communication Plan | |
| 13.5 | Mark Walsh, Secretary-Treasurer and Taunia Sutton, Associate Secretary-Treasurer | 52 |
| | Re: 2026-2027 Preliminary Budget Discussion Continued | |

14. UNFINISHED BUSINESS

15. NEW BUSINESS

- | | | |
|------|---------------------------------|----|
| 15.1 | Mark Walsh, Secretary-Treasurer | 60 |
| | Re: Trustee Resignation | |

16. FOR INFORMATION

16.1 Board Motions Report

16.2 Trustee Committee Reports

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



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

March 11, 2026

Trustees	N. Bailey, Chair L. Lee, Vice-Chair T. Brzovic T. Harris G. Keller	C. Morvay L. Pellegrin T. Rokeby M. Robinson
Staff	R. Gray, Superintendent/CEO M. Walsh, Secretary-Treasurer	K. Matthews, Manager Admin. Services G. Robinson, Ex. Dir. Communications

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

R26/03/11-01

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Lee

That the Agenda be approved.

CARRIED UNANIMOUSLY

7. **APPROVAL OF THE MINUTES**

The minutes of February 25, 2026, were approved as presented.

8. **SECTION 72(3) REPORT**

8.1 **Section 72(3) Report**

R26/03/11-02

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Keller

That the Section 72(3) Report from the Closed Board of Education meeting on February 25, 2026, be received.

CARRIED UNANIMOUSLY

9. **ANNOUNCEMENTS AND REMINDERS**

Strategic Directions Committee Meeting: April 8, 2026

Board of Education Meeting: April 22, 2026

Statutory Holidays: April 3, 2026 (Easter Friday) and April 6, 2026 (Easter Monday)

Non-Instructional Days: April 24, 2026, and April 27, 2026

10. **PRESENTATIONS**

10.1 **Robbie Dhillon, Principal and Glenda Robertson, Vice-Principal, McGirr Elementary School**

Re: McGirr Elementary School FESL

Robbie Dhillon, McGirr Elementary Principal, together with EJ Boyd and Brea Forell, McGirr staff members, shared McGirr's FESL. They highlighted the process on how the school's goals were selected, how they align with the strategic plan and shared the work being done at the school level to achieve them.

10.2 **Theresa Kraeker, Principal and Justin Mark, Vice-Principal, Cedar Secondary School**

Re: Cedar Secondary School FESL

Theresa Kraeker, Cedar Secondary Principal, together with Justin Mark, Vice Principal, shared Cedar Secondary's FESL. They highlighted the process on how the school's goals were selected, how they align with the strategic plan and shared the work being done at the school level to achieve them.

11. **CORRESPONDENCE**

12. **STRATEGIC DIRECTIONS COMMITTEE REPORTS**

R26/03/11-03

IT WAS MOVED BY Trustee Rokeby

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) engage Policy 307 – Naming of School Facilities and assign an ad hoc Committee to rename Chase River Elementary School.

CARRIED UNANIMOUSLY

13. **SENIOR STAFF REPORTS**

13.1 Robyn Gray

Re: Superintendent's Update

Robyn Gray provided updates on activities happening across the district and thanked teachers, education assistants and district staff for all their help to make these activities available for our students.

13.2 Gillian Robinson, Executive Director of Communications

Re: Budget Survey Results

Gillian Robinson presented the community budget feedback. An information sheet is attached to the agenda.

14. **UNFINISHED BUSINESS**

There was none.

15. **NEW BUSINESS**

There was none.

16. **FOR INFORMATION**

16.1 Board Motions Report

The Board Motions Report was received as information.

16.2 Trustee Committee Reports

N/A

17. **QUESTION PERIOD**

There were no questions.

18. **ADJOURNMENT**

The meeting adjourned at 7:34 pm.

Mark Walsh, Secretary-Treasurer

Naomi Bailey, Chair

DRAFT

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

Report of the Closed Board Meeting held on March 11, 2026

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

T. Brzovic
N. Bailey
T. Harris
L. Pellegrin
G. Keller
L. Lee
C. Morvay
M. Robinson
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 held on April 15, 2026

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

T. Brzovic
T. Harris
L. Pellegrin
G. Keller
L. Lee
M. Robinson
T. Rokeby

Absent

N. Bailey
C. Morvay

General Decisions Made by the Board

- Personnel Matters

General Matters Discussed by the Board

- Personnel Matters

Nanaimo District Teachers' Association

2026-2027 Budget Priorities Presentation

Megan Simmer, Acting President

*Union Lens
for Budget
Review*



Wikimedia Commons

Love Don't Cost a Thing ... and Neither Do These Investments

01

NDTA
Professional
Development
Chair: \$0

02

BCTF Health &
Wellness
Program: \$0

03

Specialist
teachers for
specialist
work: net \$0

04

Keys for every
TTOC in the
building: \$900

Places to Provide Extra Support



Replacing non-enrolling teachers on day one of an absence.



Release time for the additional assessments in the District.



Additional specialist teachers for early primary.



Prioritizing front-line supports.

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: Optimal hours, after sunrise, for school to start for young children or teenagers
Date: March 11, 2026 9:23:21 AM

From: Gary Korpan <>
Sent: March 8, 2026 8:38 AM
To: Superintendent <Superintendent@sd68.bc.ca>; District Administration Centre Manager <DistrictAdministrationCentreManager@sd68.bc.ca>; Naomi Bailey <Naomi.Bailey@sd68.bc.ca>
Subject: optimal hours, after sunrise, for school to start for young children or teenagers

You don't often get email from [garykorpan](#). [Learn why this is important](#)

CAUTION: External Message

To the attention of our School Board

FYI (In case you were not aware of this.)

optimal hours, after sunrise, for school to start for young children.

<https://www.perplexity.ai/search/what-are-the-optimal-hours-aft->

[Vb_axR2LQ0adsEHuHQ56Dg](#)

Thank you for doing a generally thankless public service.

Cheers

Gary

Gary Korpan

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From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: For Board Review: Sworn Testimony on Children & Education (National Citizens Inquiry)
Date: April 17, 2026 10:23:33 AM

From: Laureen Heisler
Sent: March 7, 2026 11:58 AM
To: Naomi Bailey <Naomi.Bailey@sd68.bc.ca>; Leanne Lee <leanne.lee@sd68.bc.ca>; Greg Keller <Greg.Keller@sd68.bc.ca>; Tania Brzovic <Tania.Brzovic@sd68.bc.ca>; Chantelle Morvay <Chantelle.Morvay@sd68.bc.ca>; Leana Pellegrin <Leana.Pellegrin@sd68.bc.ca>; Mark Robinson <Mark.Robinson@sd68.bc.ca>; Tim Harris <Tim.Harris@sd68.bc.ca>; Mark Robinson <Mark.Robinson@sd68.bc.ca>; District Administration Centre Manager <DistrictAdministrationCentreManager@sd68.bc.ca>; Superintendent <Superintendent@sd68.bc.ca>
Cc: info@nationalcitizensinquiry.ca
Subject: For Board Review: Sworn Testimony on Children & Education (National Citizens Inquiry)

Some people who received this message don't often get email from laureenpsra@shaw.ca. [Learn why this is important](#)

CAUTION: External Message

School District 68 Nanaimo-Ladysmith

Dear Superintendent / Robyn Gray

Chair / Naomi Bailey

Vice-Chair / Leanne Lee

Trustees / Greg Keller, Tania Brzovic, Chantelle Morvay, Leana Pellegrin, Tom Rokeby, Tim Harris, Mark Robinson

Manager Administrative Services / Karen Matthews

I am writing to you in your respective roles as Chair, Vice-Chair, Trustee, and/or School District Superintendent to provide information from the National Citizens Inquiry (NCI) for your awareness and review.

