

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

Wednesday, February 10, 2021, 6:00 PM  
ONLINE MICROSOFT TEAMS MEETING

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

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Pages

1. CALL TO ORDER

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

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

*That the Agenda be approved.*

6. APPROVAL OF THE MINUTES

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*That the minutes of the Business Committee meeting held on January 13, 2021, be approved.*

7. PRESENTATIONS

8. SENIOR STAFF REPORTS

8.1.	Secretary-Treasurer Mark Walsh	7
	Re: Enrolment Projections	
8.2.	Secretary-Treasurer Mark Walsh	11
	Re: Amended Annual Budget (Quarter 2 Update)	
	<i>That the Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) give all three readings of the 2020/2021 Amended Annual Budget Bylaw during the February 24, 2021, Open Board meeting; and</i>	
	<i>That the Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) adopt the 2020/2021 Amended Annual Budget Bylaw during the February 24, 2021, Open Board meeting.</i>	
8.3.	Secretary-Treasurer Mark Walsh	35
	Re: Updated Administrative Procedures	
	<ul style="list-style-type: none"> <li>• AP305 - Student School Supplies</li> <li>• AP208 - Freedom of Information and Protection of Privacy Act Designation of Head</li> <li>• AP209 - Freedom of Information and Protection of Privacy Act Fee Schedule</li> <li>• AP335 - Student and Employee Personal Privacy on the Internet</li> </ul>	
8.4.	Secretary-Treasurer Mark Walsh	47
	Re: Ombudsperson Complaint Handling Guide	
8.5.	Secretary-Treasurer Mark Walsh	61
	Re: Forest Park Elementary School Rights-of-Way Bylaw, 2021	
	<i>That the Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) give all three readings of the Bylaw cited as "Forest Park Elementary School Rights-of-Way Bylaw, 2021 during the February 24, 2021, Open Board meeting; and</i>	
	<i>That the Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) adopt the Bylaw cited as "Forest Park Elementary School Rights-of-Way Bylaw, 2021, during the February 24, 2021, Open Board meeting.</i>	

9. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. FOR INFORMATION

12.1. Budget Calendar

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13. QUESTION PERIOD

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

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

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

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

14. ADJOURNMENT

*That the meeting be adjourned.*

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68

### MINUTES OF THE BUSINESS COMMITTEE MEETING

Trustees	G. Keller, Chair C. O'Neill, Vice-Chair L.M. Barron T. Brzovic S. Higginson	C. McKay B. Robinson J. Stanley E. Wilkinson
Staff	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer T. Davie, Deputy Superintendent	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services
Representatives	CUPE Representative: Rob Zver DPAC Representative: Leanne Lee NDTA Representative: Denise Wood NSAA Representative: Diane McGonigle	

#### 1. **CALL TO ORDER**

The Chair called the meeting to order at 6:05 pm.

Board Chair McKay announced that Superintendent Scott Saywell will continue in the role of Superintendent/CEO and has signed a four-year contract to July 1, 2025.

#### 2. **ADDITIONS TO THE AGENDA**

There were no additions.

#### 3. **DELETIONS TO THE AGENDA**

There were no deletions.

#### 4. **CHANGE IN ORDER**

There was no change in order.

#### 5. **APPROVAL OF THE AGENDA**

B21/01/13-01

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee O'Neill

That the Agenda be approved.

**CARRIED UNANIMOUSLY**

6. **APPROVAL OF THE MINUTES - December 9, 2020**

B21/01/13-02

IT WAS MOVED BY Trustee Wilkinson

IT WAS SECONDED BY Trustee Brzovic

That the minutes of the Business Committee meeting held on December 9, 2020, be approved.

ABSTAINED: Trustee Stanley

**CARRIED UNANIMOUSLY**

7. **PRESENTATIONS**

There were no presentations.

8. **SENIOR STAFF REPORTS**

8.1 **Secretary-Treasurer Mark Walsh**

Re: 2020/2021 Funding Update

Secretary-Treasurer Mark Walsh provided an update on the District's Operating Grant and Classroom Enhancement Fund submission. Secretary-Treasurer Walsh confirmed that the Annual Amended Budget will be brought forward to the Business Committee in February. An Information Sheet is attached to the Agenda.

8.2 **Executive Director Planning & Operations, Pete Sabo**

Re: Major Capital Projects Update

Executive Director of Planning and Operations Pete Sabo provided a summary of the District's Capital Projects. An Information Sheet and presentation is attached to the Agenda.

8.3 **Secretary-Treasurer Mark Walsh**

Re: Administrative Procedure 507 - Fencing

Secretary-Treasurer Mark Walsh informed the Committee that Administrative Procedure 507 - Fencing is unnecessary and will be deleted. An Information Sheet is attached to the Agenda.

8.4 **Secretary-Treasurer Mark Walsh**

Re: Long Range Facilities Plan Update

Secretary-Treasurer Mark Walsh provided an update on the status of the Long Range Facilities Plan. An Information Sheet is attached to the Agenda.

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

There was none.

10. **UNFINISHED BUSINESS**

There was none.

11. **NEW BUSINESS**

There was none.

12. **FOR INFORMATION**

There was none.

13. **QUESTION PERIOD**

There were no questions this evening.

14. **ADJOURNMENT**

The meeting adjourned at 6:54 pm.

B21/01/13-03

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Brzovic

That the meeting be adjourned.

**CARRIED UNANIMOUSLY**

## **NANAIMO LADYSMITH PUBLIC SCHOOLS**

### **BUSINESS COMMITTEE PUBLIC MEETING**

#### **INFORMATION SHEET**

DATE: February 10, 2021  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: 2021/22 Enrolment Projection

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#### **Background**

In order to comply with section 106.3 (2) of the School Act, a board must submit to the Minister, on or before February 15 of each year, an estimate of the number of students who may be enrolled in educational programs provided by the board in the next school year.

Specifically, the following categories must be included;

- September Enrolment Count, including school-age, adult, special needs, Indigenous Education and English Language Learning
- February Enrolment Count, including Continuing Education, Distributed Learning, special needs enrolment growth and newcomer refugees
- May Enrolment Count, including Continuing Education and Distributed Learning

The enrolment estimates received from school districts will be used by the Ministry to facilitate the development of operating grant estimates.

Operating grant estimates for the upcoming school year are announced by mid-March and confirm the districts preliminary funding levels which is the single biggest driver of revenue and expense in the District, and the foundation of the Annual Budget due to Ministry in June.

Grants are then adjusted in December, following the verification of the September 30<sup>th</sup> student data collection, where funding levels may be increased or decreased depending on actual student enrolment; funding level differentials are presented to the Board, and reflected in the Amended Annual Budget, due each February.

The following information sets out the methodology we use to create the enrolment projection and next steps with the information as gathered. We note that the impact of COVID19 has made projections for the 2021-22 incredibly difficult and likely subject to more variation than in any previous budget cycle.

## Discussion:

In early October the district provides our enrolment projection software consultant (Baragar) with the September 30<sup>th</sup> student data collection information, which is then used in conjunction with demographic trends, school migration trends, birth rates, student participation, and number of other minor factors to produce our districts annual enrolment projection.

While we have engaged another consultant to create longer term projections, Baragar continues to be the basis of our short-term enrollment projections. After we receive the Baragar data, we consult with principals and facilities to determine if the numbers align with local knowledge, we compare Baragar's results with historical student enrolment trends, as well as current enrolment, and then assign projections to schools.

In normal years, we tend to project somewhat conservatively in order to avoid being overfunded by the Ministry and to ensure that we do not issue staffing that is not supported by student enrolment. Staff monitor student registrations very closely however and may add additional staffing if student enrolment exceeds our initial projections, which allows us to respond to the educational needs determined by actual enrolment numbers.

This year, our projections are based on students mostly returning from Distributed Learning (ICE) to bricks and mortar schools. Due to the potential for the vaccine schedule falling behind and students who may have determined that online learning is preferable, these numbers are much less certain than in previous years.

The reason for this directly relates to 2020-21 where we provided staffing to brick and mortar schools, but due to COVID we saw a significant shift to Distributed Learning where staffing levels were not sufficient. This anomaly required the district to add staffing which funding levels did not accommodate. Fortunately, federal funds were provided to support COVID related costs. As it is not anticipated that these funds will be available in future years, we continue to be conservative with this year's projection. If students return from homeschooling, as well as to their bricks and mortar schools, or if the desire for DL continues, we can respond to student needs.

Another COVID related factor that contributed to our conservative projection was the reduced course load seen at the secondary level. As grade 10 through 12 students are funded on the number of courses they take (FTE), not on headcount, there is a conversion factor applied to secondary enrolment projections. The historical three-year average put this headcount to FTE conversion rate at approximately 99% whereas in 2020-21 this was 97%; for 2021-22 we anticipate an increase over this year but with uncertainty, projected at 98%.

Overall however, we are projecting an increase of students from 2020-21 but due to COVID we are not anticipating a total recovery of students until the 2022-23 school year. Further, in the event that it appears that the vaccine schedule will not be met, and alternate student learning scenarios emerge, we can make further adjustments if necessary.



The following table provide the districts three-year enrolment figures as required by Ministry, where the first year provides the funding for the preliminary budget, the following two years are used by Ministry for future planning purposes.

Nanaimo Ladysmith Public Schools - 3 Yr Enrolment Projection (Feb 15, 2021)	Budget 2020/21	Actual Oct 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24
<b>SEPTEMBER ENROLMENT - School - Age Basic Allocation</b>					
K FTE	1084.000	1005.000	1068.000	1090.000	1004.000
Gr. 1 FTE	1073.000	1002.000	1050.000	1128.000	1114.000
Gr. 2 FTE	1118.000	1033.000	1076.000	1085.000	1155.000
Gr. 3 FTE	1110.000	1021.000	1093.000	1111.000	1110.000
Gr. 4 FTE	1134.000	1057.000	1097.000	1115.000	1128.000
Gr. 5 FTE	1124.000	1046.000	1118.000	1130.000	1138.000
Gr. 6 FTE	1132.000	1068.000	1124.000	1155.000	1151.000
Gr. 7 FTE	1137.000	1070.000	1128.000	1166.000	1185.000
<b>Sub Total</b>	<b>8912.000</b>	<b>8302.000</b>	<b>8754.000</b>	<b>8980.000</b>	<b>8985.000</b>
Gr. 8 FTE	1154.000	1137.750	1133.000	1155.000	1192.000
Gr. 9 FTE	1008.000	948.625	1118.000	1135.000	1142.000
Gr. 10 FTE	1005.645	980.000	933.610	1121.360	1116.270
Gr. 11 FTE	930.891	913.250	968.140	937.220	1108.380
Gr. 12 FTE	888.412	809.750	880.240	947.680	898.190
<b>Sub Total</b>	<b>4986.948</b>	<b>4789.375</b>	<b>5032.990</b>	<b>5296.260</b>	<b>5456.840</b>
<b>K-12 FTE Total</b>	<b>13898.948</b>	<b>13091.375</b>	<b>13786.990</b>	<b>14276.260</b>	<b>14441.840</b>
Career Tech (CTC)	65.000	63.000	65.000	65.000	65.000
<b>K-12 Regular Schools</b>	<b>13963.948</b>	<b>13154.375</b>	<b>13851.990</b>	<b>14341.260</b>	<b>14506.840</b>
CE (School Age) FTE	4.500	0.250	0.000	0.000	0.000
Alternate Schools FTE	295.000	237.000	255.000	260.000	265.000
Distributed Learning (K-9) FTE	137.000	831.000	170.000	165.000	165.000
Distributed Learning (10-12) FTE	59.000	80.875	78.625	74.000	74.000
<b>Sub Total</b>	<b>495.500</b>	<b>1149.125</b>	<b>503.625</b>	<b>499.000</b>	<b>504.000</b>
<b>Grand Totals - Sept Basic Student Funded FTE</b>	<b>14459.448</b>	<b>14303.500</b>	<b>14355.615</b>	<b>14840.260</b>	<b>15010.840</b>
<i>Change in Basic Student Enrolment</i>		-155.948	52.115	484.645	170.580
<b>SEPTEMBER ENROLMENT - Unique Student Needs</b>					
Level 1 Special Needs FTE	15.000	16.000	15.000	15.000	15.000
Level 2 Special Needs FTE	439.000	488.000	465.000	465.000	465.000
Level 3 Special Needs FTE	290.000	245.000	245.000	245.000	245.000
English Language Learning FTE	950.000	970.000	920.000	920.000	920.000
Indigenous Education FTE	2300.000	2330.000	2310.000	2310.000	2310.000
Adult Education FTE (Non-Graduates only)	7.750	5.250	4.500	4.500	4.500
<b>Total Adult Education Funded FTE</b>	<b>7.750</b>	<b>5.250</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>
<i>Change in Adult Education Funded FTE</i>		-2.500	-0.750	0.000	0.000
<b>Total Change in September Funded FTE</b>		<b>-158.448</b>	<b>51.365</b>	<b>484.645</b>	<b>170.580</b>
<b>Total FTE for September Operating Grant</b>		<b>14308.750</b>	<b>14360.115</b>	<b>14844.760</b>	<b>15015.340</b>
<b>FEBRUARY ENROLMENT - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees</b>					
Continuing Education FTE - School-Age	15.000		15.000	15.000	15.000
Continuing Education FTE - Non-Graduate Adults	4.000		4.000	4.000	4.000
Distributed Learning FTE K-Grade 9 (School-Age)	30.000		30.000	30.000	30.000
Distributed Learning FTE Grades 10-12 (School-Age)	95.000		95.000	95.000	95.000
Distributed Learning FTE - Non-Graduate Adults	4.000		4.000	4.000	4.000
Level 1 Special Needs FTE Growth (All Schools)	0.000		0.000	0.000	0.000
Level 2 Special Needs FTE Growth (All Schools)	10.000		10.000	10.000	10.000
Level 3 Special Needs FTE Growth (All Schools)	5.000		5.000	5.000	5.000
Newcomer Refugees FTE (Standard & Alternate only)	6.000		6.000	6.000	6.000
ELL FTE (applies to Newcomer Refugees only)	6.000		6.000	6.000	6.000
<b>February Sub Total</b>	<b>154.000</b>	<b>154.000</b>	<b>154.000</b>	<b>154.000</b>	<b>154.000</b>
<i>February Enrolment Changes</i>		0.000	0.000	0.000	0.000
<b>MAY ENROLMENT - Continuing Education and Distributed Learning</b>					
Continuing Education FTE - School-Age	6.000		6.000	6.000	6.000
Continuing Education FTE - Non-Graduate Adults	5.000		5.000	5.000	5.000
Distributed Learning FTE K-Grade 9 (School-Age)	15.000		15.000	15.000	15.000
Distributed Learning FTE Grades 10-12 (School-Age)	65.000		65.000	65.000	65.000
Distributed Learning FTE - Non-Graduate Adults	2.000		2.000	2.000	2.000
<b>May Sub Total</b>	<b>93.000</b>	<b>93.000</b>	<b>93.000</b>	<b>93.000</b>	<b>93.000</b>
<i>May Enrolment Changes</i>		0.000	0.000	0.000	0.000
<b>Total District Funded FTE for the year</b>	<b>14714.198</b>	<b>14555.750</b>	<b>14607.115</b>	<b>15091.760</b>	<b>15262.340</b>
<b>Total Budgeted Increase/Decrease</b>	<b>-</b>	<b>-158.448</b>	<b>51.365</b>	<b>484.645</b>	<b>170.580</b>

The anticipated impact of the projected enrolment increase is reflected below, however, this is subject to Ministry's confirmation of the per pupil student rates, as well as other funding supplements, in March.

<b>NLPS - 2021/22 Projected Enrolment vrs the 2020/21 Annual Amended Budget</b>							
<b>September Enrolment</b>	<b>2021-22</b>						
	<b>Budget 21/22 FTE</b>	<b>Actual 20/21 AAB FTE</b>	<b>Change</b>	<b>RATES</b>	<b>Budget 21/22 \$</b>	<b>Actual 20/21 AAB \$</b>	<b>Change</b>
Standard (Regular) Schools	13,851.990	13,154.375	697.615	7,560	104,721,044	99,447,075	5,273,969
Continuing Education	-	0.250	(0.250)	7,560	-	1,890	(1,890)
Alternate Schools	255.000	237.000	18.000	7,560	1,927,800	1,791,720	136,080
Distributed Learning	248.625	911.875	(663.250)	6,100	1,516,613	5,562,438	(4,045,825)
Home Schooling	45.000	83.000	(38.000)	250	11,250	20,750	(9,500)
Course Challenges	-	-	-	236	-	-	-
<i>*HS/CH FTE not included</i>	14,355.615	14,303.500	52.115		108,176,707	106,823,873	1,352,834
Level 1 Special Needs	15.000	16.000	(1.000)	43,000	645,000	688,000	(43,000)
Level 2 Special Needs	465.000	488.000	(23.000)	20,400	9,486,000	9,955,200	(469,200)
Level 3 Special Needs	245.000	245.000	-	10,300	2,523,500	2,523,500	-
English Language Learning	920.000	970.000	(50.000)	1,520	1,398,400	1,474,400	(76,000)
Aboriginal Education	2,310.000	2,330.000	(20.000)	1,500	3,465,000	3,495,000	(30,000)
Adult Education	4.500	5.250	(0.750)	4,823	21,704	25,321	(3,617)
Equity of Opportunity Supplement					757,024	757,024	-
<b>Total September enrolment</b>	<b>14,360.115</b>	<b>14,308.750</b>	<b>(0.750)</b>		<b>18,296,628</b>	<b>18,918,445</b>	<b>(621,817)</b>
<b>Other Funding Categories</b>							
Salary Differential Supplement					2,918,143	2,918,143	-
Unique Geographic Factor Supplement					3,305,467	3,305,467	-
Education Plan Supplement					128,563	128,563	-
February Data Count (New SPED/DL/ELL)					977,974	977,974	-
May Data Count (New DL Only)					506,116	506,116	-
2020/21 Full Year Operating Grant					134,309,597	133,578,580	731,017
Indigenous Services Canada Recovery					(1,174,655)	(1,174,655)	-
<b>2020/21 Final Operating Grant</b>					<b>133,134,942</b>	<b>132,403,925</b>	<b>731,017</b>
Total FTE all categories	14,360.115	14,308.750	51.365				
Total School Aged Enrol	14,355.615	14,303.500	52.115				
Total Adult Enrol	4.500	5.250	(0.750)				
Total Enrol	14,360.115	14,308.750	51.365				
<b>Projected to Actual Change</b>			<b>51.365</b>				<b>731,017</b>

**NANAIMO LADYSMITH PUBLIC SCHOOLS**  
**Board of Education**  
**Business Committee Meeting**  
**Information Sheet**

DATE: February 10, 2021  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: 2020/21 Annual Amended Budget and Q2 Financial Report

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The following information presents the 2020-21 Annual Budget figures, as submitted to Ministry last June, compared to the proposed 2020-21 Amended Annual Budget, which accounts for all known changes in revenue, and expense adjustments to date. It also provides actual revenue received and expenses consumed at January 31<sup>s</sup>, where the district was 58% through fiscal 2020-21. Note that percentages collected or spent will vary by source and category due to the timing of revenues provided to the district, as well, expenses are based on a combination of 10-month (school) and 12-month operational cycles.

Changes in revenue are predominately due to the global pandemic, affecting both the Operating and Special Purpose budgets. Actual student enrolment, compared to projected enrolment resulted in an overall loss in the Operating Fund of \$1.4 million due to families shifting to online learning through our Distributed Learning program, where funding levels are \$1,460 per FTE lower than regular school attendance rates. Another contributing factor is the reduced per student course load at the secondary level, specifically the grade 10-12 students. In response to this, the district has provided increased staffing levels to ensure students have the supports they need to meet grade level, and graduation standards. Close attention to student needs, and ongoing monitoring of educational outcomes may result in further staffing additions, however, the district is in a favorable position to respond as staffing contingencies were set aside for this possibility.

Other significant changes in revenue since the 2020-21 Annual Budget include increased Federal COVID funding of \$5.48 million, Provincial COVID funding of \$1.07 million, and increased Classroom Enhancement funding of \$1.23 million for a total of \$7.78 million. These are targeted funds, directed to staffing and supports for COVID, as well as compliance with class size and composition language. Together, they have enable the district to add 33.89 FTE teaching positions, 16.2 FTE custodial positions, and 7.2 FTE education assistant positions, all in support of safe, clean, and educationally sound learning and working environments.

The global pandemic has been the most challenging experience of our times, affecting our students, staff, partners, and stakeholders, as well as the way we provide education and operate on all levels. In addition to the changes in revenue, the 2020-21 Amended Annual Budget includes all associated and anticipated expense changes to support these challenges, as well as the districts ongoing operations.

## **Confirmation of the Operating Grant per Enrolment**

Following the 1701 student data collection in the fall, we provided the Board with a preliminary funding update based on the change in enrolment between projected and actual student FTE. At the time, the estimated loss was (144.698) FTE and (\$1,468,470); the schedule below provides the FTE and funding confirmed by Ministry late December 2020, which has been updated in the Amended Annual Budget.

### **NLPS - 2020/21 Projected to Actual Enrolment - REVENUE and FTE - per December 2020 MOE Confirmation**

	2020-21						
	Actual FTE	Budget FTE	Change	RATES	Actual \$	Budget \$	Change
<b>September Enrolment</b>							
Standard (Regular) Schools	13,154.375	13,963.948	(809.573)	7,560	99,447,075	105,567,447	(6,120,372)
Continuing Education	0.250	4.500	(4.250)	7,560	1,890	34,020	(32,130)
Alternate Schools	237.000	295.000	(58.000)	7,560	1,791,720	2,230,200	(438,480)
Distributed Learning	911.875	196.000	715.875	6,100	5,562,438	1,195,600	4,366,838
Home Schooling	83.000	28.000	55.000	250	20,750	7,000	13,750
Course Challenges	-	24.000	(24.000)	236	-	5,664	(5,664)
<b>Total (Excludes HS/CC FTE)</b>	<b>14,303.500</b>	<b>14,459.448</b>	<b>(155.948)</b>		<b>106,823,873</b>	<b>109,039,931</b>	<b>(2,216,058)</b>
Level 1 Special Needs	16.000	15.000	1.000	43,000	688,000	645,000	43,000
Level 2 Special Needs	488.000	439.000	49.000	20,400	9,955,200	8,955,600	999,600
Level 3 Special Needs	245.000	290.000	(45.000)	10,300	2,523,500	2,987,000	(463,500)
English Language Learning	970.000	950.000	20.000	1,520	1,474,400	1,444,000	30,400
Aboriginal Education	2,330.000	2,300.000	30.000	1,500	3,495,000	3,450,000	45,000
Adult Education	5.250	7.750	(2.500)	4,823	25,321	37,378	(12,058)
Equity of Opportunity Supplement					757,024	759,476	(2,452)
<b>Total September enrolment</b>	<b>14,308.750</b>	<b>14,467.198</b>	<b>(2.500)</b>		<b>18,918,445</b>	<b>18,278,454</b>	<b>639,991</b>
<b>Other Funding Categories</b>							
Salary Differential Supplement					2,918,143	2,739,878	178,265
Unique Geographic Factor Supplement					3,305,467	3,305,467	-
Education Plan Supplement					128,563	128,563	-
February Data Count (New SPED/DL/ELL)					977,974	977,974	-
May Data Count (New DL Only)					506,116	506,116	-
<b>2020/21 Final Operating Grant</b>					<b>133,578,580</b>	<b>134,976,383</b>	<b>(1,397,803)</b>
Total School Aged Enrolment	14,303.500	14,459.448	(155.948)				
Total Adult Enrolment	5.250	7.750	(2.500)				
Total Enrolment	14,308.750	14,467.198	(158.448)				
<b>Projected to Actual Change</b>			<b>(158.448)</b>				<b>(1,397,803)</b>

**Notes:** \*55 Students moved out of K-12 to Homeschool  
\* Large shift from Regular Schools to Distributed Learning

## Operating Fund Summary

All known adjustments as applicable to the Operating Fund are now incorporated into the Amended Annual Budget and presented in the schedule below, along with actuals, a comparator, and a summary of changes.

2020-2021 - Operating Revenues and Expenses						2019-20 Comparator		
	Actuals at Jan 31	2020-21 Annual Amended Budget	% Collected or Spent	Change	2020-21 Annual Budget	Actuals at Jan 31	2019-20 Annual Amended Budget - Q2	% Collected or Spent
<b>Revenues - Operating</b>								
Ministry of Education Grant	69,408,185	136,966,601	51%	3,069,916	133,896,685	59,529,478	132,564,001	45%
Other Provincial	82,576	232,416	36%	-	232,416	105,076	230,416	46%
International Student Tuition	839,204	1,344,190	62%	400,000	944,190	1,444,791	3,743,000	39%
Other Revenue	1,137,736	2,065,954	55%	(358,023)	2,423,977	1,358,582	2,431,977	56%
Rentals & Leases	274,315	400,000	69%	(200,000)	600,000	342,042	607,755	56%
Investment Income	125,648	205,000	61%	-	205,000	213,562	500,000	43%
<b>Total Revenues (before LC Transfer/Surplus Allocation)</b>	<b>71,867,664</b>	<b>141,214,161</b>	<b>51%</b>	<b>2,911,893</b>	<b>138,302,268</b>	<b>62,993,531</b>	<b>140,077,149</b>	<b>45%</b>
<b>Expenses - Operating</b>								
<b>Salaries</b>								
Teachers	31,052,069	62,830,681	49%	1,902,142	60,928,539	27,269,133	60,795,049	45%
Administrative Officers	4,709,253	8,341,590	56%	100,558	8,241,032	4,506,404	7,876,242	57%
Education Assistants	4,658,445	10,446,060	45%	5,594	10,440,466	4,516,386	10,469,187	43%
Support Staff	6,203,234	12,310,889	50%	153,101	12,157,788	6,047,419	11,833,562	51%
Other Professionals	2,584,529	4,687,880	55%	82,419	4,605,461	2,365,929	4,372,967	54%
Substitutes	1,794,137	4,384,344	41%	66,876	4,317,468	1,817,711	4,271,143	43%
<b>Total Salaries</b>	<b>51,001,667</b>	<b>103,001,444</b>	<b>50%</b>	<b>2,310,690</b>	<b>100,690,754</b>	<b>46,522,982</b>	<b>99,618,150</b>	<b>47%</b>
<b>Benefits</b>	<b>11,130,385</b>	<b>25,667,276</b>	<b>43%</b>	<b>857,233</b>	<b>24,810,043</b>	<b>9,992,689</b>	<b>25,506,904</b>	<b>39%</b>
<b>Total Salaries and Benefits</b>	<b>62,132,052</b>	<b>128,668,720</b>	<b>48%</b>	<b>3,167,923</b>	<b>125,500,797</b>	<b>56,515,671</b>	<b>125,125,054</b>	<b>45%</b>
<b>Services &amp; Supplies</b>	<b>6,375,912</b>	<b>15,889,686</b>	<b>40%</b>	<b>2,588,270</b>	<b>13,301,416</b>	<b>6,810,867</b>	<b>15,092,206</b>	<b>45%</b>
<b>Total Expenses</b>	<b>68,507,964</b>	<b>144,558,406</b>	<b>47%</b>	<b>5,756,193</b>	<b>138,802,213</b>	<b>63,326,538</b>	<b>140,217,260</b>	<b>45%</b>
<b>Net Revenue (Expense)</b>	<b>3,359,700</b>	<b>(3,344,245)</b>		<b>(2,844,300)</b>	<b>(499,945)</b>	<b>(333,007)</b>	<b>(140,111)</b>	
<b>Restricted Surplus</b>	<b>2,705,272</b>	<b>2,705,272</b>		<b>1,582,827</b>	<b>1,122,445</b>	<b>1,477,111</b>	<b>1,477,111</b>	
<b>Unrestricted Surplus</b>	<b>3,641,473</b>	<b>3,641,473</b>		<b>3,641,473</b>	<b>-</b>	<b>(1,337,000)</b>	<b>(1,337,000)</b>	
<b>Local Capital Transfer</b>	<b>(3,002,500)</b>	<b>(3,002,500)</b>		<b>(2,380,000)</b>	<b>(622,500)</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit)</b>	<b>6,703,945</b>	<b>-</b>		<b>(0)</b>	<b>0</b>	<b>(192,896)</b>	<b>-</b>	<b>-</b>

Important to note that the \$6.7 million surplus showing in the actual column is not reflective of the anticipated year-end surplus. This is due to timing of revenue received and expenses consumed at this point in time. The third quarter financial report will include an estimated forecast to year-end.



The following tables provides detail of the revenue and expense changes, as presented in the above Operating Fund schedule, as well as a summary of FTE changes.

Summary of Revenue/Expense Changes from the Annual to Amended Budget			
<b>Changes in Revenue</b>			
BCTF Labor Settlement Funding	3,645,082	Teacher wage increase funding	
Collective Agreement Benefit Funding	95,519	Benefit expense funding	
Reduction in anticipated Rentals/Leases	(100,000)	Revenue Loss due to COVID	
Reduction in anticipated Community Use	(200,000)	Revenue Loss due to COVID	
Early Learning Framework Funding	3,832	To Early Learning Supports	
Teacher Mentorship Funding	280,000	Per BCPSEA/MOE	
School Bus Seat Belt Pilot Project	50,000	MOE - In addition to the Capital for the Electric Bus Purchases	
1701 Student Data Collection - Enrollment Update	(1,397,803)	Loss of 158.448 FTE	
Conseil Scolaire Francophone increase	35,263	Confirmed 2020/21 Contract	
International Student Education - Tuition	400,000	Revenue for Q3/4 Students as now arrived	
Rental Revenue increase	100,000	Increased per actuals/projection to YE	
<b>Total Revenue changes from the Annual to the Amended Budget</b>	<b>2,911,893</b>		
<b>Changes in Expense</b>			
BCTF Labor Settlement Funding	3,645,082	Teacher wage increase expense	
Collective Agreement Benefit Funding	95,519	Benefit expense funding	
Early Learning Framework	3,832	To Early Learning Supports	
Add approved increase in Restricted Surplus	1,582,827	Per Surplus Schedule	
Add approved unrestricted surplus	3,641,473	Per Surplus Schedule	
Teacher Mentorship Funding	280,000	To Learning Services - Release Account	
School Bus Seat Belt Pilot	50,000	To Facilities for project	
Indigenous Education target funding increase	45,000	Per 1701 student data collection	
Contractual NDTA Pro-D increase	29,373	NDTA Pro-D Account	
Job evaluation's/incumbent position changes	(10,931)	Miscellaneous adjustments	
School Operating Budgets updated	(49,448)	Per 1701 student data collection	
NGN/MyED BC rate adjustment	116,570	Confirmed contribution Per MOE	
CEF approval=release contingent division/transfer CEF Divs	(2,038,319)	10.2436 FTE removed/8.6496 transferred to CEF	
Supplement to CEF for GWI not funded under Special Purpose	420,692	Created necessary operating expense	
Benefit rate increase (CPP/EI/WSBC)	174,523	All employee groups	
Miscellaneous account adjustments	150,000	Per projected annual expense	
<b>Increased Operating Expense</b>	<b>8,136,193</b>		
<b>Increased Transfer to Local Capital</b>	<b>(2,380,000)</b>		
<b>Total Expense changes from the Annual to the Amended Budget</b>	<b>5,756,193</b>		

2020-21 Operating Fund FTE Summary			
Category	Amended Budget	Change	Annual Budget
Teachers	748.248	-10.576	758.824
Administrative Officers	65.000	-1.000	66.000
Education Assistants	260.765	0.172	260.593
Support Staff	237.877	3.575	234.302
Other Professionals	49.500	1.000	48.500
<b>Total FTE</b>	<b>1361.390</b>	<b>-6.829</b>	<b>1368.219</b>

Summary of Change	
CEF approval - Remove excess Divs/transfer balance to CEF	-18.893
Additional supports per impact of COVID	8.745
Converted to release	-0.428
<b>Total - Teachers</b>	<b>-10.576</b>
2 Bus Monitor/Data Collection positions added mid-year	1.313
Clerical	1.000
Painter	1.000
Plumber	0.400
Miscellaneous	-0.137
<b>Total Support Staff</b>	<b>3.576</b>
Additional EA Supports	0.172
Other Prof-Add H&S Manager	1.000
AO-Transfer from Op to Vacant SP	-1.000
<b>Total change in FTE</b>	<b>-6.828</b>

## Special Purpose Fund Summary

All known adjustments as applicable to the Special Purpose Funds are now incorporated into the Amended Annual Budget and presented in the schedule below, along with actuals, a comparator, and a summary of changes.