The NCI is an independent, citizen-led, citizen-funded, and non-partisan inquiry established to preserve sworn testimony from Canadians concerning the societal, legal, medical, and educational impacts of public policy during the COVID-19 period, as well as testimony addressing ongoing and evolving policies affecting child well-being, inclusion, and family engagement within educational settings.

The Inquiry was formed in response to concerns from parents, educators, healthcare professionals, and other citizens whose experiences—including those affecting children and youth—were not meaningfully heard or formally recorded through existing institutional or governmental processes. The sworn testimonies document lived experiences during and following the COVID-19 period, when public health measures and policy decisions significantly affected students, families, educators, and school communities, with many impacts not fully

examined at the time and remaining relevant today.

A significant portion of this testimony is contained within the Inquiry's "Are Children Safe in Canada?" hearings, which address students' mental and emotional well-being, learning disruption, parental engagement, and the effects of evolving institutional policies on children and youth. Within this testimony, some witnesses raise concerns about potential unintended effects of introducing ideological frameworks into educational environments, including impacts on student well-being, community cohesion, and parental confidence; these perspectives are not adjudicated by the Inquiry but are formally recorded and preserved for consideration alongside other evidence.

The purpose of this letter is to bring this citizen-generated public record to your attention and offer it as a resource to support listening, learning, and thoughtful reflection, and—where appropriate—to assist Superintendents and Boards in considering whether existing policies remain aligned with core educational objectives, student well-being, and public trust.

The National Citizens Inquiry has preserved sworn testimonies as part of a public archive and has produced a non-prescriptive Commissioners' Report that reviews the testimony, identifies recurring themes, and supports governance reflection and institutional learning.

In addition to the Board's review of this correspondence, I respectfully request the opportunity for a delegation from the National Citizens Inquiry to be heard at a future Board of Education meeting to provide further context, clarification, and an opportunity for Trustees to ask questions.

The proposed delegation would consist of Ted Kuntz, Chair of the Board of Directors of the National Citizens Inquiry, along with one NCI Commissioner. The delegation would provide a brief overview of the Inquiry, explain the nature and scope of its sworn testimony as it relates to education and student well-being, and respond to Trustees' questions regarding the Inquiry's mandate and public-record role.

I would be pleased to comply with any established delegation procedures, time limits, or submission requirements, and I am happy to provide advance materials should this assist the Board in its agenda-setting process.

Thank you for your service and for your commitment to students and families.

I look forward to your reply and acknowledgement of my email.

Respectfully,

Laureen Heisler

National Citizens Inquiry Ambassador

National Citizens Inquiry

Independent • Citizen-led • Citizen-funded • Non-partisan

Preserving sworn citizen testimony under oath as part of the public record

Truth Matters

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

To:
SD68 Board of Trustees,
Nanaimo/Ladysmith Public Schools

From:
The Vancouver Island
Children's Book
Festival Society

March 22, 2026

Dear Board Members:

On behalf of the Vancouver Island Children's Book Festival Society, thank you for your generous donation towards author/illustrator visits during Book Fest week this year.

Why offer author/illustrator visits?

Students are both delighted and inspired by author/illustrator visits, listening to stories, learning about the writing process and engaging with a published Canadian artist.

Your donation makes it possible for many more students and school communities to participate.

2026 - A Particularly Special Year

Nanaimo's annual Children's Book Festival is currently celebrating in its 40th year.

Again, thank you.

Yours truly,
Robyn Geisler

2** – Trustee Orientation and Criminal Record Check

Purpose

The Board of Education of School District No. 68 (Nanaimo–Ladysmith) recognizes that effective trusteeship requires a clear understanding of Board roles, legal responsibilities, governance practices, and district operations.

This policy establishes a structured orientation process for trustees to support ethical, informed, and effective governance.

Objectives

The Board believes that:

- Trustees act collectively as a governing body and not as individuals.
- Trustees focus on governance, policy, and strategic direction, while operational authority rests with the Superintendent.
- Proper orientation supports good decision-making, role clarity, transparency, and public confidence.
- Trustees must meet all statutory and Board-defined eligibility requirements, including criminal record checks.

Orientation Requirements

1. Initial Trustee Orientation

All newly elected or appointed trustees shall participate in a formal orientation program as soon as practicable following election or appointment.

Orientation shall include, at minimum:

- Board roles, authority, and fiduciary responsibilities
- The distinction between governance and administration
- Board–Superintendent relationship and reporting structure
- Key legislation affecting boards of education
- Board policies, including the Board Policy Manual
- Codes of ethics and conduct
- Meeting procedures, including Roberts Rules of Order
- Financial oversight and budget processes
- Strategic and district priorities

2** – Trustee Orientation and Criminal Record Check

Orientation shall be organized by the Superintendent with input from the outgoing Board Chair.

2. Ongoing Education

Trustees are encouraged to engage in continuous learning, including:

- Board retreats and development sessions
- Orientation refreshers following general elections
- Training opportunities provided by recognized governance organizations

3. Criminal Record Check Requirement

All trustees must:

- Complete a criminal record check as per Board policy
- Provide authorization and required documentation within timelines established by the district
- Complete any required updates or renewals when legislated or directed by Board policy

A trustee's failure to comply with criminal record check requirements may result in limits on trustee participation and access to school district sites, subject to applicable legislation and Board policy.

Legal References:

Monitoring Method:

Monitoring Frequency:

Adopted: 202X.xx.xx

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 68 (NANAIMO-LADYSMITH)

CILAIRE ELEMENTARY SCHOOL BC HYDRO RIGHT-OF-WAYS BYLAW, 2026

WHEREAS Section 65(5) of the *School Act*, R.S.B.C. 1996, c. 412, provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board of education only by bylaw;

AND WHEREAS:

- (a) The Board of Education of School District No. 68 (Nanaimo-Ladysmith) (the “**Board**”) owns the Cilaire Elementary School site (the “**Property**”);
- (b) the Property is facility number 6868024;
- (c) the address of the Property is 25 Cilaire Drive, Nanaimo, British Columbia V9S 3C9, and the legal description of the Property is:

Parcel Identifier: 003-785-301
Lot 1, Section 1, Nanaimo District, Plan 18757;
- (d) BC Hydro has asked the Board to grant to British Columbia Hydro and Power Authority (“**Hydro**”) and Telus Communications Inc. (“**Telus**”):
 - (i) a statutory right of way over the Property (the “**Right-of-Way**”) pursuant to Section 218 of the *Land Title Act*, R.S.B.C. 1996, c. 250. The right of way only allows access to the Hydro works installed for this project. Such access is required for maintenance of the equipment. It does not grant Hydro the right to install additional works without permission in the future;
 - (ii) a statutory right of way over the Property (the “**Right-of-Way**”) pursuant to Section 218 of the *Land Title Act*, R.S.B.C. 1996, c. 250. The right of way only allows access to the Telus works installed for this project. Such access is required for maintenance of the equipment. It does not grant Telus the right to install additional works without permission in the future;
- (e) the Board is satisfied that the Works will benefit the Board and that the granting of the Right-of-Ways will not interfere with the Board’s use of the Property for educational purposes.

NOW THEREFORE be it resolved as a Bylaw that the Board grant the Right-of-Ways; and

BE IT FURTHER resolved as a Bylaw that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all documents required to complete the granting of the Right-of-Ways on such terms and conditions as the Secretary-Treasurer may consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as “School District No. 68 (Nanaimo-Ladysmith) Cilaire Elementary School BC Hydro Right-of-Ways Bylaw, 2026”.