2020-2021 - Special Purpose Revenues and Expenses						2019-20 Comparator		
	Actuals at Jan 31	2020-21 Annual Amended Budget	% Collected or Spent	Change	2020-21 Annual Budget	Actuals at Jan 31	2019-20 Annual Amended Budget - Q2	% Collected or Spent
<b>Revenues - Special Purpose</b>								
Annual Facilities Grant	620,205	620,205	100%	64,563	555,642	620,205	620,205	100%
Energy Management	285,057	283,556	101%	283,556	-	-	-	0%
Learning Improvement Fund	255,555	499,798	51%	11,312	488,486	194,095	485,237	40%
French Programs	246,020	312,770	79%	110,186	202,584	173,587	234,363	74%
Ready Set Learn	22,119	85,819	26%	24,569	61,250	60,811	77,471	78%
Strong Start	191,538	268,338	71%	12,338	256,000	180,164	256,964	70%
Community Link	1,265,368	2,420,925	52%	109,812	2,311,113	1,021,173	2,379,826	43%
Classroom Enhancement Fund	5,911,280	12,068,477	49%	1,229,584	10,838,893	4,213,905	12,453,421	34%
CR4YC	19,256	22,631	85%	7,549	15,082	10,557	15,082	70%
Mental Health	73,227	73,227	100%	46,727	26,500	26,500	26,500	100%
BCTEA Student Transportation Fund	46,123	46,123	100%	46,123	-	-	-	0%
Provincial COVID Fund	1,068,252	1,068,252	100%	1,068,252	-	-	-	0%
Federal COVID Fund	2,615,858	5,481,682	48%	5,481,682	-	-	-	0%
School Generated Funds	765,566	2,647,000	29%	-	2,647,000	1,341,531	2,656,000	51%
Other Misc SP Revenue	248,720	289,425	86%	136,425	153,000	96,606	96,606	100%
Other Misc Deferred Revenue	258,603	258,603	100%	258,603	-	174,615	174,615	100%
<b>Total Special Purpose Revenue</b>	<b>13,892,747</b>	<b>26,446,831</b>	<b>53%</b>	<b>8,891,281</b>	<b>17,555,550</b>	<b>8,113,749</b>	<b>19,476,290</b>	<b>42%</b>
<b>Expenses - Special Purpose</b>								
<b>Salaries</b>								
Teachers	5,797,393	10,918,518	53%	2,926,975	7,991,543	3,470,803	8,786,545	40%
Administrative Officers	139,456	271,602	51%	4,398	267,204	151,843	246,291	62%
Education Assistants	882,978	2,123,016	42%	286,609	1,836,407	1,019,479	1,902,972	54%
Support Staff	669,607	1,281,905	52%	886,549	395,356	177,656	387,802	46%
Other Professionals	117,832	205,000	57%	6,746	198,254	112,228	194,560	58%
Substitutes	250,247	901,770	28%	411,770	490,000	193,106	937,665	21%
<b>Total Salaries</b>	<b>7,857,513</b>	<b>15,701,811</b>	<b>50%</b>	<b>4,523,047</b>	<b>11,178,764</b>	<b>5,125,115</b>	<b>12,455,835</b>	<b>41%</b>
Benefits	1,830,289	3,835,443	48%	1,048,654	2,786,789	1,244,368	2,964,278	42%
<b>Total Salaries and Benefits</b>	<b>9,687,802</b>	<b>19,537,254</b>	<b>50%</b>	<b>5,571,701</b>	<b>13,965,553</b>	<b>6,369,483</b>	<b>15,420,113</b>	<b>41%</b>
Services & Supplies	2,305,849	6,909,577	33%	3,319,580	3,589,997	2,276,423	4,056,177	56%
<b>Total Special Purpose Expenses</b>	<b>11,993,651</b>	<b>26,446,831</b>	<b>45%</b>	<b>8,891,281</b>	<b>17,555,550</b>	<b>8,645,906</b>	<b>19,476,290</b>	<b>44%</b>
<b>Fund Variance</b>	<b>1,899,096</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(532,157)</b>	<b>-</b>	<b>-</b>

Important to note that the \$1.9 million variance showing in the actual column is not reflective of the anticipated year-end surplus. This is due to timing of revenue received and expenses consumed to date. Also, Special Purpose Funds are targeted, unspent balances are either recovered by the funding party, or they remain with the district to be used in the next fiscal year, for the intended purpose as outlined in each funding agreement.

The following tables provides detail of the revenue and expense changes, as presented in the above Special Purpose Fund schedule, as well as a summary of FTE changes.

Summary of Revenue/Expense Changes from the Annual to Amended Budget			
<b>Change in Revenue</b>			
Energy Management Fund	34,812	Projected Revenue added	
Provincial COVID Fund	1,068,252	New Special Purpose Fund	
Federal COVID Fund	2,615,858	New Special Purpose Fund	
2019/20 Fund Balances added to Deferred Revenue	821,131	Per 2019/20 Financial Statements	
Mental Health Increase	24,500	Increased Grant	
Moved ELF to Operating	(3,832)	Not SP, confirmed as Operating	
Other Misc Revenue received	9,000	Grant for QQS	
Federal French decreased per MOE	(40,516)	Advised to Budget for 80% of 2019/20 Revenue at this time	
RDN Zero Waste Project	70,000	Miscellaneous Special Purpose	
Classroom Enhancement Fund increase	1,229,584	Per confirmed approval of 2020/21's funding request	
Federal French Grant increase	60,430	Per confirmed 2020/21 allocation	
Ready Set Learn funding increase	2,450	Per confirmed 2020/21 allocation	
Fortis Grant	100,000	Ladysmith Secondary	
Quarterway Playground Funding	85,120	PAC Funded	
Miscellaneous Grants	25,305	CTC/NDSS	
Federal COVID Funding increase	249,966	Per confirmed 2020/21 allocation	
Classroom Enhancement Fund decrease	(76,637)	Removal of prior year surplus/MOE recovering the underspend	
Federal COVID Funding increase	2,615,858	Confirmation of phase 2 funding	
<b>Total Revenue changes from the Annual to the Amended Budget</b>	<b>8,891,281</b>		
<b>Change in Expense</b>			
Provincial COVID Fund - Increased Custodial Staff	573,546	8.661 FTE plus Benefits	
Teacher Staffing (DL/Transition Program)	2,114,573	19.6 FTE plus Benefits	
COVID Related Replacement Costs	175,000	Including Benefits	
COVID Related Supplies	820,991	Cleaning, PPE, Technology, Equip	
Deferred Revenue added	821,131	Per 2019/20 Financial Statements	
Mental Health	24,500	Increased supply expense accounts	
Energy Revenue	34,812	Increased supply expense accounts	
Moved ELF to Operating	(3,832)	Transferred to Operating	
Other Misc Revenue received	9,000	Grant for QQS	
Federal French Program reduction	(40,516)	Reduced expense	
RDN Zero Waste Project	70,000	Added Release time	
Classroom Enhancement Fund increase	1,229,584	Added 8.634 Teacher FTE and Remedy funding of \$253K	
Federal French Grant increase	60,430	Reinstated expense account	
Ready Set Learn funding increase	2,450	Added to expense account	
Fortis Grant	100,000	To Ladysmith Secondary	
Quarterway Playground Funding	85,120	To Quarterway	
Miscellaneous Grants	25,305	To CTC/NDSS	
Federal COVID Funding increase	249,966	Added 3.781 custodial expense	
Classroom Enhancement Fund increase	(76,637)	Removal of prior year surplus/MOE recovering the underspend	
Federal COVID Funding increase	2,615,858	Added balance of staffing/supplies	
<b>Total Expense changes from the Annual to the Amended Budget</b>	<b>8,891,281</b>		

2020-21 Special Purpose Fund FTE Summary			
Category	Amended Budget	Change	Annual Budget
Teachers	135.257	33.884	101.373
Administrative Officers	2.000	0.000	2.000
Education Assistants	50.683	7.198	43.485
Support Staff	40.105	22.500	17.605
Other Professionals	3.500	0.000	3.500
<b>Total FTE</b>	<b>231.545</b>	<b>63.582</b>	<b>167.963</b>

Summary of Change	
Teachers - COVID Fund	25.250
Teachers - Classroom Enhancement Fund	8.634
<b>Total - Teachers</b>	<b>33.884</b>
Custodial - COVID Fund	16.200
Capital Support - 3 Electricians/2 Facilities Planners	5.000
Bus Driver - COVID Fund	1.300
Special Needs Community Youth Worker - COVID Fund	0.714
Computer Assisted Learning Tutor - COVID Fund	0.786
Additional EA Supports - COVID and CommunityLINK	5.698
<b>Total - Support Staff</b>	<b>29.698</b>
<b>Total change in FTE</b>	<b>63.582</b>



## Amended Annual Budget Bylaw

Below is a summary of the Operating and Special Purpose revenue and expense information previously presented, as reconciled to the Ministry document (attached as an appendix). Also included on Statement 2 of the Ministry document is the estimated capital deferred revenue and capital asset amortization expense, investment income, transfer to Local Capital for asset purchase and the associated expense; all as currently stated within the Amended Budget.

The 2020-21 Amended Annual Budget Bylaw has increased over the Annual Budget by \$15,448,165 which includes the Operating Expense of \$5,756,193, the Special Purpose Expense of \$8,891,281, an increase in the Capital Fund's Amortization Expense of \$423,191 and an increase in assets purchased from Local Capital of \$377,500. The Budgeted deficit is in the Capital Fund only, which is permitted for the amount that amortization of tangible capital assets expense exceeds amortization of deferred capital revenue.

2020-2021 Revenue and Expense Summary - Budget Bylaw (Statement 2)			
	2020-21 Annual Amended Budget	Change	2020-21 Annual Budget
<b>Ministry Operating Grant - Funded FTE</b>			
School Age	14535.500	-155.948	14691.448
Adult	20.250	-2.500	22.75
<b>Total Funded FTE</b>	<b>14555.750</b>	<b>-158.448</b>	<b>14714.198</b>
<b>Revenues</b>			
Operating Revenue (Schedule 2)	141,214,161	2,911,893	138,302,268
Special Purpose Revenue (Schedule 3)	26,446,831	8,891,281	17,555,550
<b>Total Operating &amp; Special Purpose - MOE</b>	<b>167,660,992</b>	<b>11,803,174</b>	<b>155,857,818</b>
Investment Income - Capital Fund (Schedule 4)	38,000	-	38,000
Amortization (Recognition) of Deferred Capital Revenue (Schedule 4)	5,900,000	45,802	5,854,198
<b>Total Revenue</b>	<b>173,598,992</b>	<b>11,848,976</b>	<b>161,750,016</b>
<b>Expenses</b>			
Instruction	118,533,427	4,888,545	113,644,882
District Admin	32,318,981	8,979,005	23,339,976
Operations and Maintenance	27,680,246	1,115,625	26,564,621
Transportation and Housing	1,962,583	87,490	1,875,093
<b>Total Expenses</b>	<b>180,495,237</b>	<b>15,070,665</b>	<b>165,424,572</b>
<b>Net Revenue (Expense)</b>	<b>(6,896,245)</b>	<b>(3,221,689)</b>	<b>(3,674,556)</b>
<b>Budgeted Allocation of Restricted Surplus</b>	<b>6,346,745</b>	<b>5,224,300</b>	<b>1,122,445</b>
<b>Budgeted Surplus (Deficit) - Capital Fund Balance only</b>	<b>(549,500)</b>	<b>2,002,611</b>	<b>(2,552,111)</b>
<b>Budget Bylaw amount (Expenses)</b>			
Total Operating Expenses (Schedule 2)	144,558,406	5,756,193	138,802,213
Total Special Purpose Expenses (Schedule 3)	26,446,831	8,891,281	17,555,550
Total Capital Fund Expenses - Amortization (Schedule 4)	9,490,000	423,191	9,066,809
Total Capital Assets Purchased from Local Capital - Technology (Schedule 4)	1,000,000	377,500	622,500
<b>Total Budget Bylaw Amount</b>	<b>181,495,237</b>	<b>15,448,165</b>	<b>166,047,072</b>

Attached: Appendix A (2020-21 Amended Annual Budget)

Amended Annual Budget

## **School District No. 68 (Nanaimo-Ladysmith)**

June 30, 2021

# School District No. 68 (Nanaimo-Ladysmith)

June 30, 2021

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\*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 68 (NANAIMO-LADYSMITH) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 68 (Nanaimo-Ladysmith) Amended Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$181,495,237 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021;

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**Chairperson of the Board**

**( Corporate Seal )**

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 68 (Nanaimo-Ladysmith) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

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**Secretary Treasurer**

# School District No. 68 (Nanaimo-Ladysmith)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	14,535,500	14,691,448
Adult	20,250	22,750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>14,555,750</b>	<b>14,714,198</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	159,974,769	148,652,235
Other	232,416	385,416
Tuition	1,344,190	944,190
Other Revenue	5,497,617	5,063,977
Rentals and Leases	400,000	600,000
Investment Income	250,000	250,000
Amortization of Deferred Capital Revenue	5,900,000	5,854,198
<b>Total Revenue</b>	<b>173,598,992</b>	<b>161,750,016</b>
<b>Expenses</b>		
Instruction	118,533,427	113,644,882
District Administration	32,318,981	23,339,976
Operations and Maintenance	27,680,246	26,564,621
Transportation and Housing	1,962,583	1,875,093
<b>Total Expense</b>	<b>180,495,237</b>	<b>165,424,572</b>
<b>Net Revenue (Expense)</b>	<b>(6,896,245)</b>	<b>(3,674,556)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>6,346,745</b>	<b>1,122,445</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(549,500)</b>	<b>(2,552,111)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(549,500)	(2,552,111)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(549,500)</b>	<b>(2,552,111)</b>

# School District No. 68 (Nanaimo-Ladysmith)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	144,558,406	138,802,213
Special Purpose Funds - Total Expense	26,446,831	17,555,550
Capital Fund - Total Expense	9,490,000	9,066,809
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,000,000	622,500
<b>Total Budget Bylaw Amount</b>	<b>181,495,237</b>	<b>166,047,072</b>

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

**DRAFT**

# School District No. 68 (Nanaimo-Ladysmith)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(6,896,245)</b>	<b>(3,674,556)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(1,000,000)	(622,500)
From Deferred Capital Revenue	(15,540,000)	(15,540,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(16,540,000)</b>	<b>(16,162,500)</b>
Amortization of Tangible Capital Assets	9,490,000	9,066,809
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(7,050,000)</b>	<b>(7,095,691)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(13,946,245)</b>	<b>(10,770,247)</b>