Read a first time this _____ day of _____, 2026.

Read a second time this _____ day of _____, 2026.

All the trustees in attendance having agreed to give this Bylaw three readings at a single meeting, this Bylaw was read a third and final time, passed and adopted this ___ day of _____, 2026.

Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original “School District No. 68 (Nanaimo-Ladysmith) Cilaire Elementary School BC Hydro Right-of-Ways Bylaws, 2026” adopted by the Board this _____ day of _____, 2026.

Secretary-Treasurer



NANAIMO LADYSMITH PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION
ACTION SHEET

DATE: April 22, 2026
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Election By-Law and Appointment of Election Officers

Recommendation

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt amended Trustee Elections Bylaw No. 2.

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pursuant to Section 58(1) and (2) of the Local Government Act, appoint Secretary-Treasurer Mark Walsh as the Chief Electoral Officer for conducting the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election and that Karen Matthews be appointed as Deputy Chief Election Officer for the 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election in the absence of the Chief Election Officer.

Background

This action sheet outlines two recommended actions to ensure compliance with legislative requirements related to the next Board of Education election to occur in October of 2026.

Discussion

By-Law

The Board has already passed two readings of the draft By-law and put the draft out for consultation. It should be noted that there was no feedback.

The draft was based on the template provided by BCSTA and previous experience in the district. It is drafted in a manner that meets legislative changes and also ensures flexibility in the event of a by-election and will minimize the costs to the district while still ensuring wide access to voting.

Appointment of Officers

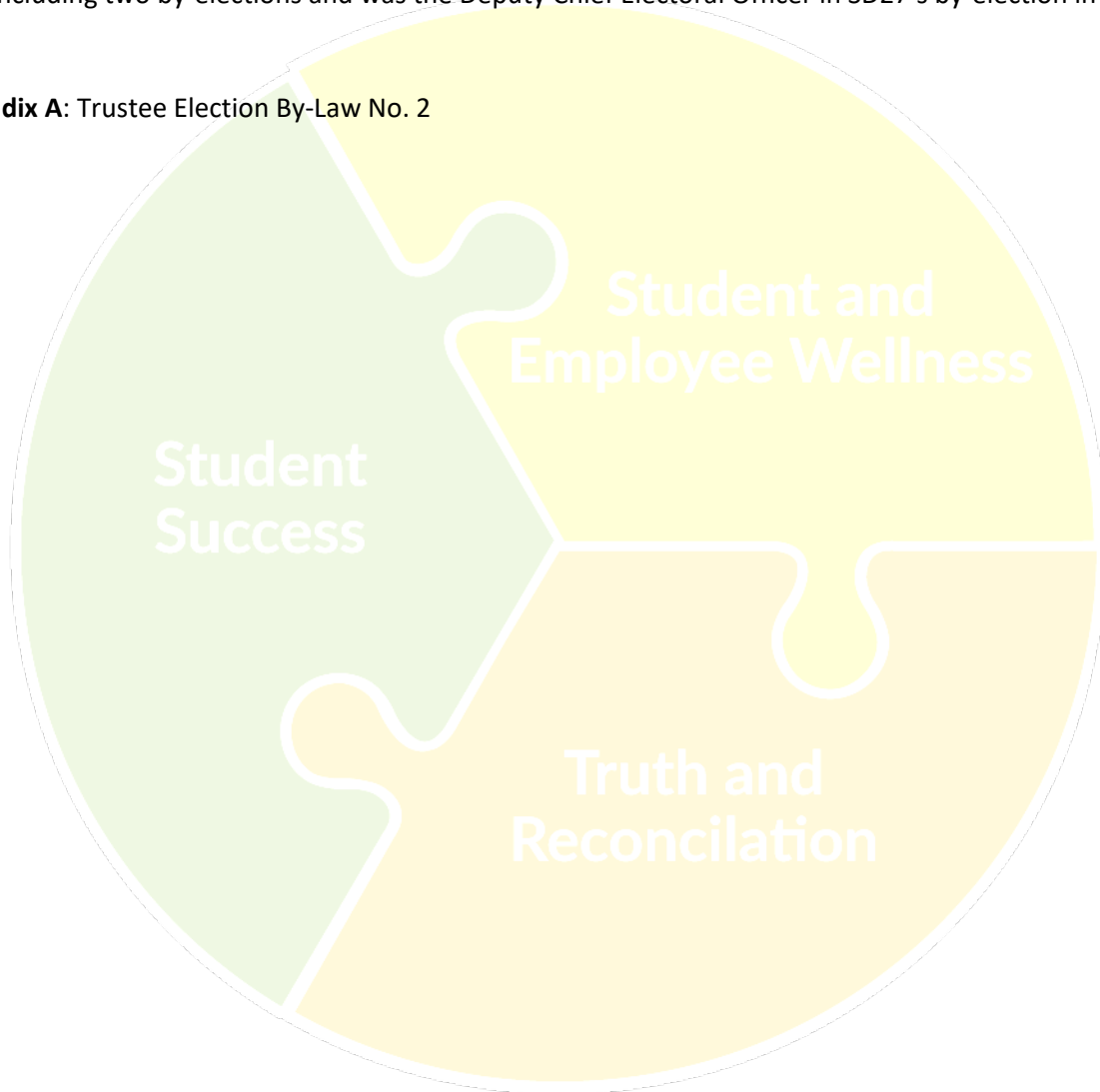
The Board must appoint election officials in advance of the election. The last three elections in the district (the general election and two by-elections) have been conducted by Mark Walsh and Karen Matthews in the recommended roles. The recommendation is intended to leverage that experience as well as save on costs.

Their respective experience is as follows:

Chief Electoral Officer – Mark Walsh, J.D. has served as Chief Electoral Officer three times in SD68 including two by-elections. He also served as the Chief Electoral Officer in SD27’s most recent by-election in 2025. He also served as Deputy Chief Electoral Officer in SD61 while employed there.

Deputy Chief Electoral Officer – Karen Mathews has served as Deputy Chief Electoral Officer five times in SD68 including two by-elections and was the Deputy Chief Electoral Officer in SD27’s by-election in 2025.

Appendix A: Trustee Election By-Law No. 2





Section 200 – How We Lead and Make Decisions

209 – Trustee Election By-Law No. 2

Purpose

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) (“the Board”) wishes to establish procedures for the conduct of trustee elections. Accordingly, in an open meeting the Board enacts this Trustee Elections By-law No. 2.

1. Scope of Bylaw

This by-law applies to both general elections and by-elections, except as otherwise indicated.

2. Number of Trustees and Electoral Areas

- a. There shall be nine (9) trustees.
- b. In School District No. 68 (Nanaimo-Ladysmith) trustees are elected at large. The School District comprises one (1) electoral area.

3. Definitions

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except if the context requires otherwise.

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

“By-election” means a trustee election other than one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“Chief Election Officer” means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act* and *Local Elections Campaign Financing Act*.

“Local government” means, as applicable, City of Nanaimo, Town of Ladysmith, Town of Lantzville, the Regional District of Nanaimo and the Cowichan Valley Regional District.

“Minister” means the Minister of Education and Child Care.

“Regional District” means the Regional District of

“School District” means the School District No. 68 (Nanaimo-Ladysmith)

4. Voters List

Voting in a trustee election shall be limited to only those electors registering to vote at the time of voting except as required by local government by-laws as stated in section 5.a

5. Application of Local Government By-Laws

In the City of Nanaimo, Town of Lantzville, Town of Ladysmith, the Regional District of Nanaimo and the Cowichan Valley Regional District for a trustee election held at the same time as the general local elections, the elections bylaws of the respective jurisdiction, as they may be amended from time to time, apply to that trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6. Required Advance Voting Opportunities

- a. Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.
- b. Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister an additional advance voting opportunity will be held on the date as stated in the By-Laws of the respective local government; or
- c. If the Board has not contracted with a local government to carry out the trustee election in conjunction with the local government election, and unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister an additional advance voting opportunity will be held 3 days prior to general voting day.