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2021

	Operating Fund	Special Purpose Fund	Capital Fund	2021 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	6,816,745		55,063,434	<b>61,880,179</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(3,344,245)		(3,552,000)	<b>(6,896,245)</b>
Interfund Transfers				
Local Capital	(3,002,500)		3,002,500	-
<b>Net Changes for the year</b>	<u>(6,346,745)</u>	-	<u>(549,500)</u>	<u><b>(6,896,245)</b></u>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<u><b>470,000</b></u>	-	<u><b>54,513,934</b></u>	<u><b>54,983,934</b></u>



# School District No. 68 (Nanaimo-Ladysmith)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	136,966,601	133,896,685
Other	232,416	232,416
Tuition	1,344,190	944,190
Other Revenue	2,065,954	2,423,977
Rentals and Leases	400,000	600,000
Investment Income	205,000	205,000
<b>Total Revenue</b>	<b>141,214,161</b>	<b>138,302,268</b>
<b>Expenses</b>		
Instruction	118,533,427	113,644,882
District Administration	6,492,355	6,340,068
Operations and Maintenance	17,570,041	16,942,170
Transportation and Housing	1,962,583	1,875,093
<b>Total Expense</b>	<b>144,558,406</b>	<b>138,802,213</b>
<b>Net Revenue (Expense)</b>	<b>(3,344,245)</b>	<b>(499,945)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>6,346,745</b>	<b>1,122,445</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(3,002,500)	(622,500)
<b>Total Net Transfers</b>	<b>(3,002,500)</b>	<b>(622,500)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 68 (Nanaimo-Ladysmith)**

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	133,578,580	134,976,383
ISC/LEA Recovery	(1,174,655)	(1,567,941)
Other Ministry of Education Grants		
Pay Equity	160,000	160,000
Transportation Supplement	244,630	244,630
Support Staff Benefits Grant	67,920	67,920
Teachers' Labour Settlement Funding	3,645,082	
Early Career Mentorship Funding	280,000	
Other	165,044	15,693
<b>Total Provincial Grants - Ministry of Education</b>	<b>136,966,601</b>	<b>133,896,685</b>
<b>Provincial Grants - Other</b>	<b>232,416</b>	<b>232,416</b>
<b>Tuition</b>		
International and Out of Province Students	1,344,190	944,190
<b>Total Tuition</b>	<b>1,344,190</b>	<b>944,190</b>
<b>Other Revenues</b>		
Other School District/Education Authorities	519,299	484,036
Funding from First Nations	1,174,655	1,567,941
Miscellaneous		
Cafeteria Revenue	205,000	205,000
BC Hydro Energy Manager Grant	50,000	50,000
Other	117,000	117,000
<b>Total Other Revenue</b>	<b>2,065,954</b>	<b>2,423,977</b>
<b>Rentals and Leases</b>	<b>400,000</b>	<b>600,000</b>
<b>Investment Income</b>	<b>205,000</b>	<b>205,000</b>
<b>Total Operating Revenue</b>	<b>141,214,161</b>	<b>138,302,268</b>

**School District No. 68 (Nanaimo-Ladysmith)**

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
 Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	62,830,681	60,928,539
Principals and Vice Principals	8,341,593	8,241,031
Educational Assistants	10,446,059	10,440,467
Support Staff	12,310,889	12,157,788
Other Professionals	4,687,880	4,605,461
Substitutes	4,384,343	4,317,468
<b>Total Salaries</b>	<b>103,001,445</b>	<b>100,690,754</b>
<b>Employee Benefits</b>	<b>25,667,275</b>	<b>24,810,043</b>
<b>Total Salaries and Benefits</b>	<b>128,668,720</b>	<b>125,500,797</b>
<b>Services and Supplies</b>		
Services	3,994,921	3,531,638
Student Transportation	109,918	141,415
Professional Development and Travel	858,240	803,144
Rentals and Leases	8,295	8,395
Dues and Fees	521,668	516,418
Insurance	347,800	324,800
Supplies	7,844,144	5,570,906
Utilities	2,204,700	2,404,700
<b>Total Services and Supplies</b>	<b>15,889,686</b>	<b>13,301,416</b>
<b>Total Operating Expense</b>	<b>144,558,406</b>	<b>138,802,213</b>

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	48,284,659	1,515,511	676,329	50,614	427,500	2,710,119	53,664,732
1.03 Career Programs			193,320			10,053	203,373
1.07 Library Services	1,894,085			276,617		93,707	2,264,409
1.08 Counselling	2,249,159					100,762	2,349,921
1.10 Special Education	8,394,042		8,236,870			772,994	17,403,906
1.30 English Language Learning	370,685		39,642			12,815	423,142
1.31 Indigenous Education	1,494,221	47,024	1,005,438	59,709	142,500	84,739	2,833,631
1.41 School Administration	31,215	6,641,058		2,761,943		266,323	9,700,539
1.62 International and Out of Province Students	112,615	138,000		80,146	130,000	3,627	464,388
1.64 Other			248,820				248,820
<b>Total Function 1</b>	<b>62,830,681</b>	<b>8,341,593</b>	<b>10,400,419</b>	<b>3,229,029</b>	<b>700,000</b>	<b>4,055,139</b>	<b>89,556,861</b>
<b>4 District Administration</b>							
4.11 Educational Administration				283,175	1,040,558	10,307	1,334,040
4.40 School District Governance				50,614	363,415	1,619	415,648
4.41 Business Administration				689,455	1,643,485	50,644	2,383,584
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,023,244</b>	<b>3,047,458</b>	<b>62,570</b>	<b>4,133,272</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration			45,640	615,628	588,922	44,234	1,294,424
5.50 Maintenance Operations				5,772,964	255,000	188,830	6,216,794
5.52 Maintenance of Grounds				558,962		2,131	561,093
5.56 Utilities				69,867		279	70,146
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>45,640</b>	<b>7,017,421</b>	<b>843,922</b>	<b>235,474</b>	<b>8,142,457</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				49,002	96,500	1,519	147,021
7.70 Student Transportation				992,193		29,641	1,021,834
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,041,195</b>	<b>96,500</b>	<b>31,160</b>	<b>1,168,855</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>62,830,681</b>	<b>8,341,593</b>	<b>10,446,059</b>	<b>12,310,889</b>	<b>4,687,880</b>	<b>4,384,343</b>	<b>103,001,445</b>

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	53,664,732	13,268,236	66,932,968	5,394,576	72,327,544	70,304,608
1.03 Career Programs	203,373	54,606	257,979	207,500	465,479	479,907
1.07 Library Services	2,264,409	569,261	2,833,670	83,361	2,917,031	2,059,960
1.08 Counselling	2,349,921	584,959	2,934,880	2,700	2,937,580	2,684,466
1.10 Special Education	17,403,906	4,568,092	21,971,998	317,592	22,289,590	21,165,346
1.30 English Language Learning	423,142	106,337	529,479	5,576	535,055	515,484
1.31 Indigenous Education	2,833,631	716,858	3,550,489	281,875	3,832,364	3,450,000
1.41 School Administration	9,700,539	2,166,880	11,867,419	170,513	12,037,932	11,779,039
1.62 International and Out of Province Students	464,388	105,061	569,449	304,775	874,224	889,941
1.64 Other	248,820	66,808	315,628	1,000	316,628	316,131
<b>Total Function 1</b>	<b>89,556,861</b>	<b>22,207,098</b>	<b>111,763,959</b>	<b>6,769,468</b>	<b>118,533,427</b>	<b>113,644,882</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,334,040	290,994	1,625,034	188,044	1,813,078	1,735,343
4.40 School District Governance	415,648	83,916	499,564	224,008	723,572	715,579
4.41 Business Administration	2,383,584	551,689	2,935,273	1,020,432	3,955,705	3,889,146
<b>Total Function 4</b>	<b>4,133,272</b>	<b>926,599</b>	<b>5,059,871</b>	<b>1,432,484</b>	<b>6,492,355</b>	<b>6,340,068</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,294,424	310,188	1,604,612	1,038,576	2,643,188	2,013,185
5.50 Maintenance Operations	6,216,794	1,745,697	7,962,491	3,530,717	11,493,208	11,324,600
5.52 Maintenance of Grounds	561,093	151,464	712,557	277,408	989,965	960,844
5.56 Utilities	70,146	18,834	88,980	2,354,700	2,443,680	2,643,541
<b>Total Function 5</b>	<b>8,142,457</b>	<b>2,226,183</b>	<b>10,368,640</b>	<b>7,201,401</b>	<b>17,570,041</b>	<b>16,942,170</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	147,021	33,251	180,272	51,000	231,272	227,278
7.70 Student Transportation	1,021,834	274,144	1,295,978	435,333	1,731,311	1,647,815
<b>Total Function 7</b>	<b>1,168,855</b>	<b>307,395</b>	<b>1,476,250</b>	<b>486,333</b>	<b>1,962,583</b>	<b>1,875,093</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>103,001,445</b>	<b>25,667,275</b>	<b>128,668,720</b>	<b>15,889,686</b>	<b>144,558,406</b>	<b>138,802,213</b>

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	23,008,168	14,755,550
Other		153,000
Other Revenue	3,431,663	2,640,000
Investment Income	7,000	7,000
<b>Total Revenue</b>	<b>26,446,831</b>	<b>17,555,550</b>
<b>Expenses</b>		
District Administration	25,826,626	16,999,908
Operations and Maintenance	620,205	555,642
<b>Total Expense</b>	<b>26,446,831</b>	<b>17,555,550</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
<b>Deferred Revenue, beginning of year</b>	64,563	11,312	12,012	27,909		12,338	22,119	90,273	109,812
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	555,642	488,486				256,000	63,700	222,497	2,311,113
Other					2,640,000				
Investment Income					7,000				
	555,642	488,486	-	-	2,647,000	256,000	63,700	222,497	2,311,113
<b>Less:</b> Allocated to Revenue	620,205	499,798	12,012	27,909	2,647,000	268,338	85,819	312,770	2,420,925
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	620,205	499,798	12,012	27,909		268,338	85,819	312,770	2,420,925
Other Revenue					2,640,000				
Investment Income					7,000				
	620,205	499,798	12,012	27,909	2,647,000	268,338	85,819	312,770	2,420,925
<b>Expenses</b>									
Salaries									
Teachers								106,696	357,900
Principals and Vice Principals									
Educational Assistants		374,852				193,113			1,360,117
Support Staff									
Other Professionals									102,500
Substitutes		17,551			24,450		2,500		71,995
	-	392,403	-	-	24,450	193,113	2,500	106,696	1,892,512
Employee Benefits		105,361			5,550	51,851	625	26,834	478,081
Services and Supplies	620,205	2,034	12,012	27,909	2,617,000	23,374	82,694	179,240	50,332
	620,205	499,798	12,012	27,909	2,647,000	268,338	85,819	312,770	2,420,925
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>									

# School District No. 68 (Nanaimo-Ladysmith)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	Other Special Purpose Grants
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	46,123	22,227	11,381			467,425
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	1,402,180	10,413,172	253,125		51,000	11,250	1,068,252	5,481,682	
Other									324,238
Investment Income									
	1,402,180	10,413,172	253,125	-	51,000	11,250	1,068,252	5,481,682	324,238
<b>Less:</b> Allocated to Revenue	1,402,180	10,413,172	253,125	46,123	73,227	22,631	1,068,252	5,481,682	791,663
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	1,402,180	10,413,172	253,125	46,123	73,227	22,631	1,068,252	5,481,682	
Other Revenue									791,663
Investment Income									
	1,402,180	10,413,172	253,125	46,123	73,227	22,631	1,068,252	5,481,682	791,663
<b>Expenses</b>									
Salaries									
Teachers		8,361,353						2,092,569	
Principals and Vice Principals	271,602							194,934	
Educational Assistants							452,145	434,404	
Support Staff	395,356								
Other Professionals	102,500								
Substitutes	329,193		253,125		21,200	9,000		172,756	
	1,098,651	8,361,353	253,125	-	21,200	9,000	452,145	2,894,663	-
Employee Benefits	264,029	2,051,819			5,300	2,250	121,401	722,342	
Services and Supplies	39,500			46,123	46,727	11,381	494,706	1,864,677	791,663
	1,402,180	10,413,172	253,125	46,123	73,227	22,631	1,068,252	5,481,682	791,663
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>		420,692							



## School District No. 68 (Nanaimo-Ladysmith)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

Schedule 3A

	<u>TOTAL</u>
	\$
<b>Deferred Revenue, beginning of year</b>	<b>897,494</b>
<b>Add:</b> Restricted Grants	
Provincial Grants - Ministry of Education	22,578,099
Other	2,964,238
Investment Income	<u>7,000</u>
	25,549,337
<b>Less:</b> Allocated to Revenue	<u>26,446,831</u>
<b>Deferred Revenue, end of year</b>	<u><u>-</u></u>
<b>Revenues</b>	
Provincial Grants - Ministry of Education	23,008,168
Other Revenue	3,431,663
Investment Income	<u>7,000</u>
	26,446,831
<b>Expenses</b>	
Salaries	
Teachers	10,918,518
Principals and Vice Principals	271,602
Educational Assistants	2,123,016
Support Staff	1,281,905
Other Professionals	205,000
Substitutes	<u>901,770</u>
	15,701,811
Employee Benefits	3,835,443
Services and Supplies	<u>6,909,577</u>
	26,446,831
<b>Net Revenue (Expense)</b>	<u><u>-</u></u>
<b>Additional Expenses funded by, and reported in, the Operating Fund</b>	<b>420,692</b>

**School District No. 68 (Nanaimo-Ladysmith)**

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget			2021 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		38,000	38,000	38,000
Amortization of Deferred Capital Revenue	5,900,000		5,900,000	5,854,198
<b>Total Revenue</b>	<b>5,900,000</b>	<b>38,000</b>	<b>5,938,000</b>	<b>5,892,198</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,490,000		9,490,000	9,066,809
<b>Total Expense</b>	<b>9,490,000</b>	<b>-</b>	<b>9,490,000</b>	<b>9,066,809</b>
<b>Net Revenue (Expense)</b>	<b>(3,590,000)</b>	<b>38,000</b>	<b>(3,552,000)</b>	<b>(3,174,611)</b>
<b>Net Transfers (to) from other funds</b>				
Local Capital		3,002,500	3,002,500	622,500
<b>Total Net Transfers</b>	<b>-</b>	<b>3,002,500</b>	<b>3,002,500</b>	<b>622,500</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	1,000,000	(1,000,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>1,000,000</b>	<b>(1,000,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(2,590,000)</b>	<b>2,040,500</b>	<b>(549,500)</b>	<b>(2,552,111)</b>

## NANAIMO LADYSMITH PUBLIC SCHOOLS

### BUSINESS COMMITTEE PUBLIC MEETING

#### INFORMATION SHEET

DATE: February 10, 2021  
TO: Business Committee  
FROM: Secretary-Treasurer, Mark Wash  
SUBJECT: Administrative Procedure 305 - Student School Supplies

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#### Background

As part of our ongoing review of Administrative Procedures to ensure currency over the last month, we have reviewed Administrative Procedures 305 – Student School Supplies (AP 305).

#### Discussion

The basis of the AP is to allow schools to bulk purchase supplies that normally are provided by parents to minimize costs and be more convenient for parents. The charge to parents is a cost recovery model.

Recently, it has come to the District's attention that the AP is currently limiting the ability of schools to purchase supplies due to the maximum amount chargeable. Based on inflation, \$30 is unrealistic. The AP has been updated to provide flexibility based on current costs. Notably, costs must not be excessive. Finally, we note that all schools have hardship policies and no student is left without school supplies under the previously drafted AP 305 or the updated AP 305.

The Department of Learning Services will thoroughly review the updated AP 305 with all principals and vice-principals.