7. Additional Advance Voting Opportunities

- a. Where the local government carries out the election in conjunction with the local government election, the by-laws of the respective local governments shall apply for the purpose of additional advance voting opportunities.
- b. Where the Board carries out the election, the Chief Election Officer may establish dates for additional advance voting opportunities for a trustee election and may designate the voting places and the voting hours for these voting opportunities.

8. Special voting opportunities

- a. Where the local government carries out the election in conjunction with the local government election, the by-laws of the respective local governments shall apply for the purpose of special voting opportunities.
- b. Where the Board carries out the election, there shall not be special voting opportunities made available.

9. Mail Ballot Voting

- a. Where the local government carries out the election in conjunction with the local government election, the by-laws of the respective local governments shall apply for the purpose of mail ballot voting
- b. Where the Board carries out the election, mail voting will not be made available.

10. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical.

11. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the Local Government Act.

12. Nomination Deposit

No nomination deposit is required for nomination for the office of school trustee

13. Number of Nominators

The minimum numbers of qualified nominators for a trustee candidate is two.

14. Candidate Nomination Documents and Campaign Financing Disclosure Statements Notice

- a. The Board authorizes public access to nomination documents of the trustee candidates:
 - i. during the regular office hours at the Board's office from the time the nomination documents are delivered until 30 days after declaration of the election results except that public access may not include the residential address of the person nominated, other than the municipality, electoral area or treaty lands in which the person is resident.
- b. The Board will make available to the public, without charge, during the regular office hours of the Board's head office, the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:
 - i. a mailing address or residential address of a significant contributor, or
 - ii. a telephone number, mailing address, or residential address of a candidate,until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate by providing a copy of that information for inspection.
- c. The Board will, on request, provide a copy or other record of trustee candidates' disclosure statements and supplementary reports for as long as they are required to be available to the public under section 14.b for a fee of \$1 per page.

- d. Before providing the services under section 14.c other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to
 - i. satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and
 - ii. provide a signed statement that
 - 1. the individual, and
 - 2. if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record

will not use the information included in the copy or other record except for a purpose permitted under the *Local Government Act* or the *Local Elections Campaign Financing Act*.

15. Public Posting Places

the following are designated as public notice posting places for the purposes of section 50 of the Local Government Act:

- i. the main door of the Board room located at 395 Wakesiah Ave; and
- ii. the entrance to the District Administrative Centre Building at 395 Wakesiah Ave

16. Publication by means other than newspaper

The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the Community Charter:

- i. the Board’s Website; and
- ii. the website of each school within the District.

Date of first reading: _____

Date of second reading: _____

Date of third reading and adoption: _____

Chairperson of the Board

(Corporate seal)

Administrative Procedures related to this Policy may include: *Insert links to any related procedures.*

Legal References:

Monitoring Method:

Monitoring Frequency:

Previous Policy Number: 215, 4.4

Adopted: 202X.xx.xx

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

DATE: April 22, 2026
 TO: Board of Education
 FROM: Mark Walsh, Secretary-Treasurer
 SUBJECT: Capital Plan Bylaw No. 2026/27-CPSD68-01

Recommended Motions

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2026/27-CPSD68-01 in one meeting, today, this 22nd day of April, 2026.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as “School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01” being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2026/2027 School Year.

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 significant communication occurs 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. Food Infrastructure Program (FIP)
- d. Playground Equipment (PEP)
- e. Building Envelope (BEP)
- f. Bus Acquisition Program (BUS)
- g. Annual Facilities Grant (AFG)
- h. Child Care Capital (CC)

Major Capital:

- a. Expansion Program (EXP)
- b. Seismic Mitigation Program (SMP)
- c. Replacement Program (REP)
- d. Site Acquisition Program (SAP)
- e. Rural District Program (RDP)
- f. Child Care Capital (CC)

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 2026/2027 plan in June 2025, 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 2026/2027 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolution in June 2025.
2. Received the Response letter dated March 27, 2026, approving funded projects by the Ministry.

The adoption of the bylaw allows the Secretary-Treasurer to sign the funding agreement(s) 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.

Unfortunately, NDSS has not been supported. The Ladysmith primary expansion and the Ladysmith Intermediate replacement were recently approved to proceed, although those projects are associated with a previous capital plan submission. École North Oyster Seismic PDR is proceeding to final approval in the next few months.

There are a number of supported projects to note:

1. Roofing Projects at various district building to address roofing past its useful life. This also assists with providing flexibility in AFG funds to target other system pressures.
2. Mountain View HVAC upgrades to replace two existing air handling units that have reached end of useful life.
3. Fairview play equipment upgrade - Approval of a universally accessible playground.
4. A new Electric buss to assist with route pressures. Note charging infrastructure for expanding yellow fleet was approved last year and will complete prior to expected bus delivery.
5. Food infrastructure improvements at various schools.

Appendices:

Appendix A: 2026/2027 Capital Plan Response Letter dated March 27, 2026

Appendix B: 2026/2027 Annual Programs Funding Agreement

Appendix C: Capital Bylaw No. 2026/27-CPSD68-01



March 27, 2026
Our Ref. 27097

Robyn Gray
Superintendent
Nanaimo-Ladysmith School District (SD68)

Email Address: Superintendent@sd68.bc.ca

Dear Robyn Gray:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This letter provides:

- 1) Direction for advancing supported capital projects in your submission (Appendix A).
- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas
Deputy Minister

pc: Mark Walsh, Secretary-Treasurer, Nanaimo-Ladysmith School District (SD68)

Education and Child Care Capital Branch

Appendix A: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD68-01

Projects in Business Case Development

New Projects

There are no new projects identified at this time to proceed to business case development.

Existing projects

The following table provides an update on projects approved in previous years that are still in business case development.

Project #	Project Name	Project Type	Direction or Update
154916	École North Oyster Elementary	Seismic Mitigation	Please submit final business case to Ministry as soon as possible

Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Ecole North Oyster Elementary, Hammond Bay Elementary, Harewood Elementary, Nanaimo	SEP - Roofing Upgrades	\$1,400,000

Facility Name	Program Project Description	Amount funded by Ministry
District Secondary, Quarterway Elementary		
Mountain View Elementary	CNCP - HVAC Upgrades	\$620,000
Dover Bay Secondary, John Barsby Community School, Ladysmith Secondary	FIP - Kitchen Equipment Upgrades	\$109,943
Fairview Elementary	PEP - Universally Accessible Playground	\$200,000
New	ELECTRIC - Type C with 0 wheelchair space(s)	TBD

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

An Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and

budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Note on Public Announcements

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at preet.grewal@gov.bc.ca.

Project Signage

Projects proceeding to construction require a BC Government ['StrongerBC' construction sign](#). Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

Terms on Management of Capital Projects

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

Capital Procurement

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

School Site Acquisition Charge

As part of the Board's 2026/27 approved capital plan, 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 accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact CMB@gov.bc.ca with any questions regarding School Site Acquisition Charges.

Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026**
 - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026**
 - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026**
 - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
 - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

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

2026/27 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 27th day of March 2026, is in effect for the 2026/27 fiscal year period of April 1, 2026 to March 31, 2027.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Infrastructure (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 3.04;

"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 Infrastructure, and includes the respective Ministry Deputy Minister and/or any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Infrastructure 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, 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 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(s):

Facility Name	Program Project Description	Amount Funded by Ministry
Ecole North Oyster Elementary, Hammond Bay Elementary, Harewood Elementary, Nanaimo District Secondary, Quarterway Elementary	SEP - Roofing Upgrades	\$1,400,000
Mountain View Elementary	CNCP - HVAC Upgrades	\$620,000
Dover Bay Secondary, John Barsby Community School, Ladysmith Secondary	FIP - Kitchen Equipment Upgrades	\$109,943
Fairview Elementary	PEP - Universally Accessible Playground	\$200,000
New	ELECTRIC - Type C with 0 wheelchair space(s)	TBD

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the attached 2026/27 School Bus Purchasing Letter for additional details.

- 3.02 The Ministry may consider, under special circumstances, providing 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(s) 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) accrued cost-savings realized from completed capital projects may not be drawn from a Certificate of Approval (see paragraph 4.01(v) for additional details);
 - c) 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;
- d) 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) drawing against funds available under a Certificate of Approval on a regular basis throughout the fiscal year (monthly if possible) as reimbursement for Eligible Expenditure(s) as incurred by the Board;
 - ii) delivery within budget;
 - iii) completion by March 31, 2027;
 - iv) scope details are fully met upon completion;
 - v) accrued cost-savings realized from completed capital projects as approved in this Agreement are to be reported to the Ministry well in advance of the Certificate of Approval's expiration date, at which time the Ministry will determine if the surplus funds can be re-allocated or transferred into the school district's Minister-Restricted Capital account.
- 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 and School Districts" (provided as Schedule A). 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 immediately upon completion of each Project. (Note: the Ministry will be follow up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to re-allocate 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 Boards are to procure school buses using the bus standing offer process as directed by the Ministry in the 2026/27 School Bus Purchasing Letter (attached if applicable).
- 4.07 Enter into a tripartite agreement with the Ministry and BC Housing for all Building Envelope Program (BEP) projects and agree to carry out the projects in collaboration with BC Housing as defined in the tripartite agreement (if applicable).

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 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:

2026/27 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)

School District No. 68 (Nanaimo-Ladysmith)
395 Wakesiah Ave, Nanaimo, BC, V9P 2G5
Attention: Mark Walsh, Secretary-Treasurer
Email: secretarytreasurer@sd68.bc.ca

b) if to the Ministry:

Ministry of Infrastructure
PO Box 9192 Stn Prov Govt, Victoria, BC, V8W 9E6
Attention: Education & Child Care Capital Branch (Minor Capital Projects)
Email: CMB@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.

Contact Branch Director [Michael Nyikes](#) with questions regarding this Annual Programs Funding Agreement.

2026/27 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)

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 Infrastructure)

Authorized Signatory (For the Minister of Infrastructure)

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 INFRASTRUCTURE (INF) AND SCHOOL DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, INF 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 INF Capital Plan **may** be requested to be identified by signage prominently displayed at the site. INF 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;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. 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>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

INF 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

INF **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 INF. Cost of the plaque is to be funded from the approved project budget.

**CAPITAL BYLAW NO. 2026/27-CPSD68-01
CAPITAL PLAN 2026/27**

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 2026/27 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 27, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01.

READ A FIRST TIME THE 22 DAY OF APRIL, 2026
READ A SECOND TIME THE 22 DAY OF APRIL, 2026
READ A THIRD TIME AND ADOPTED THE 22 DAY OF APRIL, 2026

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01 adopted by the Board the 22 day of April, 2026.

Secretary-Treasurer

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

DATE: April 18, 2026
TO: Board of Education
FROM: Gillian Robinson, Exec. Director of Communications, Privacy & Community Engagement
SUBJECT: Ladysmith Primary Expansion & Ladysmith Intermediate Replacement – Communication Plan

Background

On April 8, 2026, the province announced funding to build a new elementary school in south Ladysmith and an expansion to Ladysmith Primary. As a result, when the new school building in south Ladysmith opens in Fall 2029, there will be two Kindergarten to Grade 7 elementary schools in Ladysmith instead of separate primary and elementary schools.

As these projects develop, the school district has committed to regular communications with staff, families and the local community.

Discussion

A communications plan will be developed to outline communications for the various phases and milestones of each project and important information as the projects near completion and are ready for student occupancy. Additionally, the opening of two K to 7 schools in Ladysmith will require a review of catchment boundaries. Similar to the process when catchment boundaries were reviewed for the reopening of Rutherford Elementary, the district will ensure we embark on a thorough consultation process as the opening of the new school in Ladysmith south.

Key considerations for timely communications include:

- The start of deconstruction of the current building on Davis Road.
- The start of construction at Ladysmith Primary.
- The start of construction at Davis Road.
- Consultation period and process for catchment boundary review.
- The result of catchment boundary consultation.
- Opening dates.
- Opening information for both schools as K to 7 schools.
- Official opening events.

Important dates and timeline

Ladysmith south:

Deconstruction of current building- Summer/Fall 2026

Design phase- Spring/Fall 2026

Contracts awarded- Spring 2027

Construction begins- Fall 2027

Opening- Fall 2029

Ladysmith Primary:

Design phase- Spring 2026
Contracts awarded- Spring 2026
Construction begins- Summer 2026
Opening- Fall 2027

The school district will provide timely communications in advance of these key dates.

Communications channels**District website**

A webpage will be created on the school district website (sd68.bc.ca) to provide important updates regarding the projects as well as answers to frequently asked questions and information about catchment boundary consultation. This will be updated regularly by the Communications team.

Social media, newsletters

The district has two regular communications- our district newsletter and naan'um Digest (employee newsletter). These communications run bi-weekly on alternate weeks. Each will be used to share information with families, communities and staff about the projects. Additionally, the district shares news and events through our primary district social media channels: Facebook, Instagram and TikTok.

Emails

The district frequently uses a mass email notification system to send emails directly to district families with important information. Direct email will be used for important notifications such as regular project updates, catchment boundary consultation information and reminders of important dates.

Media

News releases will inform local media of important dates, events and the catchment boundary consultation process.

Conclusion

Regular communications that utilize a variety of channels are vital to keeping the community informed while important projects such as school additions, new school buildings and catchment boundary reviews are underway.

The district will develop a comprehensive, multi-channel communications plan to provide communications to families, staff and the community in a timely manner.

**NANAIMO LADYSMITH PUBLIC SCHOOLS
STRATEGIC DIRECTIONS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: April 8, 2026
TO: Strategic Directions Committee
FROM: Mark Walsh, Secretary-Treasurer and Tautia Sutton, Associate Secretary-Treasurer
SUBJECT: 2026-27 Preliminary Annual Budget Overview

Background

The Ministry of Education and Child Care requires districts to prepare an Annual Budget in advance of the school year, which is based on estimated enrolments, revenues, and expenses. An Amended Annual Budget is then prepared each February based on actual enrolments captured September 29th on the 1701 Student Data Collection, and revised revenue and expense estimates based on more current operations and funding levels.

This information sheet provides an overview as to how the 2026-27 Preliminary Annual Budget has been prepared, and how it compares to the 2025-26 Amended Annual Budget. The overview provides enrolments, funding, staffing and expense adjustments, as well as identifies any areas of risk to be aware of that may have impact on future operations.

Discussion

School district operations are for the most part funded by the districts Operating Fund. The Operating Fund consists of a group of consolidated resources predominantly provided by the Ministry of Education and Child Care. The largest contributor is the Operating Grant which provides preliminary funding now based on estimated student enrolment and is then recalculated in Fall based on actual enrolment. Additional Operating Fund contributors include Pay Equity, Student Transportation, Integrated Child and Youth Teams, International Student Education, Before and After School Care, Rentals, Leases, and Investment Income, along with other miscellaneous funding sources.