Appendix A: Updated Administrative Procedure 305- Student School Supplies

Appendix B: Administrative Procedure 305 – Student School Supplies



### Administrative Procedure 305 – Student School Supplies

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#### AP 305 – Student School Supplies

##### **Purpose**

To provide guidance and consistency to schools with respect to the purchase of student school supplies and to allow schools to charge parents a reasonable amount for supplies so that supplies may be purchased in bulk.

##### **Procedure**

School supplies may either be purchased by parents/guardians as suggested by Principals and school staff or supplies may be purchased by the school with the expectation that parents/guardians would be charged a fee for those supplies. In either case, the amount of the parent/guardian contribution shall not be excessive.

The school shall attempt to supply scissors, paints and brushes, paste and glue, workbooks and art supplies to all students.

Principals and school staff should review their requirements annually to ensure the request is not in excess of what is deemed to be necessary and reasonable.

The definition of school supplies does not include personal items such as footwear, gym strip or backpacks.

A separate charge may be levied for the reimbursement of school planners.

Adopted: May 9, 1979

Amended: May 22, 1991; May 26, 1993; April 28, 2010

References: *The School Act*

AP 305 – Student School Supplies



## Administrative Procedure 305 – Student School Supplies

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### AP 305 – Student School Supplies

#### Purpose

In order to ensure the home is requested to make reasonable expenditures, principals and teachers shall govern and limit requests to purchases of annual school supplies by the home.

#### Procedure

School supplies shall be purchased by the home as suggested by school principals and school staffs.

The school shall attempt to supply scissors, paints and brushes, paste and glue, workbooks and art supplies to all students.

Where the school and parents agree that the school will receive money and purchase necessary supplies as outlined in the *School Act* and Regulations, and that it be limited to \$30.00.

The policy does not consider gym strip in the costing.

A limit of \$30.00 should be considered as the firm guideline for the purchase of school supplies lists for elementary students.

Adopted: May 9, 1979

Amended: May 22, 1991; May 26, 1993; April 28, 2010

References: The *School Act*

## NANAIMO LADYSMITH PUBLIC SCHOOLS

### BUSINESS COMMITTEE PUBLIC MEETING

#### INFORMATION SHEET

DATE: February 10, 2021  
TO: Business Committee  
FROM: Secretary-Treasurer, Mark Wash  
SUBJECT: Freedom of Information and Protection of Privacy Administrative Procedures

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#### Background

As part of our ongoing review of Administrative Procedures to ensure currency over the last month, we have reviewed Administrative Procedures 208, 209 and 335.

#### Discussion

Staff has attended both NDTA and CUPE labour management to discuss the changes and have incorporated suggested changes from the NDTA. With respect to Administrative Procedures 208 and 209, the changes are meant solely to modernize the document to reflect modern technology and the position responsible for administration of information requests pursuant to *FIPPA*.

With respect to Administrative Procedure 335, there is one change to align with our practice. Previously, the AP read as providing employees with the ability to limit the publication of their contact information (e.g. staff name and professional email address). This is more than is required by the *Freedom of Information and Protection of Privacy Act* and was not being enforced in the District. We note, that in exceptional circumstances, upon request we still may omit a staff name and contact information, however, that would be in very limited circumstances.

- Appendix A: Draft Administrative Procedure 208- Freedom of Information and Protection of Privacy Act Designation of Head
- Appendix B: Draft Administrative Procedure 209 - Freedom of Information and Protection of Privacy Act Fee Schedule
- Appendix C: Draft Administrative Procedure 335 - Student and Employee Personal Privacy on the Internet

## AP 208 – Freedom of Information and Protection of Privacy Act Designation of Head

### Purpose

As required under section 76.1(a) of the *Freedom of Information and Protection of Privacy Act*, the Board designates the Superintendent of Schools/CEO as the official head of the school district for the purposes of the Act.

As permitted under section 76.1(b) of the *Freedom of Information and Protection of Privacy Act*, the Board authorizes the Executive Director of Communications, Privacy and Community Engagement (EDCPCE) Officer/Information and Privacy Coordinator to administer the Act and make operational decisions.

### Procedure

The following schedule outlines the responsibilities of the Superintendent/CEO (Head) and the Executive Director of Communications, Privacy and Community Engagement ~~Director of Communications Officer/Information and Privacy Coordinator (IPC)~~ in regards to the *Freedom of Information and Protection of Privacy Act*.

TRANSACTION	SECTION(S)	DECISION-MAKING	IMPLEMENTATION
<b>INFORMATION RIGHTS</b>			
Decide on severing a record	4	Head/ <u>EDCPCE</u>	<u>EDCPCE</u> <del>IPC</del>
Decide on duty to create a record	6	Head/ <u>EDCPCE</u>	<u>EDCPCE</u> <del>IPC</del>
Decide on content of a response	8	Head/ <u>EDCPCE</u>	<u>EDCPCE</u> <del>IPC</del>
Decide how access will be given	9	<u>EDCPCE</u> <del>IPC</del>	<u>EDCPCE</u> <del>IPC</del>
Extend time limit up to 30 days	10	<u>EDCPCE</u> <del>IPC</del>	<u>EDCPCE</u> <del>IPC</del>

## AP 208 – Freedom of Information and Protection of Privacy Act Designation of Head

Request Commissioner's approval of extension	10	<del>EDCPCE</del> Head	<del>EDCPCE</del> PC
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Transferring a request	11	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Decide to apply exceptions	12-22	<del>EDCPCE</del> Head	<del>EDCPCE</del> PC
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### NOTICE TO THIRD PARTIES

Third Party Notice	23	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Notice of Decision	24	<del>EDCPCE</del> Head	<del>EDCPCE</del> PC
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Other Notices	22, 33, 25	<del>EDCPCE</del> Head	<del>EDCPCE</del> PC
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### PUBLIC INTEREST PARAMOUNT

Disclosure in the Public Interest	25	Head/ <del>EDCPCE</del>	<del>EDCPCE</del> PC
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### PROTECTION OF PRIVACY

Purpose for which personal information may be collected	26	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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How personal information is to be collected	27	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Correction of personal information	29	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Accuracy, protection and retention of personal information	28, 30, 31	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Uses of personal information	32	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Disclosure of personal information	33	<del>EDCPCE</del> PC	<del>EDCPCE</del> PC
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Approve disclosure of personal information for research or statistical purposes	35	Head/ <del>EDCPCE</del>	<del>EDCPCE</del> PC
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## AP 208 – Freedom of Information and Protection of Privacy Act Designation of Head

<a href="#"><u>Privacy Impact Assessments</u></a>	<a href="#"><u>69</u></a>	<a href="#"><u>EDCPCE</u></a>	<a href="#"><u>EDCPCE</u></a>
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### REVIEWS & COMPLAINTS

Make representations to Commissioner	56	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Burden of Proof	57	Head/ <a href="#"><u>EDCPCE</u></a>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Disclose on order of Commissioner	59	Head/ <a href="#"><u>EDCPCE</u></a>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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### REPORTS

Annual Statistical report to Information and Privacy Branch	68	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Maintain School District 68's information in FOI Directory	69	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Make copies of directory available	69	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Make policy manuals available	70	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Maintain School District 68's Directory of Personal Information Banks	69	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Prescribe categories of records available without request	71	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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### FEES

Assess fees, give fee estimate, require fee deposit	75	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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Approve waiver of fees	75	Head/ <a href="#"><u>EDCPCE</u></a>	<a href="#"><u>EDCPCE</u></a> <del>IPC</del>
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## AP 208 – Freedom of Information and Protection of Privacy Act Designation of Head

Adopted: December 12, 1994

Amended: XXXXXX

## AP 209 – Freedom of Information and Protection of Privacy Act Fee Schedule

### Purpose

As permitted by the *Freedom of Information and Protection of Privacy Act*, the Board of Nanaimo Ladysmith Public Schools will charge fees for applicants under the Act. No fees shall be charged individuals who are accessing their own personal information.

### Procedure

The maximum fees to be charged applicants under the *Freedom of Information and Protection of Privacy Act* shall be as outlined below. If the total fees charged an individual applicant for an individual request are less than a total of \$25, the fees will be waived. Fees may also be waived under the conditions outlined in the Act.

1. For applicants other than commercial applicants:

a) for locating and retrieving a record \$7.50 per 1/4 hour after the first 3 hours

b) for producing a record manually \$7.50 per 1/4 hour

c) for producing a record from a school district-owned asset~~machine-readable record~~  
~~mainframe-~~

~~\$16.50 per minute for cost of use of central processor and all locally attached devices plus~~ \$7.50 per 1/4 hour  
~~for developing a computer program to produce the record~~

d) for preparing a record for disclosure and handling a record \$7.50 per 1/4 hour

e) for shipping copies actual costs of shipping method chosen by applicant

f) for copying records

i) photocopies, computer printouts (black and white) \$.25 per page (8 1/2" x 11", 8.5" x 14") \$.30 per page (11" x 17")

## AP 209 – Freedom of Information and Protection of Privacy Act Fee Schedule

- |  |   |
|--|---|
| ii) floppy disks   | \$10 per disk                                 |
| iii) microfilm to paper duplication  | \$.50 per page                                |
| iv) photographs – (colour or black and white)  | \$5 to produce a negative                     |
|  | \$12 each for 16" x 20"                       |
|  | \$9 each for 11" x 14                         |
|  | \$4 each for 8" x 10"                         |
|  | \$3 each for 5" x 7"                          |
| v) photographic print of textual, graphic or cartographic (8" x 10" black and white) | \$12.50 each record                           |
| vi) hard copy laser print, B/W, 300 dots/inch.                                       | \$.25 each                                    |
| vii) hard copy laser print, B/W, 1200 dots, inch.                                    | \$.40 each                                    |
| viii) photomechanical reproduction of 105 mm cartographic record/plan...             | \$3 each                                      |
| ix) slide duplication  | \$.95 each                                    |
| x) plans   | \$1.00 per square metre                       |
| xi) audio cassette duplication   | \$10.00 plus \$7.00 per 1/4 hour of recording |
2. For commercial applicants, for each service listed in item 1, fees may be the actual cost of providing that service, if the actual cost is significantly higher than the listed fees.
3. No fees shall be charged to individuals who are accessing their own personal information.

Adopted: December 14, 1994  
 Amended: XXXXXX

## **AP 335 – Student and Employee Personal Privacy on the Internet**

### **Purpose**

The Board of Education of Nanaimo Ladysmith Public Schools encourages the use of the Internet and the publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the school district.

Subject to *AP 335 – Student and Employee Personal Privacy on the Internet*, schools in Nanaimo Ladysmith Public Schools have control over the posting of school web pages; however, the posting of web pages is a form of electronic publication, and is subject to all laws, including the *Copyright Act* and the *Freedom of Information and Protection of Privacy Act*. Also, school web pages must be designed to respond to concerns for student safety and security.

### **Procedure**

The following guidelines apply to the posting of personal information of students and employees on district and school web pages:

#### **Students**

**Names** – Written consent from a parent or guardian is required before a student's name may be referenced on the district or a school web page. The only exception to this is when a student is recognized publicly for an achievement, that information may also be included on a school or district web page.

**Student Work** – Written consent from a parent or guardian is required before student work is posted on district or school web pages. When student work is posted, authorship must be acknowledged.

**Photographs** – To protect the privacy of students, the use of identifiable photographs of students, without written consent from a parent or guardian, is not permissible. The only exception is photographs that are taken at a public event. Such photographs may be used, provided the student(s) in the photograph are not identified by name.

**Other student information:** To protect the privacy of students, no personal information that would further identify a student, beyond the student name and/or photograph, may be published on the school or district web page.

### Employees

~~Names — A school may publish employee names and e-mail addresses when written consent has been obtained. The district may publish names and e-mail addresses of certain district officials whose positions are recognized as being ones that are in the public eye. This includes trustees, senior district managers, principals and vice principals and school secretaries.~~

Employee personal information is subject to the Freedom of Information and Protection of Privacy Act. Employee professional contact information is not personal information for the purposes of this administrative procedure.

Adopted: April 2003

## NANAIMO LADYSMITH PUBLIC SCHOOLS

### BUSINESS COMMITTEE PUBLIC MEETING

#### INFORMATION SHEET

DATE: February 10, 2021  
TO: Business Committee  
FROM: Mark Wash  
SUBJECT: Ombudsperson Complaint Handling Guide

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#### Background

Recently, the BC Ombudsperson's office released a [Complaint Handling Guide](#) (the "Guide") to assist organizations with their processing complaints. We have used the Guide to review our current Administrative Procedures and By-laws including Administrative Procedure 325 Formal Complaints and Appeals (AP 325), Administrative Procedure 424 Addressing Parent Complaints (AP 424) as well as ByLaw 4.1 – Parent Student Appeals Bylaw No. 2.

#### Discussion

Overall, our APs and By-laws align well with the Guide and are both procedurally fair and responsive. In performing the review, however, we have made one addition to AP 325. Specifically, we have added to Step 4 as follows:

Upon delivering its decision, the Board of Education will also inform the appellant(s) of the ability to appeal the decision to a Superintendent of Achievement in the Ministry of Education per Section 11 of the School Act.

This change is intended to ensure that parents are proactively aware of this potential avenue of further appeal without the need to research the matter themselves.

Further, we have made one edit to the By-Law. Specifically, Section 15 will read as follows:

Principals are to include the information regarding **Administrative** Procedure **325 3560P** - Parent/Student Appeals in parent and teacher handbooks.

Given this is a typographical edit rather than substantive change we do not believe that the Board requires a motion.

Finally, we do have some concerns that the process in AP 424 aligns with AP 325. Therefore, staff intend to continue to review AP 424 and reach out to stakeholders if any changes are to be contemplated prior to returning to the Board.

**Appendix A:** Administrative Procedure 325

**Appendix B:** Updated ByLaw 4.1 – Parent Student Appeals Bylaw No. 2

**Appendix C:** Administrative Procedure 424 – Addressing Parent Complaints

## AP 325 – Formal Complaints and Appeals

### Purpose

#### Addressing Complaints and Appeals

The Board of Education (“Board”) recognizes and respects the fact that students and/or parents or guardians may sometimes disagree with actions and/or decisions of its employees. The School Act of British Columbia gives parents/guardians<sup>1</sup> and students the right appeal employee decisions that significantly affect the health, education or safety of a student. Employee decisions also include the failure of the employee to make a decision. The Board believes that parents/guardians should also have a process for filing formal complaints.

The following decisions shall be deemed to significantly affect the education, health or safety of a student:

- disciplinary suspension from school for a period in excess of ten (10) consecutive days;
- suspension from school for a health condition;
- significant decisions regarding placement in an educational program (this does not include classroom or teacher preference issues, except in exceptional circumstances)
- grade promotion and graduation;
- refusal to offer an educational program to a student from 16 to 19 years of age;
- any other decision that, in the opinion of the Board of Education or the designate, significantly affects the education, health or safety of a student.

The information in this administrative procedure provides the Board’s procedure for handling formal complaints or appeals. However, before initiating a formal complaint or appeal, parents/guardians and students are strongly encouraged to try to resolve their concerns with those involved at the school level.

The Board strives for excellence in educational programming and service delivery for students and makes every effort to treat all complaints and appeals promptly and courteously in order to address the issue. The process used to address complaints and appeals follows a standard meeting, reporting, and follow-up process. Parents/guardians and students are further advised and assured that there will be no reprisals and where there is evidence of retribution against persons who have exercised their right to complain or appeal, the school principal and/or the Board will take steps immediately to remedy the situation.

A conversation regarding confidentiality of information will be held with the individual filing the complaint or appeal at the time of receipt of the “Formal Notice of Complaint or Appeal” reporting form. The conversation will cover such topics as information collection, storage, duplication, persons to be involved, access to the information, and retention of documents/information.

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<sup>1</sup> For the purposes of this Policy, a “parent/guardian” has the same definition as in the *School Act*



Any individual filing a formal complaint or appeal has the right to be accompanied at any stage of the process with a support person of their choosing. The Board reserves the right to deny a support person attendance in a meeting where:

- the support person is being, or is reasonably expected to be unduly disruptive; or
- the Board determines that the support person is in a conflict of interest.

### Procedure

To initiate a formal complaint or appeal, the individual must complete the Formal Notice of Complaint or Appeal reporting form which is available at the school office, district office or at the end of this administrative procedure. An appeal should be initiated within 30 days of the parent/guardian or student being notified of the decision which is the subject of the appeal. A formal complaint should be initiated within 30 days after the issue that gives rise to the complaint, occurs.

The Board is committed to providing open and equal access to the complaint and appeal process and will make, whenever possible, interpreters available to individuals who have difficulty communicating in English. Should assistance be required at any stage of the complaint or appeal process, the student or parent/guardian may contact their school principal or an assistant superintendent at the district administration office. If either or both of these people have already been involved in the decision-making process, or are a party to the complaint or appeal, then a designate will be appointed. Once the Formal Notice of Complaint or Appeal form has been completed, it must be mailed, emailed or delivered to the person specified at that particular step of the formal process.

The Board advises that the proper channelling of complaints or appeals involving instruction, discipline, safety and health is as follows:

- Employee (teacher or staff) – informal process
- School Principal –informal process or formal process outlined below
- Assistant Superintendent –formal process outlined below
- Superintendent/CEO – formal process outlined below
- Board of School Trustees - formal process outlined below

Informal Process: It is strongly encouraged that any complaint or appeal first be brought informally to the source. If the parent/guardian or student is unable to do so, then a complaint about an appeal involving school personnel must first be brought to the attention of the school administrator. A complaint about a school administrator should be brought to that administrator's attention before pursuing a formal process.

In the event that the informal process does not provide a satisfactory outcome, the steps outlined below will constitute the Board's formal process for the resolution of a complaint or an appeal.

### **The Formal Complaint or Appeal Process – Four Steps**

The purpose of each individual step is to try and resolve the complaint or appeal in an open and constructive manner that is solution-focused.

#### **Step 1**

After receiving the Formal Notice of Complaint or Appeal, the principal will arrange a meeting. The meeting will include the principal, parent/guardian/student and possibly other employees who have been involved in the complaint or decision being appealed.

The principal will initiate two conversations at the outset of the meeting: 1) a conversation regarding confidentiality of information with the individual filing the appeal, which will cover information collection, storage, duplication, access to the information, persons to be involved, and retention of documents/information; and 2) a conversation regarding the process for the meeting and individuals who will be present at the meeting.

As soon as possible before the meeting, the individual filing the formal complaint or appeal should inform the principal if a support person(s) will be accompanying them at the meeting.

Within a reasonable period of time after the meeting has taken place, the individual who filed the formal complaint or appeal will receive a letter summarizing the outcome of the meeting, any follow-up actions to be taken, and rationale for the decision (the “Decision”).

The individual filing the formal complaint or appeal may respond to the Decision in writing if they believe the Decision is unfair or unacceptable by emailing, mailing or delivering the Decision to the decision maker with their written response attached.

#### **Step 2**

If the Step 1 meeting was not successful, parents/guardians/students can refer the formal complaint or appeal to the assistant superintendent. To initiate this process, contact the office of the assistant superintendent by contacting the School Board Office at 250-754-5521.

The assistant superintendent will then request that the individual filing the formal complaint or appeal forward all documentation from step 1 directly to them.

After receiving the appeal and all documentation from step 1, the assistant superintendent will arrange a meeting. The meeting will include the assistant superintendent, parent/guardian/student and possibly other employees who have been involved in the complaint or Decision being appealed. As soon as possible before the meeting, the individual filing the formal complaint appeal should inform the assistant superintendent if a support person(s) will be accompanying them at the meeting.

The assistant superintendent will initiate two conversations which will be put in writing: 1) a conversation regarding confidentiality of information, which will cover information collection, storage, duplication, access to the information, persons to be involved, and retention of documents/information; and 2) a conversation regarding the process for the meeting and individuals who will be present at the meeting.

## AP 325 – Formal Complaints and Appeals

Within a reasonable period of time after the meeting has taken place, the individual who filed the formal complaint or appeal will receive a letter summarizing the outcome of the meeting, any follow-up actions to be taken, and rationale for the decision (the “Decision”).

The individual filing the complaint or appeal may respond to the Decision in writing if they believe the Decision is unfair or unacceptable by emailing, mailing or delivering the Decision to the decision maker with their written response attached.

### Step 3

If the Step 2 meeting was not successful, parents/guardians/students can refer the formal complaint or appeal to the Superintendent’s Office. To refer a matter to Step 3, contact is made with the Office of the Superintendent to advise them of the wish to pursue a formal complaint or an appeal to Step 3. This can be done through regular mail, email or a phone call to the Superintendent’s Office. To initiate this process, contact the Office of the Superintendent by contacting the School Board Office at 250-754-5521.

The Superintendent’s office will then request that the individual filing the formal complaint or appeal forward all documentation from steps 1 and 2 directly to the Superintendent’s Office. After the Superintendent has received this documentation, the Superintendent’s Office will work with the individual filing the appeal to arrange a meeting with the Superintendent or designate. As soon as possible before the meeting, the individual filing the formal complaint or appeal should inform the Superintendent if support person(s) will be accompanying them at the meeting.

Prior to the meeting with the Superintendent or designate, the Superintendent’s Office will initiate two conversations: 1) a conversation regarding confidentiality of information, which will cover information collection, storage, duplication, access to the information, persons to be involved, and retention of documents/information; and 2) a conversation regarding the process for the meeting and individuals who will be present at the meeting.

At the meeting, the individual filing the appeal and the individuals present will have an opportunity to explain their perspectives. Within a reasonable period of time after the meeting has taken place, the Superintendent will make their decision in private, and the individual filing the formal complaint or appeal will be notified of the decision in writing, any follow-up actions to be taken, and rationale for the decision.

The individual filing the appeal may respond to the Decision in writing if they believe the Decision is unfair or unacceptable by emailing, mailing or delivering the Decision to the decision maker with their written response attached.

### Step 4

If the Step 3 meeting was not successful, parents/guardians/students may refer the formal complaint or appeal to the Board. At Step 4 the Board may choose to proceed with a hearing or deem the Superintendent’s decision final.

The Board must decide the appeal within 45 days of the date the Board receives the formal complaint or appeal.

## AP 325 – Formal Complaints and Appeals

The Board may refuse to hear an appeal where:

- the formal complaint or appeal has not been commenced within a reasonable time from the date the decision significantly affecting the student's education, health or safety was made; or,
- the student and/or parent or guardian has refused or neglected to discuss the complaint or decision under appeal with the person(s) directed by the Board or its designate; or,
- the complaint or decision being appealed is deemed to not significantly affect the education, health or safety of a student.

Upon delivering its decision, the Board of Education will also inform the appellant(s) of the ability to appeal the decision to a Superintendent of Achievement in the Ministry of Education per Section 11 of the *School Act*.

To initiate this process, contact the Office of the Secretary-Treasurer by contacting the School Board Office at 250-754-5521.

Confidential Information Disclaimer:

The Board is committed to ensuring the protection and security of all personal information that it collects, uses, maintains and discloses in the course of carrying out its responsibilities.

The Board may disclose personal information collected during an appeal with its employees, but only to the extent necessary for the Board to perform its duties under this policy. Any decisions reached as a result of an appeal will be disclosed to the extent necessary to implement an appeal decision.

### At the School Level

Principals must include information regarding *AP 325 – Formal Complaints and Appeals* in all letters of suspension.

Principals must include the information regarding *AP 325 – Formal Complaints and Appeals* in parent and teacher handbooks.

Adopted: May 22, 1991

Amended: November 10, 1991; January 26, 1994; December 19, 2007; April 19, 2016; May 1, 2019

References: *The School Act*

The Board of Education of School District 68 (Nanaimo-Ladysmith) Parent/Student Appeals Bylaw No. 2  
Administrative Procedures Manual – *Notice of Appeal*  
*Appeals Regulation BC Reg 24/08*



***Formal Notice of Complaint or Appeal***

Student Name:		Preferred Name:
Parent/Guardian:		
Address:		Grade:
City/Town:		Postal Code:
Principal:		Employees Involved:
Phone No.: (Home)		Phone No.: (Work)
School:		
Preferred Contact for this Complaint or Appeal:		

Provide a brief statement outlining the complaint or decision that was made or not made which significantly affects the education, health or safety of the student.

Date of the complaint or the date that you were informed of the decision being appealed:

Name of school district employee who is involved in the complaint or made the decision being appealed:

Grounds for the appeal:

Requested action or relief:

Other relevant information you wish to provide:

*Date of Step 1 Meeting:*

*Signature of Principal:*

Decision / Outcome:

<i>Date of Step 2 Meeting:</i>
<i>Signature of Assistant Superintendent::</i>
Decision / Outcome:

<i>Date of Step 3 Meeting:</i>
<i>Signature of Superintendent or Designate:</i>
Decision / Outcome:

<i>Date of Step 4 Meeting:</i>
<i>Signature of Secretary Treasurer or Designate:</i>
Decision / Outcome:

**SECTION 1 – BOARD GOVERNANCE**

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**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT 68 (NANAIMO-LADYSMITH)  
PARENT/STUDENT APPEALS BYLAW NO. 2**

A bylaw is required by Section 11 of the School Act, to establish the Board's Policy and Procedure on Parent/Student Appeals under Section 11 of the School Act.

**Preamble:**

WHEREAS under section 11 of the School Act, the Board of Education of School District 68 (Nanaimo-Ladysmith) shall establish, by bylaw, an appeal procedure for the purpose of appeals made by parent(s) or students under Section 11 of the School Act;

AND WHEREAS the Board wishes to enact its procedures for the conduct of such appeals;

NOW THEREFORE, in an open meeting, the Board enacts as follows:

The Board recognizes that:

- a. professional staff employed by School District 68 (Nanaimo-Ladysmith) offer professional opinions that are the basis for educational programming that is deemed by staff to be most appropriate for students; and
- b. despite the qualifications of its employees and the care taken to ensure that decisions made by them in providing for the students of this district are appropriate, parents or students may wish to exercise their right to appeal a decision which significantly affects the education, health or safety of a student. Further, the Board recognizes that such an appeal may, ultimately, come before the Board for its final decision.

Parents and students are further advised and assured that there will be no reprisals and where there is evidence of retribution against persons who have exercised their right to appeal, the Board will take steps immediately to remedy the situation.

**Appeals Procedure**

1. In accordance with Section 11 of the School Act, a student or the parent of a student entitled to an educational program in the School District may appeal a decision of an employee of the School Board which significantly affects the education, health or safety of the student.
  - 1.1 The failure of an employee to make a decision shall be deemed to be a decision for the purpose of bringing an appeal.



## SECTION 1 – BOARD GOVERNANCE

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2. The Superintendent of Schools may make any interim decision considered necessary pending the disposition of the appeal.
3. The Board advises that the proper channelling of complaints involving instruction, discipline, safety and health is as follows:
  - a. Teacher
  - b. School Principal
  - c. Assistant Superintendent
  - d. Superintendent of Schools
  - e. Board of School Trustees.
  - 3.1 Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.
4. Every appeal to the Board of Education must be commenced by a written Notice of Appeal which shall state:
  - a. the name and address of the student and/or parent or guardian bringing the appeal and, where the parent or guardian is initiating the appeal on behalf of the student, the name of the student;
  - b. the current placement of the student (i.e. school, grade and homeroom teacher);
  - c. the decision which is being appealed and the date the student and/or parent or guardian bringing the appeal was informed of the decision;
  - d. the name of the School Board employee(s) who made the decision being appealed;
  - e. the grounds for the appeal and the relief sought.
5. Appeals shall be directed through the Superintendent of Schools who shall obtain essential information about the decision being appealed and the outcome sought by the person appealing.
  - 5.1 Upon receipt of a Notice of Appeal, the Superintendent may direct the student and/or parent or guardian bringing the appeal to discuss the decision under appeal with the principal of the school in which the student is enrolled and the member of the district staff who has responsibility for that school.
6. Where discussions directed under Section 3 of this bylaw do not resolve the appeal, the Superintendent or designate will prepare a report for the Board of Education concerning the matter and will provide a copy to the student and/or parent or guardian bringing the appeal.
7. The Board of Education will invite written submissions from the student and/or parent or guardian bringing the appeal and where all parties are in agreement that the matter does not require oral submissions, the Board may decide the appeal based on written submissions.
8. Either party at an appeal may be accompanied by a personal representative.

## SECTION 1 – BOARD GOVERNANCE

9. The Superintendent shall set a time, date and place for the purpose of having the Board of Education consider the appeal and shall give notice to the student and/or parent or guardian bringing the appeal.
10. Before the Board renders its decision on the appeal it shall inform the employee whose decision is being appealed and shall consider relevant information from that employee.
11. The decision of the Board of Education shall be in writing and the Board shall promptly notify the student and/or parent or guardian bringing the appeal of its decision.
12. The Board of Education may refuse to hear an appeal where:
  - a. the appeal has not been commenced within a reasonable time from the date the decision significantly affecting the student's education, health or safety was made; or,
  - b. the student and/or parent or guardian has refused or neglected to discuss the decision under appeal with the person(s) directed by the Board or its designate; or
  - c. the decision does not significantly affect the education, health or safety of a student.
13. The following decisions shall be deemed to significantly affect the education, health or safety of a student:
  - a. disciplinary suspension from school for a period in excess of ten (10) consecutive days;
  - b. suspension from school for a health condition;
  - c. placement in an educational program;
  - d. grade promotion and graduation;
  - e. refusal to offer an educational program to a student from 16 to 19 years of age;
  - f. any other decision that in the opinion of the Board of Education or the designate significantly affects the education, health or safety of a student.
14. The Board may consider an appeal notwithstanding any defect in form or other technical irregularity.
15. Principals are to include the information regarding **Administrative Procedure 325 560P** - Parent/Student Appeals in parent and teacher handbooks.

This bylaw may be cited School District 68 (Nanaimo-Ladysmith) Parent/Student Appeals Bylaw No. 2”.

J. Brennan, Chairperson of the Board  
J. David Green, Secretary-Treasurer

**Legal References:**

*School Act S.*

**Monitoring Method:**

**Monitoring Frequency:**

**Adopted:**

*December 19, 2007 Amended 2012.12.10*

## Administrative Procedure 424 – Addressing Parent Complaints



### AP 424 – Addressing Parent Complaints

#### Purpose

The Board of Education of Nanaimo Ladysmith Public Schools (NLPS) recognizes that from time to time concerns regarding the operation of the school district will arise. The Board, acting on the basis of its policy-making role, believes it should deal with complaints concerning specific schools, personnel, programs or procedures only after the usual channels of communication and problem solving have been thoroughly explored. The Board also places trust in its employees and desires to support their action in a manner that frees them from unnecessary or unwarranted criticism and complaints.

Complaints, questions or expressions of concern should be dealt with in a manner that reflects mutual respect and the principles of fair process. Administrative procedures for dealing with such situations should ensure that:

- Complaints are handled as near to the source as possible,
- Complaints are investigated and resolved expeditiously,
- Complaints are dealt with in a courteous and constructive manner, and
- Personnel against whom complaints are made have an opportunity to respond.

The Board will be provided with information from Senior Administration regarding inappropriate employee behaviour within the requirements of the *BC Freedom of Information and Protection of Privacy Act*. Carefully limiting the awareness of the investigation to those who need to know will be the fundamental determinant in deciding what information should be transmitted to the Board of Education.

#### Procedure

When no procedure is provided in legislation, in an employee collective agreement or elsewhere in Board policy for complaints, those complaints shall be handled in the following manner.