In addition to the district's Operating Fund there are a multitude of Special Purpose Funds that are provided each year and targeted to particular educational programming or initiatives. This report will focus on the Operating Fund, detail on the 2026-27 Special Purpose Funds will be included within the more fulsome Annual Budget report in early May.

The 2026-27 Preliminary Annual Operating Budget has been prepared by taking the 2025-26 Amended Annual Operating Budget that was presented and approved by the Board in February, then adjusting it to account for all currently known or anticipated changes required for the coming fiscal year.

The most notable changes include:

- All items within the 2025-26 Amended Annual Operating Budget that were funded by Restricted or Unrestricted Surplus have been removed.
- The Ministry of Education and Child Care Operating Grant has been updated per projected student enrolment.
- Any one-time Grants have been removed, along with their associated expenditures.
- Rental, Lease, and Investment income levels have been adjusted per 2026-27 estimates.
- Revenues and expenses have been adjusted for the International Student Education and Before and After School Child Care programming for the coming year.
- Adjustments to account for the average teacher salary, along with estimated benefit and replacement cost have been incorporated.
- Staffing has been adjusted to remove any one-time supports applicable to the prior school year, and to align support with the anticipated number of students in 2026-27.
- Contractual obligations, inflationary cost pressures, and other miscellaneous expenses and revenues have all have been audited and adjusted where necessary.

Operating Fund - District Enrolment and the Operating Grant:

The district is required to estimate enrolment in advance of the coming school year in order to allow the Ministry of Education and Child Care to use those estimates to calculate our preliminary Operating Grant. The total estimated change in funded student enrolment, as compared to the enrolment recorded in September 2025 which our current 2025-26 Amended Annual Budgeted is resourced on, is less (71.004) funded student FTE.

Nanaimo Ladysmith Public Schools - 3 Year Enrolment Projection at Feb 15, 2026	2025/26 Amended Budget	2026/27 Annual Budget	Variance
September Student FTE Enrolment			
Elementary FTE	8,810.000	8,727.000	(83.000)
Secondary FTE	5,836.750	5,856.213	19.463
Career Technical Center (CTC)	95.250	97.138	1.888
Continuing Education (School Age)	1.250	0.625	(0.625)
Alternate Schools	272.000	272.000	-
Online Learning	260.625	248.645	(11.980)
September School Aged FTE	15,275.875	15,201.621	(74.254)
Adult Education (Non-Graduates only)	6.750	4.000	(2.750)
September total FTE	15,282.625	15,205.621	(77.004)
February Enrolment Count total FTE	86.250	88.250	2.000
May Enrolment Count total FTE	64.225	68.225	4.000
Full Year Total FTE	15,433.100	15,362.096	(71.004)
Other Enrolment Categories - Headcount			
Level 1 Diverse Needs	19	19	-
Level 2 Diverse Needs	832	825	7
Level 3 Diverse Needs	164	176	(12)
English Language Learning	806	839	(33)
Indigenous Education	2,535	2,597	(62)

The 2026-27 Preliminary Operating Grant, which was confirmed by the Ministry of Education and Child Care on March 12, 2026, reflects this decreased enrolment, as well, there were other small funding losses within some of the supplemental funding categories due to the lower anticipated enrolments, for an overall Operating Grant reduction of \$890,303.

Also important to note that the Ministry did not increase the per student funding rates in any funding category for the 2026-27 fiscal year in order to account for general inflationary operating pressures, which means the district must absorb cost escalations with no additional funding.

NLPS Operating Grant - 2026-27 Annual Budget vs. 2025-26 Amended Budget							
	Funded FTE			RATES	Funding \$		
	2026-27 Est. Budget	25-26 Amended Budget	Change		2026-27 Est. Budget	25-26 Amended Budget	Change
September Enrolment							
Standard (Regular) Schools	14,680.351	14,742.000	(61.65)	9,015	132,343,364	132,899,130	(555,766)
Alternate Schools	272.000	272.000	-	9,015	2,452,080	2,452,080	-
Distributed Learning	248.645	260.625	(11.98)	7,280	1,810,136	1,897,350	(87,214)
Continuing Education	0.625	1.250	(0.63)	9,015	5,634	11,269	(5,634)
Adult Education (Non-Graduates)	4.000	6.750	(2.75)	5,755	23,020	38,846	(15,826)
Total September Enrolment	15,205.621	15,282.625	(77.004)		136,634,234	137,298,675	(664,441)
Unique Student Supplements							
Home Schooling	78.00	78.00	-	250	19,500	19,500	-
Course Challenges	8.00	8.00	-	282	2,256	2,256	-
Level 1 Diverse Needs	19.00	19.000	-	51,300	974,700	974,700	-
Level 2 Diverse Needs	832.00	825.000	7.00	24,340	20,250,880	20,080,500	170,380
Level 3 Diverse Needs	164.00	176.000	(12.00)	12,300	2,017,200	2,164,800	(147,600)
English Language Learning	806.00	839.000	(33.00)	1,815	1,462,890	1,522,785	(59,895)
Indigenous Education	2,535.00	2,597.000	(62.00)	1,790	4,537,650	4,648,630	(110,980)
Total Unique Student Supplements	-	-	-		29,265,076	29,413,171	(148,095)
Other Funding Categories							
Equity of Opportunity Supplement					847,875	873,224	(25,349)
Salary Differential Supplement					3,404,319	3,421,559	(17,240)
Unique Geographic Factor Supplement					3,865,724	3,893,332	(27,608)
Education Plan Supplement					137,483	137,489	(6)
Indigenous Education Council					37,058	98,712	(61,654)
February Data Count (New DED/DL/ELL)	88.250	86.250	2.00		778,024	759,994	18,030
May Data Count (New DL Only)	68.225	64.225	4.00		501,750	465,690	36,060
Total Other Funding Supplements	156.475	150.475	6.000		9,572,233	9,650,000	(77,767)
Total September Enrolment	15,205.621	15,282.625	(77.004)		136,634,234	137,298,675	(664,441)
Total Unique Student Supplements					29,265,076	29,413,171	(148,095)
Total Other Funding Categories	156.475	150.475	(6.000)		9,572,233	9,650,000	(77,767)
Grand Total - FTE and Revenue	15,362.096	15,433.100	(71.004)		175,471,543	176,361,846	(890,303)

Operating Fund Revenue and Expense changes

As noted, the 2026-27 Preliminary Annual Operating Budget includes all changes necessary to account for estimated operations for the year based on all known or anticipated variables at this time. A summary of the changes made to both revenues and expenses are reflected in the following chart:

2026-27 Annual Budget - Summary of Revenue and Expense changes

Revenues	Increases	Decreases
Operating Grant - Enrolment decrease		(758,446)
Operating Grant - Funding decrease		(131,857)
One-time revenue removal (Hydro Rebate)		(51,140)
SkilledTradesBC/FSA one-time 2025-26 increases removed		(8,500)
Before and After School Care revenue increase per expansion	685,000	
International Student Education tuition increase	350,000	
Microsoft rebate revenue added to cover IT staffing cost	185,000	
February Work In Trades revenue est. added to cover WEX pilot costs	153,075	
Rentals revenue change	96,170	
Integrated Child & Youth Team (ICY) revenue change	43,664	
Cafeteria revenue change	25,000	
Changes in revenue	1,537,909	(949,943)
Total changes in revenue		587,966