When action or investigation is requested by the complainant, or where it is appropriate, the normal channel to follow will be from complainant to employee, to the employee's immediate supervisor, and then to senior administration. Every effort should be made to resolve the concern at the earliest possible stage. Persons receiving or hearing complaints should advise the complainant to follow the step below in consecutive order:

## AP 424 – Addressing Parent Complaints

- Step One:* Take the matter directly to the teacher or staff person. Discuss the concern regarding the action, policy, procedure or practice.
- Step Two:* Arrange a meeting with the staff person and the administrator of the school if *Step One* does not sufficiently address the concern. This meeting should focus specifically on the issue.
- Step Three:* Arrange a meeting with the administrator the school if *Step Two* does not sufficiently address the concern.
- Step Four:* Arrange a meeting with the district administrator of Student Services (if your child has special needs) or the Assistant Superintendent assigned to your child's school, if *Step Three* does not sufficiently address the concern.
- Step Five:* Upon following these steps, students and/or parents who wish to appeal to the Board of Education a decision or action made by an employee which significantly affects the education, health or safety of the student may do so in writing directly to the Superintendent following the procedure for lodging an appeal under Section 11 of the *School Act* and AP 325 - *Appeals*.
- Step Six:* Upon delivering its decision, the Board of Education will also inform the appellant(s) of their right to appeal the decision to a Superintendent of Achievement in the Ministry of Education (see Section 11, the *School Act*).

See also the Board of Education of School District No. 68 (Nanaimo-Ladysmith) Parent/Student Appeals Bylaw No. 2 pertaining to Appeals under Section 11 of the *School Act*.

Adopted: January 31, 1996

Amended: September 10, 1997; May 13, 1998; April 19, 2016

References: *The School Act*

The Board Of Education Of School District 68 (Nanaimo-Ladysmith) Parent/Student Appeals Bylaw No. 2

AP 325 – Appeals

Administrative Procedures Manual – *Notice of Appeal*

'Speaking Up!' – [www.bccpac.bc.ca](http://www.bccpac.bc.ca)

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE

PUBLIC MEETING

ACTION SHEET

DATE: February 10, 2021  
TO: Business Committee  
FROM: Secretary-Treasurer, Mark Walsh  
Executive Director Planning Operations, Pete Sabo  
SUBJECT: Forest Park Elementary School Waterworks Rights-of-Way, Bylaw 2021

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**Recommendation**

***The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) pass all three readings of the Bylaw, cited as "Forest Park Elementary School Rights-of-Way Bylaw, 2021" in one meeting, and that the Business Committee recommends that the Board of Education of School District No.68 (Nanaimo-Ladysmith) adopt the Bylaw cited as "Forest Park Elementary School Rights-of-Way Bylaw, 2021, during the February 24, 2021, Open Board meeting.***

**Background**

The City of Nanaimo ("CoN") has requested access to a portion of the Forest Park Elementary School, located at 2040 & 2050 Latimer Road, for the purpose of installing a water line to support the Lady Rose Area Watermain and Stormsewer Upgrade Project (the "Works").

**Discussion**

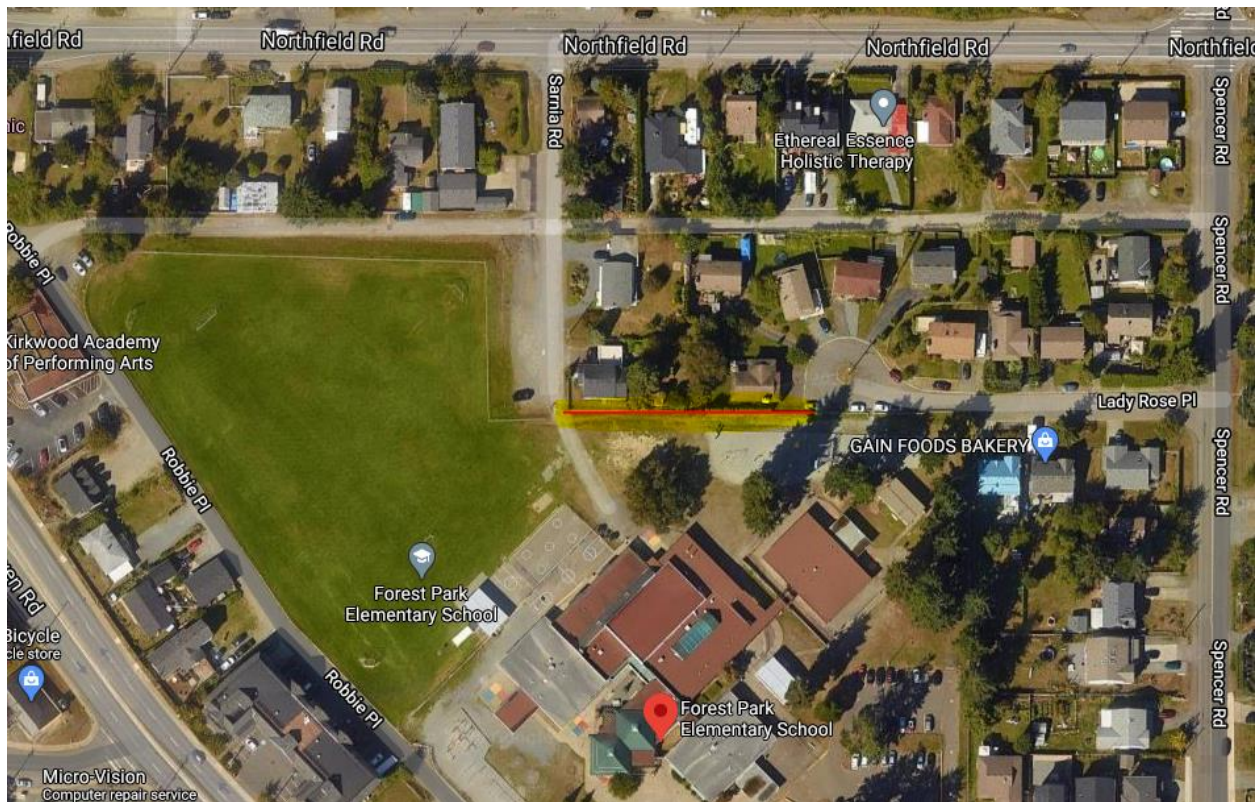
A Statutory Right-of-Way ("SRW") is required for the CoN to access, install and maintain a water line on Forest Park Elementary property.

The location proposed is along a property line and within building setbacks, meaning it will not be encumbered by future expansion. Further the area affected is devoid of surface features with minimal subsurface infrastructure affected (one catch basin will be relocated to accommodate the Works).

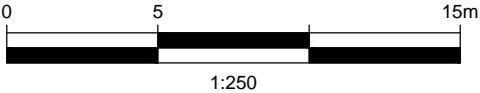
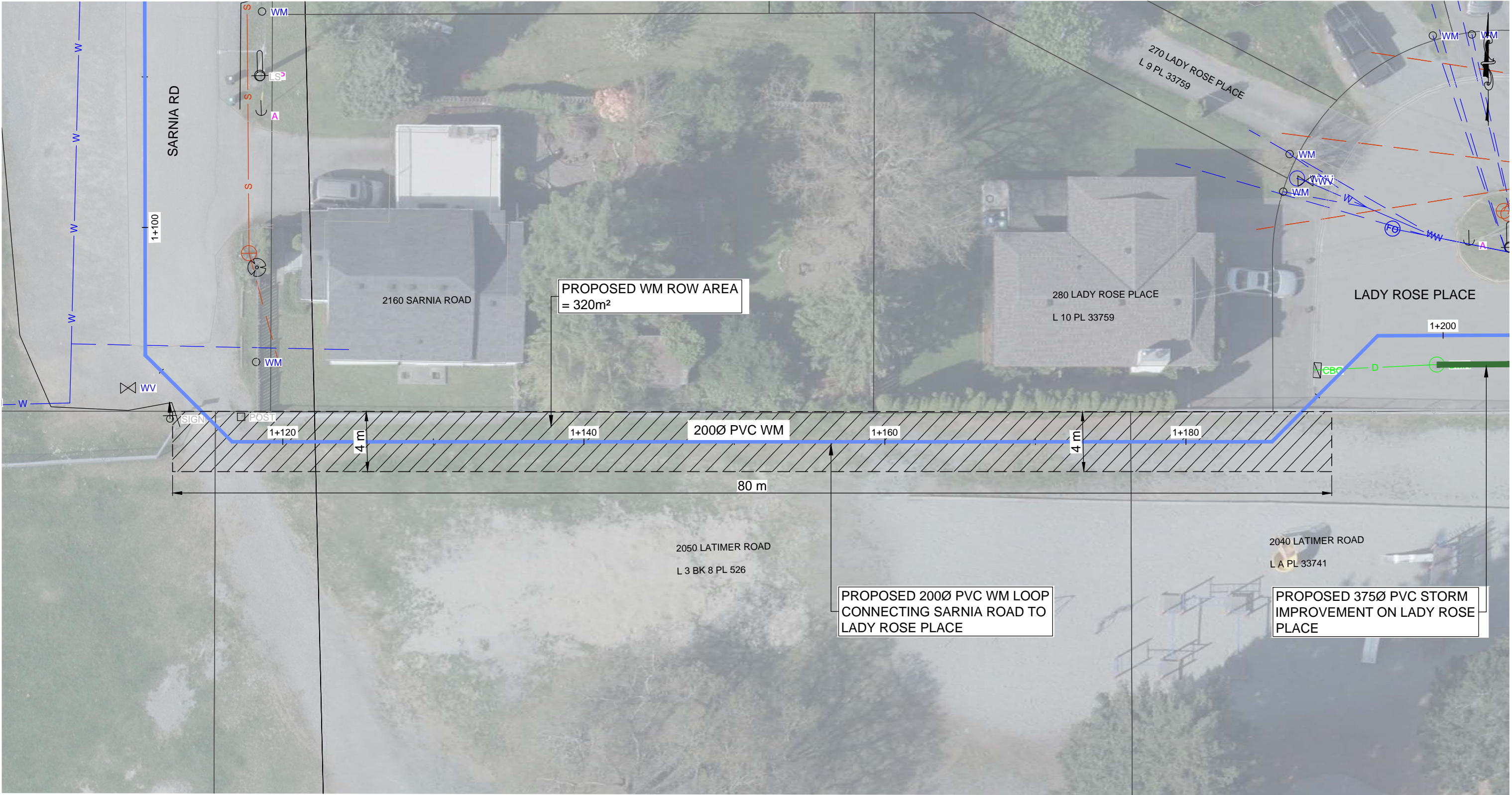
Once the Bylaw has been passed by the Board, the Secretary-Treasurer can sign both of the CoN and SRW documents:

- Appendix A: Schedule "A" Key Plan of the Right-of-Way, provided to depict where the SRW resides on the Forest Park Elementary site.
- Appendix B: Schedule "B" Illustrates the location of area in the SRW.
- Appendix C: Allows CoN general access using Standard Charge Terms ST100092.
- Appendix D: Allows CoN to perform works within area specified on Schedule A, using Standard Charge Terms ST100090.
- Appendix E: Forest Park Elementary School Rights-of-Way Bylaw, 2021

**Schedule 'A'**  
**Forest Park Elementary School**  
**Waterworks Rights of Way Bylaw**





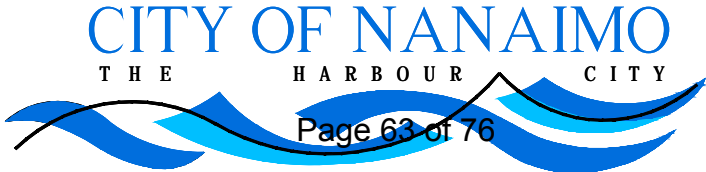


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6.12.2020

1	2020.06.16	RS	ISSUED FOR DISCUSSION		CL
No.	Date	By	Revisions		Eng.

Design by	Date
CL	2020.06.12
Drawn by	
RS	2020.06.12
Checked by	
-	-
Approved by	
CL	2020.06.12



Scale	Horiz. 1:250	Vert. N/A
Cost Center	Sheet 1 of 1	
Engineering File No.	D688	
Dwg No.	-	

Project	LADY ROSE WATERMAIN LOOPING SARNIA ROAD, LADY ROSE PLACE AND SPENCER ROAD
Title	PROPOSED WATERMAIN RIGHT OF WAY

STANDARD CHARGE TERMS

FILED BY: City of Nanaimo

**WHEREAS:**

- A. The Transferor is the registered owner, or is entitled to become the registered owner, of the lands and premises more particularly described in page 1 of the attached Form C (the "Lands");
- B. The Transferee has installed, or is entitled to install on or more systems of sewerage works or waterworks or drainage works, including all related pipes, valves, fittings and facilities, or hydro electric works including all related wires, poles, conduits and other facilities or any combination of the above (the "Works") on the Lands, and the Transferor has agreed to permit ancillary access rights over all the Lands and to grant for this purpose the right-of-way in this Agreement;
- C. The Transferor has agreed to grant to the Transferee a right-of-way through and across the Lands on the terms and conditions set out below;
- D. This right-of-way is necessary for the operation and maintenance of the Works.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada, now paid by the Transferee to the Transferor (the receipt and sufficiency of which is acknowledged by the Transferor), and in consideration of the covenants and conditions in this Agreement to be observed and performed by the Transferee and for other valuable consideration:

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**PARAGRAPH 1 GRANT OF ACCESS RIGHT OF WAY OVER THE LANDS**

**1.1 THE TRANSFEROR COVENANTS AND AGREES** as follows:

- (a) The Transferor grants, conveys, confirms and transfers unto the Transferee for itself, and its employees, agents, workers, contractors and all other licensees of the Transferee together with machinery, vehicles, equipment and materials, the right at all times to enter upon and to pass and repass over such of the Lands as may reasonably be required for the purpose of ingress to and egress from the Works.
- (b) The Transferor grants, conveys, confirms and transfers unto the Transferee for itself, and its employees, agents, workers, contractors and all other licensees of the Transferee together with machinery, vehicles, equipment and materials, the right at all reasonable times to use such of the Lands as may reasonably be required for the purpose of installing, constructing, maintaining, inspecting, altering, removing replacing or repairing the Works.
- (c) The rights granted to the Transferee under paragraphs 2.1(a) and 2.1(b) of this Agreement shall together be referred to as the "Access Right-of-Way".



**1.2 THE TRANSFeree COVENANTS AND AGREES** as follows:

- (a) The Transferee will not bury any debris or rubbish of any kind on the Lands and will remove shoring and like temporary structures as backfilling proceeds.
- (b) The Transferee will thoroughly clean all rubbish and construction debris created or placed on the Lands by the Transferee and will leave the portions it has used in a neat and clean condition.
- (c) The Transferee will, as soon as weather and soil conditions permit, and so often as it may exercise its rights to the Access Right-of-Way, replace the surface soil as nearly as may be reasonably possible to the same condition as it was prior to such entry, in order to restore the natural drainage to the Lands, PROVIDED HOWEVER the Transferee is not required to restore any trees or other surface growth but the Transferee shall leave such lands in a condition which will not inhibit natural regeneration of such growth.
- (d) The Transferee will, as far as reasonably possible, carry out all work in a proper and workmanlike manner so as to do as little injury to the Lands as possible.
- (e) The Transferee will make good at its own expense all damage or disturbance which may be caused to the surface soil of the Lands in the exercise of its rights under this Agreement.
- (f) The Transferee will, as far as reasonably possible, restore any fences, lawns, and flower beds, at its cost as nearly as may be reasonably possible to the same condition that they were in prior to any entry by the Transferee upon the Access Right-of-Way.

**PARAGRAPH 2 GENERAL TERMS**

**2.1 THE PARTIES COVENANT AND AGREE** as follows:

- (a) The Transferor will from time to time and at all times upon every reasonable request and at the cost of the Transferee do and execute or cause to be made, done or executed all such further and other lawful acts, deeds, things, devices, conveyances and assurances in law whatsoever for the better assuring unto the Transferee of the rights granted in this Agreement.
- (b) No part of the title in fee simple to the soil shall pass to or be vested in the Transferee under or by virtue of this Agreement and the Transferor may fully use and enjoy the Lands subject only to the rights and restrictions in this Agreement.
- (c) The covenants in this Agreement shall be covenants running with the land and none of them shall be personal or binding upon the Transferor, save and except during the Transferor's ownership of any interest in the Lands, and with respect only to that portion of the Lands of which the Transferor shall be seised or in which the Transferor shall have an interest, but that the Lands shall nevertheless, be and remain at all times charged with this Agreement.

- (d) If at the date of this Agreement the Transferor is not the sole registered owner of the Lands, this Agreement shall nevertheless bind the Transferor to the full extent of the Transferor's interest, and if the Transferor shall acquire a greater or the entire interest in fee simple, this Agreement shall likewise extend to such after-acquired interests.
- (e) Where the expression "Transferor" includes more than one person, all covenants on the part of the Transferor shall be construed as being several as well as joint.
- (f) This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, administrators, executors, successors and assigns as the case may be.
- (g) Wherever the singular or masculine is used in this Agreement, it shall be construed as if the plural or the feminine or body corporate or politic, as the case may be, had been used, where the parties or the context so require and the rest of the sentence shall be construed as if the necessary grammatical and terminological changes had been made.
- (h) All provisions of this Agreement shall be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph.

**End of Document**

STANDARD CHARGE TERMS

FILED BY: City of Nanaimo

**WHEREAS:**

- A. The Transferor is the registered owner, or is entitled to become the registered owner, of the lands and premises more particularly described in page 1 of the attached Form C (the "Lands");
- B. To facilitate the installation of a system of sewerage works or waterworks or drainage works, including all related pipes, valves, fittings and facilities, or hydro electric works including all related wires, poles, conduits and other facilities or any combination of the above (the "Works"), the Transferor has agreed to permit the construction by the Transferee of the Works on a portion of the Lands and to grant for those purposes the rights-of-way in this Agreement;
- C. The Transferor has agreed to grant to the Transferee rights-of-way through, under and across the Lands on the terms and conditions set out below;
- D. These rights-of-way are necessary for the operation and maintenance of the Works.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada, now paid by the Transferee to the Transferor (the receipt and sufficiency of which is acknowledged by the Transferor), and in consideration of the covenants and conditions in this Agreement to be observed and performed by the Transferee and for other valuable consideration:

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**PARAGRAPH 1 – GRANT OF RIGHT OF WAY TO ACCOMMODATE THE WORKS**

**1.1 THE PARTIES COVENANT AND AGREE** as follows:

- (a) The Transferor grants, conveys, confirms and transfers, in perpetuity, unto the Transferee the full, free and uninterrupted right, license, liberty, privilege, permission and right-of-way to lay down, install, construct, entrench, operate, maintain, inspect, alter, remove, replace, bury, cleanse, string, and otherwise establish one or more systems of Works upon, over, under and across the Lands.
- (b) As soon as reasonably practical after the construction and installation of the Works upon the Lands, the Transferee may and shall cause to be delivered to the applicable Land Title Office for deposit under the Land Title Act a plan of right-of-way defining that part of the Lands required by the Transferee for the accommodation of the Works (the "Right-of-Way Plan"), and immediately after deposit of the Right-of-Way Plan the Transferee shall release the rights granted in this Agreement over all of the Lands not within the right-of-way shown on the Right-of-Way Plan. Thereafter the rights granted in this Agreement shall only apply to the part of the Lands shown outlined and marked on the Right-of-Way Plan (the "Works Right-of-Way").

- (c) The Transferee shall be entitled, for itself and its employees, agents, workers, contractors and all other licensees of the Transferee together with machinery, vehicles, equipment, and materials, at all times to enter, use, pass and repass, labour, construct, erect, install, dig, carry away soil or other surface or subsurface materials, clear of all trees, growth, buildings or obstructions now or hereafter in existence, as may be necessary, useful, or convenient in connection with the operations of the Transferee in relation to the Works for the purposes aforesaid and upon, over, under and across the Works Right-of-Way.
- (d) The Transferor transfers, assigns and conveys to the Transferee all right, title and interest in and to any Works that the Transferee, or the Transferor, have prior to this Agreement established or constructed or maintained or operated within the Works Right-of-Way, and in relation to any similar Works previously constructed by any party within the Works Right-of-Way.
- (e) The Works referred to above, together with all related pipes, valves, conduits, wires, casings, fittings, lines, meters, appliances, facilities, attachments or devices used shall constitute the Works.
- (f) Notwithstanding any rule of law or equity to the contrary, the Works brought on to, set, constructed, laid, erected in, upon or under the Works Right-of-Way by the Transferee shall at all times be and remain the property of the Transferee notwithstanding that the same may be annexed or affixed to the freehold and shall at any time be removable in whole or in part by the Transferee.
- (g) If the Transferee abandons the Works or any part of the Works then the Transferee may, if it so elects, leave the whole or any part of the Works in place.

**1.2 THE TRANSFEROR COVENANTS AND AGREES as follows:**

- (a) The Transferor will not, nor permit any other person to erect, place, install or maintain any buildings, structure, mobile home, concrete driveway or patio, pipe, wire or other conduit on, over or under any portion of the Works Right-of-Way so that it in any way interferes with or damages or prevents access to, or is likely to cause harm to the Works.
- (b) The Transferor will not do nor knowingly permit to be done any act or thing which will interfere with or injure the Works and in particular will not carry out any blasting on or adjacent to the Works Right-of-Way without the consent in writing of the Transferee, provided that such consent shall not be unreasonably withheld.
- (c) The Transferor will not substantially add to or diminish the soil cover over any of the Works installed in the Works Right-of-Way and in particular, without limiting the generality of the foregoing, will not construct open drains or ditches along or across any of the Works installed in the Works Right-of-Way without the consent in writing of the Transferee, provided that such consent shall not be unreasonably withheld.

**1.3 THE TRANSFeree COVENANTS AND AGREES** as follows:

- (a) The Transferee will not bury any debris or rubbish of any kind in the excavations or backfill, and will remove shoring and like temporary structures as backfilling proceeds.
- (b) The Transferee will thoroughly clean the Works Right-of-Way of all rubbish and construction debris created or placed on the Lands by the Transferee and will leave the Works Right-of-Way in a neat and clean condition.
- (c) The Transferee will, as soon as weather and soil conditions permit, and so often as it may exercise its rights to the Works Right-of-Way, replace the surface soil as nearly as may be reasonably possible to the same condition as it was prior to such entry, in order to restore the natural drainage to the Lands or the Works Right-of-Way, PROVIDED HOWEVER the Transferee is not required to restore any trees or other surface growth but the Transferee will leave the Works Right-of-Way in a condition which will not inhibit natural regeneration of such growth.
- (d) The Transferee will, as far as reasonably possible, carry out all work in a proper and workmanlike manner so as to do as little injury to the Works Right-of-Way as possible.
- (e) The Transferee will make good at its own expense all damage or disturbance which may be caused to the surface soil of the Works Right-of-Way in the exercise of its rights under this Agreement.
- (f) The Transferee will, as far as reasonably possible, restore any fences, lawns, and flower beds, at its cost as nearly as may be reasonably possible to the same condition that they were in prior to any entry by the Transferee upon the Works Right-of-Way.

**PARAGRAPH 2 GENERAL TERMS**

**2.1 THE PARTIES COVENANT AND AGREE** as follows:

- (a) The Transferor will from time to time and at all times upon every reasonable request and at the cost of the Transferee do and execute or cause to be made, done or executed all such further and other lawful acts, deeds, things, devices, conveyances and assurances in law whatsoever for the better assuring unto the Transferee of the rights granted in this Agreement.
- (b) No part of the title in fee simple to the soil shall pass to or be vested in the Transferee under or by virtue of this Agreement and the Transferor may fully use and enjoy the Lands subject only to the rights and restrictions in this Agreement.
- (c) The covenants in this Agreement shall be covenants running with the land and none of them shall be personal or binding upon the Transferor, save and except during the Transferor's ownership of any interest in the Lands, and with respect only to that portion of the Lands of which the Transferor shall be seised or in which the Transferor shall have an interest, but that the Lands shall nevertheless, be and remain at all times charged with this Agreement.

- (d) If at the date of this Agreement the Transferor is not the sole registered owner of the Lands, this Agreement shall nevertheless bind the Transferor to the full extent of the Transferor's interest, and if the Transferor shall acquire a greater or the entire interest in fee simple, this Agreement shall likewise extend to such after-acquired interests.
- (e) Where the expression "Transferor" includes more than one person, all covenants on the part of the Transferor shall be construed as being several as well as joint.
- (f) This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, administrators, executors, successors and assigns as the case may be.
- (g) Wherever the singular or masculine is used in this Agreement, it shall be construed as if the plural or the feminine or body corporate or politic, as the case may be, had been used, where the parties or the context so require and the rest of the sentence shall be construed as if the necessary grammatical and terminological changes had been made.
- (h) All provisions of this Agreement shall be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph.

**End of Document**

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

**Forest Park Elementary School Waterworks Rights of Way, Bylaw, 2021**

**WHEREAS** Section 65 (5) of the *School Act* 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 only by bylaw;

**AND WHEREAS:**

- I. The Board of Education of School District No. 68 (Nanaimo-Ladysmith) (the “Board”) owns the Forest Park Elementary School site (the “Property”);
- II. The Property is facility number 68037;
- III. The address of the Property is 2040 and 2050 Latimer Road, Nanaimo, British Columbia, V9S 2W5, and the legal description of the Property is:
  - Parcel Identifier: 000-255-696; Lot A, Section 17, Range 7, Mountain District, Plan 33741
  - Parcel Identifier: 008-882-177; Lot 5, Block 8, Section 17, Range 7, Mountain District, Plan 526
  - Parcel Identifier: 008-881-987; Lot 7, Block 8, Section 17, Range 7, Mountain District, Plan 526
- IV. City of Nanaimo (the “City”) has asked the Board to grant the City:
  - a) A specific statutory right-of-way (the “Specific Right -of-Way”) in respect of a water line (the “Works”) located as shown on Schedule A, a copy of which is attached hereto; and
  - b) A blanket ancillary access statutory right-of-way for access to the Works (together with the Specific Right-of-Way, (the “Rights of Way”);
- V. The Board is satisfied that the Works will be benefit the Board and that the granting of the Rights-of-Way 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 Rights-of-Way;

**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 Rights-of-way on such terms and conditions as the Secretary-Treasurer may consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw maybe cited as "School District No. 68 (Nanaimo-Ladysmith) Forest Park Elementary School Waterworks Rights-of Way Bylaw, 2021".

Read a first time this 1th \_\_\_\_ day of February, 2021

Read a second time this \_\_\_\_ day of February, 2021

Read a third and final time, passed and adopted this \_\_\_\_ day of February, 2021

\_\_\_\_\_  
Chair, Charlene McKay

\_\_\_\_\_  
Secretary-Treasurer, Mark Walsh

I HERE BY CERTIFY this to be a true and original School District No. 68 (Nanaimo-Ladysmith) Forest Park Elementary School Waterworks Rights-of-Way Bylaw, 2021) adopted by the Board this \_\_\_\_ day of February, 2021.



# NLPS 2021/22 Budget Calendar

## October 2020

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|------------|--|
| October 14 | <b>Business Committee Meeting</b> <ul style="list-style-type: none"> <li>2020-21 1st Quarter Financial Report</li> </ul>               |
| October 20 | Stakeholder Budget Literacy Session  |
| October 28 | <b>Regular Board Meeting</b> <ul style="list-style-type: none"> <li>2021-22 Proposed Budget timeline presented to the Board</li> </ul> |

## November 2020

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| November 16  | Budget Review Sessions                           |
| November TBD | Additional Budget Literacy Session (If required) |

## December 2020

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| Nov 30 – Dec 11 | Departments to create preliminary budget plans for 2021-22; due to Finance by Dec 11, 2020 - Internal only.   |
| December 14–18  | 2021-22 Budget meetings to discuss Departmental plans. Significant anticipated changes to staffing, service levels or educational programing must be brought forward at this time – Internal only |
| December 18     | MOE 2020-21 Funding confirmation  |

## January 2021

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| January 11 | Enrolment projection data to schools – schools to review and provide input, due back to finance by Jan 15 – Internal only |
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January 13	<b>Business Committee Meeting</b>
January 18–22	Enrolment projection info to Learning Services; Learning Services to review and provide suggested amendments – due back to Finance by Jan 22 <sup>nd</sup> – Internal only
January 25–29	Review preliminary budget plans from Departments – revise if applicable

## February 2021

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February 1–14	Finance to compile the District Enrolment Projection – Internal only
February 3	<b>Education Committee Meeting</b> <ul style="list-style-type: none"> <li>Learning Services report out progress and highlight areas of potential need and potential reallocation</li> </ul>
February 10	<b>Business Committee Meeting</b> <ul style="list-style-type: none"> <li>Enrolment Projection presentation</li> <li>2020-21 Amended Annual Budget presentation</li> </ul>
February 15	Enrolment Projection submitted to MOE
February 22-26	Classroom Enhancement Fund audit to determine staffing levels for upcoming budget – Finance, Learning Services and HR (Elementary, Secondary and Special Education) – Internal only
February 22–26	2021-22 Preliminary Budget meetings with CUPE, NDTA, NSAA, DPAC
February 22	ThoughtExchange Survey Opened ( <i>Tentative</i> ) (Parents/Students/Employees/Partner Groups)
February 24	<b>Regular Board Meeting</b> <ul style="list-style-type: none"> <li>Approval of the 2020-21 Amended Annual Budget</li> </ul>

## March 2021

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March 3	<b>Education Committee Meeting (4:00 pm)</b> <b>Business Committee Meeting (6:00 pm)</b>
March 5	ThoughtExchange Survey Closes ( <i>Tentative</i> )
March 10	<b>Regular Board Meeting</b> <ul style="list-style-type: none"><li>ThoughtExchange Survey results (<i>Tentative</i>)</li></ul>
March 12	MOE 2021-22 Funding Announcement
March 31	School Calendar due to Ministry of Education

## April 2021

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April 7	<b>Education Committee Meeting</b> <ul style="list-style-type: none"><li>2021-22 Budget Discussion</li></ul>
April 14	<b>Business Committee Meeting</b> <ul style="list-style-type: none"><li>2020-21 3<sup>rd</sup> Quarter Financial Report</li><li>2021-22 Budget discussion</li></ul>
April 15	2021-22 Budgeted Staffing to Schools
April 28	<b>Regular Board Meeting</b> <ul style="list-style-type: none"><li>2021-22 Initial Budget Presentation</li></ul>

## May 2021

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| May 5  | <b>Education Committee Meeting</b> <ul style="list-style-type: none"><li>• 2021-22 Budget Discussion</li><li>• Presentations from NTDA and CUPE</li></ul>            |
| May 12 | <b>Business Committee Meeting</b> <ul style="list-style-type: none"><li>• Presentation of the 2021-22 Preliminary Annual Budget</li></ul>                            |
| May 26 | <b>Regular Board Meeting</b> <ul style="list-style-type: none"><li>• Approval of the 2021-22 Preliminary Annual Budget – Bylaw due to MOE by June 30, 2021</li></ul> |

## August 2021

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| August TBD | <b>Special Open Board Meeting</b> <ul style="list-style-type: none"><li>• Presentation of the 2020-21 Annual Surplus</li></ul> |
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## September 2021

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| September TBD | <b>Regular Board Meeting</b> <ul style="list-style-type: none"><li>• Presentation of the 2020-21 Audited Financial Statements</li></ul>  |
| September TBD | CEF Audit to be done by Finance, HR and Learning Services to confirm staffing requests to the Ministry of Education; due by Mid-October. Consultation with NDTA will be included. Internal only. |