Expenses	Costs	Savings
2025-26 Restricted Surplus removed		(2,811,726)
2025-26 Unrestricted Surplus removed		(1,155,000)
General staffing adjustments for estimated 2026-27 enrolments and divisions		(1,067,945)
Removal of contingency Secondary/Elementary staffing historically unused		(322,179)
BCTEA change in budget practice, retaining SPF so no Operating supplement needed		(288,866)
Island Connect Ed shifts to align with estimated enrolment		(232,495)
School calendar adjustment		(111,392)
Enrolment adjustment for Indigenous Target		(110,980)
Transfer of costs from Nanaimo Schools Foundation to National School Foods Program		(75,000)
Secretary Treasurer budget reduction		(75,000)
Indigenous Education Council Target funding reduction per revenue reduction		(61,654)
One-time direct expense removal (Hydro Rebate)		(51,140)
LOU18 adjustment to recover prior enhancement no longer required		(43,246)
Corrective transfer of costs from Operating to CEF		(43,116)
Skills Trades/FSA one-time increases removed		(8,500)
Misc. expense changes		(3,144)
Average Teacher Salary update (Incremental costs only, not general wage increases)	931,991	
Identified one-time staffing/benefit/expense costs (surplus funded)	756,000	
Before and After School Care adjustment for planned expansion	685,000	
District replacement cost adjustment	379,027	
Education Assistant staffing adjustment	332,283	
IT staffing adjustments for enhanced in-house programing initiatives	185,000	
Work Experience (WEX) Pilot Program costs/FTE	153,075	
Rental expense adj/3rd Party Child Care additional sites/future cost reserve added	146,170	
Utilities expense increase	100,000	
ICY .5FTE Coordinator moved to the Operating Fund	68,554	
ICY expense adjustment to match revenue	43,664	
.20FTE Indigenous Staffing moved from the Target into the Operating Fund	26,948	
Cafeteria expense adjustment to match revenue	25,000	
ND/Cedar/ISE Clerical adj - funded partially by contingent Clerical FTE	3,189	
Misc. salary changes	2,722	
Changes in expense	3,838,623	(6,461,383)
Total changes in expense		(2,622,760)
Net Revenue/Expense		3,210,726
2025-26 Restricted Surplus removed		(2,811,726)
2025-26 Unrestricted Surplus removed		(1,155,000)
Appropriation of Accumulated Operating Surplus added		756,000
Surplus (Deficit)		-

Revenue adjustments:

In addition to the Operating Grant reduction and some other small miscellaneous shifts and changes the most significant increases in revenue relate to the expansion of Before and After School Care and adjusting our 2026-27 International Student Education tuition for the coming year’s anticipated enrolment. Estimates are generally aligned with the current year enrolment, however the revenue was not adjusted fully within the 2025-26 Amended Budget as second semester intake was still taking place and total revenues had not yet been confirmed.

Of additional note, in order to account for and reflect current year revenues properly, any addition or removal of restricted and unrestricted accumulated operating surplus is recognized separately and recorded after the impact of net revenue and expense is presented. As shown above, a total of \$3.97 million of surplus allocations from the 2025-26 fiscal year were removed as they were supporting one-time initiatives, and \$756k was added to the 2026-27 fiscal year to support identified one-time salary, benefit, and expense costs. Also, although the summary of change reflects \$756,000 of surplus being appropriated for use in 2026-27, the Preliminary Annual Operating Budget includes a total of \$876,000 as two multi-year expenses are being funded by surplus which means they have carried from the prior year so do not constitute change.

After accounting for all revenue and expense changes, reflected below is the Operating Fund financial summary for the 2026-27 Preliminary Annual Budget, versus the 2025-26 Amended Annual Budget.

Operating Fund Revenues and Expenses Summary			
	2026-27 Annual Budget	Change	2025-26 Amended Budget
Revenues - Operating			
Ministry of Education Grants	176,049,817	(385,064)	176,434,881
Other Provincial	238,416	(7,000)	245,416
International Student Tuition	6,835,000	350,000	6,485,000
Other Revenue	4,486,644	533,860	3,952,784
Rentals & Leases	926,170	96,170	830,000
Investment Income	815,000	-	815,000
Total Revenues	189,351,047	587,966	188,763,081
Expenses - Operating			
Salaries			
Teachers	80,179,310	(545,967)	80,725,277
Administrative Officers	11,409,498	187,325	11,222,173
Education Assistants	15,861,964	175,982	15,685,982
Support Staff	14,533,917	64,288	14,469,629
Other Professionals	6,470,273	(22,704)	6,492,977
Substitutes	8,193,593	(161,811)	8,355,404
Total Salaries	136,648,555	(302,887)	136,951,442
Benefits	35,548,467	2,752	35,545,715
Total Salaries and Benefits	172,197,022	(300,135)	172,497,157
Services & Supplies	18,030,025	(2,322,625)	20,352,650
Total Expenses	190,227,047	(2,622,760)	192,849,807
Net Revenue (Expense)	(876,000)	3,210,726	(4,086,726)
Restricted Surplus	876,000	(4,194,572)	5,070,572
Unrestricted Surplus	-	(1,330,000)	1,330,000
Local Capital Transfer	-	2,313,846	(2,313,846)
Budgeted Surplus (Deficit)	-	-	-

Operating Fund – District Expenses:

The majority of district expenses relate to salary, benefit, and employee replacement costs (approx. 91%) with the balance providing for supplies and services in support of school-based and general district operations. Pursuant to the changes in district revenue for the 2026-27 fiscal year, and to update expenses to align with future estimated costs, some of the most significant changes in expense are as follows:

Removal of one-time expenses funded by surplus - All initiatives or expenses funded in the prior year using one-time surplus allocations are automatically removed.

Replacement and Benefit Costs – The 2026-27 Annual Budget has been adjusted to account for estimated replacement and benefit costs based on a blending of historic costs, as well as the average % of each expense in relation to the districts operating revenue. These expense adjustments are extensively analysed in order to ensure there are enough resources earmarked for the total estimated fiscal expense with as little variance as possible so other expense areas are not affected.

Average Teacher Salary – Although teacher bargaining has concluded and the new Collective Agreement includes general wage increases; the Ministry of Education and Child Care has yet to provided funding to cover the costs applicable to 2026-27 so they have not been accounted for within the Preliminary Annual Budget. Alternately, the estimated cost for teaching staff incrementing to the next salary grid level according to Collective Agreement language is not funded by the Ministry and must instead be absorbed within district operating resources annually.

District Programs – For the 2026-27 fiscal year the planned expansion to the Before and After School Care program has been incorporated, as well, adjustments were made to account for the anticipated enrolment for the coming year within the districts online learning program.

Staffing – Changes in district staffing include adjustments to account for one-time staffing in a prior year being removed and staffing realignments to support the year’s estimated student enrolment. The summary of staffing changes per employee category for the coming year versus 2025-26 are shown below.

FTE Changes - 2026-27 Preliminary Annual Budget versus the 2025-26 Amended Budget									
Staffing Category	26-27 Annual Budget			25-26 Amended Budget			Change		
	Op	SPF	Total	Op	SPF	Total	OP	SPF	TOTAL
Teachers	790.065	140.791	930.856	802.819	140.791	943.610	(12.754)	-	(12.754)
Admin Officers	72.800	1.200	74.000	71.800	2.200	74.000	1.000	(1.000)	-
Education Assistants	328.216	50.528	378.744	323.981	51.471	375.452	4.235	(0.943)	3.292
Support Staff	235.595	48.462	284.057	236.387	46.837	283.224	(0.792)	1.625	0.833
Other Professionals	53.150	4.850	58.000	53.650	3.850	57.500	(0.500)	1.000	0.500
Total FTE	1,479.825	245.831	1,725.657	1,488.637	245.149	1,733.786	(8.812)	0.682	(8.129)

The most significant change is to teacher staffing which has been reduced to account for lower enrolment at both elementary, secondary, and within the online learning programming. As well, there was historic contingent FTE within budget to mitigate enrolment variances from projections, however, with funding pressures that FTE is no longer able to be maintained so it has been removed, however it is noted as an area of risk.

Education Assistant staffing has been adjusted to account for the removal of surplus funded FTE added in 2025-26, the addition of staffing to support the estimated student support needed in 2026-27 and further increased for the expansion of Before and After Child Care.

These and all other staffing changes are detailed below:

2026-27 Amended Budget Summary of Staffing Changes - All Funds				
Staffing Category	Op. Fund	Indigenous Target	SP Funds	Total FTE
Administrative Officers				
VP adjustment	1.000			1.000
Position change in CEF from District VP to Director			(1.000)	(1.000)
Admin Totals	1.000	-	(1.000)	-
Teachers				
Staffing adjustment per enrolments	(7.792)			(7.792)
Online Learning staffing adjustment per enrolment	(1.200)			(1.200)
Historic unused contingent staffing removed	(2.762)			(2.762)
Indigenous Ed Coordinator removed		(1.000)		(1.000)
Teacher Totals	(11.754)	(1.000)	-	(12.754)
Education Assistants				
Computer Assistant Learning Tutor removal	(0.814)			(0.814)
Restricted Surplus EA Staffing removal	(6.261)			(6.261)
Supervision changes per enrolment	(0.191)			(0.191)
EA Staffing adjustment per Special Ed enrolment	4.640			4.640
EA Staffing to support BASC expansion	6.861			6.861
Youth Resilience Grant CYSEW removal			(0.943)	(0.943)
EA Totals	4.235	-	(0.943)	3.292
Support Staff				
IT position for in-house programming/contract reduction	1.000			1.000
ISE historic FTE for summer student leader removed	(1.000)			(1.000)
Secondary Clerical adjustment per enrolment	0.857			0.857
Clerical contingent FTE released to support above	(0.538)			(0.538)
Elementary Clerical adjustment per enrolment	(0.286)			(0.286)
Transportation FTE adjustment with BCTEA	0.175		(0.175)	-
Childcare coordinator removed	(1.000)			(1.000)
Youth Resilience Grant Clerical removed			(0.200)	(0.200)
Painters for AFG projects added			2.000	2.000
Support Staff Totals	(0.792)	-	1.625	0.833
Other Professionals				
Senior HR Manager (Surplus funded) retirement	(1.000)			(1.000)
Homestay coordinator increase	0.500			0.500
Position change in CEF from District VP to Director			1.000	1.000
Other Professionals Totals	(0.500)	-	1.000	0.500
Total All Categories	(7.811)	(1.000)	0.682	(8.129)

Pending

Labour settlement agreements pursuant to contract negotiations between both BCTF and CUPE have not been incorporated into the Annual Budget as funding levels have not yet been confirmed by Ministry, and CUPE bargaining is still underway. The districts Amended Annual Budget will reflect the additional funding and all related expenses.

Risks

District budgeted contingencies have historically been in place to mitigate staffing needs associated with enrolment variances from projections, however, due to estimated enrolment decline and Ministry funding pressures these contingencies are no longer able to be maintained and have therefore been removed. Additional staffing supports will be limited to a direct increase in funding for additional students if applicable.

The Local Capital transfer using Operating funds in support of the technology plan has once again not been included in the Annual Budget in order to direct resources to student and operational supports. We will rely on our Accumulated Operating Surplus and/or Local Capital balances to cover this expense in 2026-27. The amount of the transfer will be established following confirmation of our 2025-26 year-end financial position.

Many inflationary costs have been captured within the 2026-27 Preliminary Annual Budget, however, with ongoing cost escalations and no increased funding from the Ministry of Education and Child Care, there are limited resources to address further pressures and we will therefore be monitoring enrolments and expense obligations closely as the year commences.

Summary

The 2026-27 Preliminary Annual Budget is focused on utilizing district resources in support of educational and operational initiatives and priorities, in support of board goals, and as fiscally prudent as possible pursuant to current funding pressures.

Although resources are maximized, we are in the very fortunate position to be able to balance the budget without cutting services that aren't directly linked to decreased enrolment estimates.

NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
INFORMATION SHEET

DATE: April 22, 2026
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Trustee Resignation

Background

This information sheet is intended to inform the Board of a Trustee resignation and outline next steps.

Discussion

On April 16, 2026, as per the requirements of section 51 of the *School Act* Naomi Bailey informed me of her resignation as Trustee effective April 30, 2026. The letter is attached.

With respect to next steps, Chair Lee will assume the role as Chair until the completion of the term. The election of a Vice-Chair will be added to the May regular Board agenda.

Further, given the resignation occurred “after January 1 in the year of a general election” the *School Act* does not require an election.

Appendix A: Resignation Letter

From: [Naomi Bailey](#)
To: [Mark Walsh](#);
Subject: resignation
Date: April 16, 2026 7:46:21 AM
Attachments: [Outlook-s3txmbe.png](#)

Dear Mark,

Please accept this letter as formal notice of my resignation from my position as Trustee of the Board, effective April 30, 2026.

Serving on this Board has been a privilege and an honour. I am deeply proud of the work we have accomplished together and of the strong, collaborative governance we have built in support of student success, staff, and the broader school community. The Board's shared commitment to transparency, fiscal responsibility, and thoughtful decision-making has resulted in meaningful progress for the district, and I am grateful to have contributed to that success.

While I am aware that I am not required to resign from the Board, I have recently become aware that I will be taking a position within the district. In light of this, I believe it is in the best interests of the Board and the organization as a whole for me to resign well in advance of becoming an employee. This step ensures clarity, avoids any potential conflicts, and supports the continued integrity of Board governance.

I extend my sincere thanks to my fellow Trustees, the Superintendent, senior staff and all District colleagues for their professionalism, support, and dedication throughout my term. I remain fully supportive of the Board's ongoing work and wish continued success to the district in the years ahead.

Respectfully,

Naomi

Naomi Bailey (She, Her) MA, B Ed

School Board Chairperson – SD #68

Naomi.Bailey@sd68.bc.ca

Acknowledges that she is privileged to live, work and learn on the unceded and traditional territories of the Coast Salish peoples – Snaw Naw As, Snuneymuxw, and Stz'uminus Nations.



Outstanding Regular Board Motions Report – April 2026

Motion	Comments	Assigned	Due Date	Completed
R26/03/11-03	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) engage Policy 307 – Naming of School Facilities and assign an ad hoc Committee to rename Chase River Elementary School.	R. Gray	Spring 2026	No
R26/02/25-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) read the amended draft Trustee Elections Bylaw No. 2 for a first time and then circulate a notice of third reading for 30 days, utilizing the consultation process as per Board Governance, Section 210 - Policy Development.	G. Robinson	March 26, 2026	Yes
R26/02/25-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the draft revised Policy – Trustee Orientation and Criminal Record Check and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 210 – Policy Development.	G. Robinson	March 26, 2026	Yes
R26/01/28-04	That the Board of Education of School District No. 68 (Nanaimo–Ladysmith) advocate to the appropriate government ministries and/or Crown corporations for resources to invest in infrastructure to ensure the district meets the Government of British Columbia’s CleanBC 2030 targets for carbon emission reduction.	M. Walsh, G. Robinson	Spring 2026	Yes
R25/12/17-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the draft revised Policy 701 – Child Care Services and Early Years Programs and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 210 – Policy Development.	G. Robinson	January 2026	Yes
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.	R. Gray, M. Walsh	Ongoing	Ongoing

